

2021

# Emergency Operations Plan



City of Santa Barbara  
Office of Emergency Services  
September 2021



## Disclaimer

The material presented in this Emergency Operations Plan has been written in accordance with federal and state guidelines to meet current standards. However, this plan cannot anticipate all possible events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by the emergency management staff. The City's Emergency Operations Center (EOC) staff should test this plan after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the staff in overcoming the complexities that exist under actual emergency conditions.

Prepared for use by the City of Santa Barbara

By

The City of Santa Barbara Office of Emergency Services

Note:

This document has been reviewed and edited by City staff of the of Santa Barbara, the County of Santa Barbara Office of Emergency Management, outside agencies and stakeholders



## LETTER OF PROMULGATION

Adoption Date: December 14, 2021

To: Officials, Employees, and Citizens of the City of Santa Barbara

The preservation of life, property and the environment is the inherent responsibility of local, state and federal government. The City of Santa Barbara, in cooperation with the County of Santa Barbara Office of Emergency Management, outside agencies and stakeholders within the City have reviewed this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the protection of people and property in time of an emergency.

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

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City of the Santa Barbara into an efficient organization capable of responding effectively to any emergency.

This EOP is an extension of the State of California Emergency Plan and the Federal National Response Framework. The EOP will be reviewed, exercised and revised in accordance with FEMA's Comprehensive Planning Guide 101 (CPG101).

The City of Santa Barbara's Mayor and Council members give their full support to this plan and urge all officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City of Santa Barbara.

Concurrence of this promulgation letter constitutes the adoption of the Federal National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). This EOP becomes effective on acceptance by the Mayor and Council members of the City of Santa Barbara.

  
\_\_\_\_\_  
Rebecca Bjork  
City Administrator

December 14, 2021  
\_\_\_\_\_  
Date

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# INTRODUCTION





## FOREWORD

The Emergency Operations Plan (EOP) for the City of Santa Barbara addresses the planned response to extraordinary emergencies associated with natural disasters, technological and intentional incidents, pandemics and national security emergencies affecting the City. This plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters, which can generate unique situations requiring expanded emergency response. Effective response requires that the City of Santa Barbara Emergency Operations Center (EOC) staff remember to communicate, collaborate, coordinate, and cooperate with each other, field responders and other jurisdictions.

The EOP:

- Is a preparedness document designed to be read, understood, and exercised prior to an emergency;
- Designed to include the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). For area wide emergencies, such as a major earthquake or fire, it integrates with the Santa Barbara County Emergency Operations Center, as the Operational Area response;
- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the City;
- Identifies the policies, responsibilities and procedures required to protect the health and safety of the community, public and private property, and the environmental effects of natural, incidental, and technological disasters; and
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's EOC activities, and the recovery process.

This plan establishes the framework for implementation of SEMS and NIMS in the City of Santa Barbara. This Plan is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Santa Barbara, Special Districts, non-governmental agencies, stakeholders and the Santa Barbara County Office of Emergency Management (OEM).

This document is a concept of operations guide. It is also a planning reference. City departments, governmental and non-governmental agencies that have roles and responsibilities identified in this plan will develop Standard Operating Procedures or Guidelines (SOP/SOGs) with checklists based on the provisions of this plan. This plan will be used in conjunction with the State of California Emergency Plan and the National Response Framework during incidents of National Significance.

This Plan is a living document and should be reviewed bi-annually by staff.

## ASSUMPTIONS:

The City of Santa Barbara EOP and emergency response procedures are based on a set of assumptions listed below. The City's EOP:

- Is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to City staff and the public and minimize damage to property.
- Will utilize SEMS/NIMS/ICS in emergency response operations.

- EOC Director, or designee, will coordinate the disaster response in accordance with the City of Santa Barbara Municipal Code 9.116 Civil Defense and Disasters.
- Will coordinate response with the Santa Barbara County OEM.
- Resources will be made available to cities, unincorporated area, local agencies and citizens to cope with disasters affecting through the Santa Barbara County OEM as available.
- Will commit its resources, to a reasonable degree, before requesting mutual aid assistance.
- Will request mutual aid assistance through the Santa Barbara County OEM when disaster relief requirements exceed resources available in the City of Santa Barbara.

The EOP does not guarantee a perfect response for all situations. The plan outlines hazards that are treated as hypothesis rather than fact and identifies recommended guidelines to coordinate response activities. Users of the EOP assume all liability arising from the plans use.

The EOP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are at drawdown and at a level where the City can no longer respond.

## SCOPE:

- The City's EOP applies to all elements of the City's Emergency Organization during all phases of emergency management.
- The primary audience is intended to be emergency management staff from the City, special districts, Santa Barbara County OEM, State of California, and volunteer agencies.
- The EOP is also a reference for managers from other states and the Federal government, and interested members of the public.
- It is intended as an overview of emergency management and is not a detailed operational document. Specific operating procedures exist within each City Departments / Divisions standard operating procedures in support of the City's EOP.

## EMERGENCY MANAGEMENT GOALS

The City of Santa Barbara has established a set of emergency management goals for emergency response that includes providing:

- Effective life safety measures and reduce property loss.
- Rapid resumption of the City of Santa Barbara's basic services.
- Accurate documentation and records required for cost recovery efforts.

## ORGANIZATION OF THE EOP:

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Organization Functions.** Description of the emergency response organization section/branches/unites where applicable and emergency activation checklist.
- **Part Three** – Supporting documents and links.

## **ACTIVATION OF THE EOP:**

- On the order of the official designated by the Santa Barbara City Municipal Code Chapter 9.116, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.
- When the Governor proclaims a STATE OF EMERGENCY in an area that includes the City of Santa Barbara.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a NATIONAL EMERGENCY.
- Automatically on receipt of an ATTACK WARNING or the observation of a nuclear detonation.

## **TRAINING, EXERCISING, AND MAINTENANCE**

An emergency plan is not an end in itself. Training is necessary to make the planning concepts a natural response, in addition to training on the plan itself. Training should include exercises that test the interaction between the local jurisdiction, field units, and outside agencies. Exercises should be documented with an after action briefing to address any corrective measures and deadlines for completion.

SEMS requires documenting training consistent with SEMS. The planning process provides an opportunity to identify specific SEMS training needs and to schedule appropriate training. The plan may be used to define which SEMS training is required by department and agencies that have defined emergency response roles and responsibilities.

Training and exercises are essential at all levels of government to make emergency response personnel operationally ready. The goal of the City of Santa Barbara is to train and educate City staff and emergency response personnel in emergency preparedness and response. The City's Emergency Services Manager is responsible for overseeing the Plan, coordinating, and scheduling training for staff and exercising the City of Santa Barbara EOP. The City of Santa Barbara training programs includes plan orientation, EOC procedures followed by an EOC exercise program.

The best method for training emergency response personnel to manage emergency operations is through realistic exercises. An exercise is a simulation of a series of emergencies for identified hazards affecting the City of Santa Barbara. During these exercises, emergency response personnel are required to respond as though a real emergency had occurred. The exercises should provide personnel with an opportunity to become familiar with procedures that will be used in emergencies.

Several types of exercises can be conducted:

- Tabletop Exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures, and resolve coordination and responsibility issues. Such exercises are a good way to see if policies and procedures exist to handle certain issues. This type of exercise can be done virtually.
- Functional Exercises test and evaluate the capability of an individual functions, such as, evacuation, communications, public information or to provide an opportunity for the jurisdiction to respond to a realistic scenario in the EOC environment.

- Full-scale exercises simulate an actual emergency. They typically involve the full emergency management staff and field units and are designed to evaluate the operational capability of the entire emergency management system.

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



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**DISTRIBUTION LIST**

<b>DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EOP:</b>	<b>NO. OF COPIES</b>
Administration	1
Airport	1
Attorney	1
Community Development	1
Finance Department	1
Fire Department	1
Harbor Patrol	1
Human Resources	1
Information Technology	1
Library	1
Parks & Recreation	1
Police Department	1
Public Works	2
Resilience & Sustainability	1
Waterfront	1
Mayor	1
Council Office	2
Extra	1
<b>Other Agencies and Special Districts (CD)</b>	
SB County Office of Emergency Management	1
American Red Cross	1
ARES	1
MTD	1
City Unified School District	1
Santa Barbara City College	1
UC Santa Barbara	1

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**SIGNED CONCURRENCE BY PRINCIPAL CITY DEPARTMENT**

The City Administrators Office concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed Paul Casey City Administrator  
(Name) (Title)

The City Attorney concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed Paul Per Caborn City Attorney  
(Name) (Title)

The Airport Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed Gregory J. Hayes Airport Director  
(Name) (Title)

The Community Development Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

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

The Finance Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed [Signature] Finance Director  
(Name) (Title)

The Fire Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed [Signature] Fire Chief  
(Name) (Title)

# Emergency Management Plan | 2021

The Human Resources Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

(Title)

The Information Technology Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

(Title)

The Library Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

(Title)

The Parks & Recreation Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

Parks and Recreation Director

(Title)

The Police Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

(Title)

The Public Works Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed

(Name)

Public Works Director

(Title)

The Resilience & Sustainability Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *Rene Eyerly* Acting Sustainability & Resilience Director  
(Name) (Title)

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The Waterfront Department concurs with the City of Santa Barbara's Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Services Coordinator.

Signed *[Signature]* Waterfront Director  
(Name) (Title)

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## PART ONE



## BASIC PLAN



**PART ONE  
BASIC PLAN**

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## SECTION ONE – BASIC

### **EXECUTIVE SUMMARY**

The City of Santa Barbara Emergency Operations Plan (EOP) describes a comprehensive emergency management system that provides for a planned response to disaster situations associated with natural disasters, technological, and intentional incidents. It delineates operational concepts relating to various emergencies, identifies components of the Emergency Management Organization, and describes the overall responsibilities for protecting life and property and assuring the overall well-being of the whole community.

### **GENERAL**

The EOP for the City of Santa Barbara addresses the planned response to extraordinary emergencies associated with natural, technological, intentional incidents; including national security emergencies affecting the City. This plan does not address normal day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring expanded emergency responses. Effective response requires that the City of Santa Barbara Emergency Operations Center (EOC) staff remember to communicate, collaborate, coordinate, and cooperate with each other, field responders and other jurisdictions.

The EOP:

- Is a preparedness document designed to be read, understood, and exercised prior to an emergency;
- Designed to include the City of Santa Barbara as part of the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). For area wide emergencies, such as a major earthquake or fire, it integrates with the Santa Barbara County Emergency Operations Center, as the Operational Area, response.
- Identifies the policies, responsibilities and procedures required to protect the health and safety of the community, public and private property, and the environmental effects of natural, incidental, and technological incidents; and
- Establishes the operational concepts and procedures associated with field response to emergencies, the City's EOC activities, and the recovery process.

This EOP establishes the framework for implementation of SEMS and NIMS in the City of Santa Barbara. The EOP is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the City of Santa Barbara, Special Districts, and the Santa Barbara County OEM.

This EOP serves as a concept of operations guide and a planning reference. City departments and governmental and non-governmental agencies that have roles and responsibilities identified in this Plan will develop Standard Operating Procedures or Guidelines (SOP/SOGs) with

checklists based on the provisions of this Plan. This Plan will be used in conjunction with the State of California Emergency Plan (October 2017) and the National Response Framework (Fourth Edition October 23, 2019) during incidents of National Significance.

This Plan is a living document and reviewed in accordance with the Maintenance and Development portion of the plan (Page 20).

## **PURPOSE:**

The City's EOP describes a comprehensive emergency management system that provides for a planned response to disaster situations associated with natural, technological, intentional, terrorism and nuclear-related incidents. It delineates operational and support concepts relating to various emergencies, identifies components of the Emergency Management Organization, and describes the overall responsibilities for protecting life, property, and environment, while assuring the overall well-being of the whole community.

The EOP also identifies sources of outside support provided (through mutual aid and specific statutory authorities) by other jurisdictions, state and federal agencies and the private sector. The plan cites authorities and references to support the plan and has five objectives to:

1. Provide a system for the effective management of emergencies.
2. Identify lines of authority and relationships.
3. Assign tasks and responsibilities.
4. Ensure adequate maintenance of facilities, services and resources.
5. Provide a framework for adequate resources for recovery operations.

It also establishes the following as shared aims:

1. To support a regular training and exercise program that will enable the City and support organization representatives to maintain the level of proficiency and readiness needed to perform assigned emergency management duties.
2. To ensure a coordinated governmental response and recovery effort that is able to minimize the extreme adversity a major emergency or disaster that can affect the citizens, their quality of life, as well as, the well-being of the community as a whole.
3. To restore, as quickly as possible, government services impaired by a major emergency or disaster.
4. To provide citizens and owners of damaged property and businesses with humanitarian and economic recovery assistance from resources within the local community.
5. To seek supplemental long-term humanitarian and economic recovery aid from the State and Federal governments when local resources are insufficient and widespread damage has occurred.

## **PLANNING ASSUMPTIONS:**

The following assumptions apply to this plan:

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

## **SCOPE:**

The plan establishes a system for coordinating the mitigation, prevention, preparedness, response, and recovery phases of emergency management in the City of Santa Barbara. The EOP is an overview of emergency management and not a detailed operational document.

The EOP provides guidance to the City based on the following objectives:

- Provide a system for the effective management of emergencies, including describing how the whole community (unaccompanied minors, individuals with disabilities, others with access and functional needs (AFN), and individuals with limited English-speaking proficiency) and property are protected.
- Identify lines of authority and relationships.
- Assigns tasks and responsibilities.
- Ensure adequate maintenance of facilities, services, and resources.
- Provides a framework for adequate resources for recovery operations.

## **OVERVIEW**

The City of Santa Barbara is located on the south coast of Santa Barbara County. Due to the Santa Ynez mountain range that blocks colder air from the north, Santa Barbara enjoys mild and pleasant weather. It sits at an elevation of roughly 50 feet above sea level and has a land area of approximately 19 square miles.

The City is exposed to many hazards, all of which have the potential for disrupting the community, causing damage and creating casualties. An assessment of the frequency and vulnerability of the City to these hazards, along with a plan to mitigate these hazards, can be found in the City's "[2017 Local Hazard Mitigation Plan](#)", which was formally approved on August 15, 2017. It is assumed that the City of Santa Barbara will continue to be exposed to the hazards that may develop in the future. When confronted with real or threatened disasters, government officials should continue to recognize their responsibility with regard to public safety and exercise their authority to implement this plan in a timely manner. If properly implemented, this plan will reduce or prevent disaster related losses.

In view of the City's susceptibility and vulnerability to natural disasters and technological incidents, continuing emphasis will be placed on emergency planning; training of full-time, auxiliary, and reserve personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures according to the City's Local Hazard Mitigation Plan that was incorporated as part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan, adopted in August 2017. This Plan recognizes that hazard mitigation is a year-round effort and encourages all entities to prepare a hazard mitigation plan in accordance to the [Disaster Mitigation Act of 2000 \(DMA2K\)](#).

## **WHOLE COMMUNITY APPROACH**

Whole Community is a philosophical approach in how to conduct the business of emergency management.

Benefits include, but are not limited to the following:

- Shared understanding of community needs and capabilities
- Greater empowerment and integration of resources from across the community
- Stronger social infrastructure
- Establishment of relationships that facilitate more effective prevention, protection, mitigation, response, and recovery activities
- Increased individual and collective preparedness
- Greater resiliency at both the community and national levels

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience.

This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs; including those of other languages and cultures.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from the city and representatives from law enforcement, fire services, emergency management, the access and functional needs communities, and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community as a whole.

## **Community Resiliency Consists of Three Key Factors:**

1. The ability of first responder agencies (e.g. fire, law and EMS) to divert from their day-to-day operations to the emergency effectively and efficiently.

2. The strength of the emergency management system and organizations within the City, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the City's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the City on improving the City's resiliency.

## **Whole Community Principles and Strategic Themes<sup>1</sup>**

- **Understand and meet the actual needs of the whole community.** Community engagement can lead to a deeper understanding of the unique and diverse needs of a population, including its demographics, values, norms, community structures, networks, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs and their motivations to participate in emergency management-related activities prior to an event.
- **Engage and empower all parts of the community.** Engaging the whole community and empowering will better position stakeholders to plan for and meet the actual needs of the community and strengthen the local capacity to deal with the consequences of all threats and hazards. This requires all members of the community to be part of the emergency management team, which should include diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations and the private and nonprofit sectors, while including government agencies who may not traditionally have been directly involved in emergency management. When the community is engaged, it is empowered to identify needs and existing resources used to address the hazard.
- **Strengthen what works well in communities on a daily basis.** A Whole Community approach to building community resilience requires finding ways to support and strengthen the institutions, assets, and networks that already work well in communities and are working to address issues that are important to community members on a daily basis. Existing structures and relationships present in the lives of individuals, families, businesses, and organizations, before an incident occurs, can be leveraged and empowered to act effectively during and after a disaster strikes.

## **ORGANIZATION OF THE EOP**

- **Part One - Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Response Organization Functions.** Description of the emergency response and emergency action checklist and reference materials.
- **Part Three** – Supporting documents for the City's EOC. There are also links for annexed plans.

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<sup>1</sup> Excerpt: FEMA Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action – 2012, pgs. 4-5

## **HAZARD IDENTIFICATION AND ANALYSIS**

A hazard analysis has indicated that the City of Santa Barbara may be at risk to certain incidents and to national security emergencies. These hazards identified in **Part One, Threat Summary**, also provides general information on the possible impacts on the jurisdiction.

The City, as part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan, approved by FEMA, and adopted by the Santa Barbara City Council on August 15, 2017. The Local Hazard Mitigation Plan identifies natural hazards and mitigation projects to reduce the potential hazard impacts within the City. The EOP is reviewed annually and updated every two (2) years. The Local Hazard Mitigation Plan is an annex to the EOP, but there is a link to the plan in Part Three of this plan.

## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

### **General:**

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS), adopted by the City of Santa Barbara for managing response to emergencies and to facilitate communications and coordination between all levels of government.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related and equipment costs under state disaster assistance programs.

The National Incident Management System (NIMS) adopted by the State of California and integrated into the existing SEMS protocol. NIMS is further discussed within Part One, Basic Plan of the EOP.

SEMS is the system required by Chapter 7 of Division 2 of Government Code §8607, which became law for all jurisdictions and districts in California in 1996. The standard organizational model is based on an approach called the Incident Command System (ICS) that was developed by fire departments to standardize a common language when requesting personnel and equipment from other agencies and common tactics when responding to emergencies.

The system is designed to minimize the problem common to many emergency response efforts (e.g. duplication of effort) by giving each person a structured role in the organization and each organization its function in the larger response. SEMS and ICS can be used by any combination of agencies and districts in emergency response. These systems clearly define the chain of command and limit the span of control of any one individual entity.

SEMS, adopted by the City of Santa Barbara for managing response to multi-agency and multi-jurisdictional emergencies to facilitate communication and coordination between all levels of responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols used in emergency response and recovery.

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Fully activated, SEMS consists of five levels: field response, local government, operational area (countywide), OES regions, and state government.

## **Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat site. SEMS regulations require the use of ICS at the field response level of an incident.

## **Local Government Level**

Local government is one of the five levels in SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations (the Code) Section 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority or mutual aid agreement established under Section 6500 et seq. of the Code.

## **Operational Area**

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

Coordination and communications should be established between activated local government EOCs and the OA. The City of Santa Barbara will establish communication with the County EOC, as the OA, upon activation of the City's EOC.

The City of Santa Barbara will use the Multi-Agency Command (MACS) concept when developing response and recovery operations. When possible, the OA will include jurisdictional representatives in planning for jurisdictional support.

## **Regional**

There are three (3) Administrative Regions for CalOES (Inland, Coastal, and Southern) in California. There are six (6) Mutual Aid Regions for general mutual aid coordination. CalOES Administrative Regions manage and coordinate information and resources among OAs within regions designated pursuant to Government Code 8600, between the OAs and State agencies for support during emergency mitigation, preparedness, response, and recovery activities.

## **State**

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

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

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## **SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS**

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

1. Use SEMS when:
  - a. A local emergency is declared or proclaimed, or
  - b. The local government EOC is activated
2. Establish coordination and communications with Incident Commanders either:
  - a. Through the Departmental Operating Centers (DOCs) to the EOC, when activated, or
  - b. Directly to the EOC, when activated
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the City's EOC and the County EOC when activated.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

- Fulfilling management and coordination role of local government, and
- Providing for the five essential SEMS functions of Management, Operations, Planning, Logistics and Finance/Administration

### **SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning, logistics and finance/administration. These functions are the basis for structuring the EOC organization and are described in Part Two of this plan.

- **Management** - Overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations** - Coordinate all jurisdictional operations in support of the emergency response.
- **Planning** - Collect, evaluate and disseminate information; develop the City of Santa Barbara's EOC Action Plan and After-Action/Improvement Plan in coordination with other functions and maintaining all pertinent documentation.
- **Logistics** - Provide facilities, communication services, personnel, equipment and materials as a support to the incident.
- **Finance/Administration** - Financial activities, timesheets, compensation, claims and other administrative aspects.

The EOC organization may include representatives from state agencies, special districts, volunteer agencies, and private agencies with significant response roles.

## MAJOR SEMS COMPONENTS

### Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed, but not staffed, will be the responsibility of the next higher element in the organization.

### Management of Personnel - Hierarchy of Command and Span-of-Control

The position title “coordinator” refers to the lead person of each organizational section in the EOC. The term “Coordinator” and not “Chief” is used because the role of EOC is to coordinate and support the incident. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

EOC Director, PIO, Liaison, Access and Functional Needs and Disabilities, Agency Representative, Safety, Security and EOC Manager constitute the Management Section of the EOC. Coordinators for Operations, Planning, Logistics and Finance/Administration constitute the EOC General Staff. The General Staff are responsible for the following:

- Overseeing the internal functioning of their section, and
- Interacting with each other, Management, and other entities within the EOC to ensure the effective functioning of the EOC organization.

### EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts.
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans developed for a specified operational period may range from a few hours to 12 hours. The EOC Director and Planning Section Coordinator, during the Initial Action Planning meeting, determine the operational period. A mission statement, goals and objectives are developed with the Management Group. A reasonable timeframe is then established for accomplishing the goals and objectives. The action plans need not be complex but should be sufficiently detailed to guide the EOC in implementing the priority actions.

Guidelines for developing action plans and example action plan formats are contained in Part Two-Planning Support Documentation -- Action Planning Guidelines.

## **SEMS Coordination**

### **Multi-Agency or Inter-Agency Coordination at the Local Government Level**

#### **Multi-Agency or Inter-Agency Coordination is important for the following:**

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

### **Multi-Agency / Inter-Agency Coordination in the EOC**

- Emergency response is coordinated at the EOC through:
  - Representatives from the City's departments
  - Representatives from outside non-governmental agencies; including special districts, volunteer agencies and private organizations
- Coordination with agencies, not represented in the EOC, accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

### **Multi-Agency / Inter-Agency Coordination Group (MAC/IACG)**

- County EOC will collaborate with all the jurisdictions, special districts and other non-governmental agencies as necessary
  - The MAC may function within the EOC, at another location or through conference calls—but should remain in contact with the EOC. The IACG has separate meeting and communications facilities adjacent to the EOC
- Should develop consensus on priorities, resource allocation, and response strategies
- EOC Action Plan should incorporate group priorities and objectives
- Group objectives should be implemented through the EOC
- The City may participate with other local governments and agencies in a multi-agency coordination group organized by the County Office of Emergency Management or another local government, operational area, or regional level.

### **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. During a major emergency, the City's EOC will be activated to coordinate and support. The overall response in the field will utilize the Incident Command System. Incident Commanders may report to Department Operations Centers (DOCs), which in turn will coordinate with the EOC.

### **Incident Command System**

A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating

within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for emergencies of all kinds and is applicable to small as well as large and complex incidents. ICS is used to organize field level incident management objectives.

### **Coordination with Santa Barbara County Operational Area Level**

Coordination and communications shall be established between activated local government EOC's and the County EOC as the Operational Area. For the City, this channel is through the Santa Barbara County EOC. The communications links are telephone, satellite phone, radio, and Everbridge Mass Communication System, runner, etc.

### **Coordination with Special Districts**

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the City's EOC or County EOC to facilitate coordination and communication with the various entities it serves.

### **Coordination with Volunteer and Private Agencies**

The City's EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The EOC should establish communication with private and volunteer agencies providing services within the City.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. Agencies that have countywide response roles and cannot respond to numerous cities' EOCs should be represented at the operational area level.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

### **GENERAL**

In addition to SEMS, the City of Santa Barbara recognizes NIMS including concepts into the City's EOP, training and exercises.

NIMS integrates existing best practices into a consistent, nationwide approach to incidents of national significance that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context.

The National Incident Management System (NIMS) is a system mandated by Homeland Security Presidential Directive-5 (HSPD-5). NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-government organizations to work effectively and efficiently together to prepare for, respond to, and recover from significant domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

### **NIMS COMPONENTS**

Five major components make up the systems approach that includes Command and Management, Preparedness, Resources Management, Communications and Information Management, and Ongoing Management and Maintenance. More information regarding the National Incident Management System can be found at <https://www.fema.gov/national-incident-management-system>.

## **FEDERAL**

### **Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

### **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

## **CONCEPT OF OPERATIONS**

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. Local government has the primary responsibility for preparedness response activities within its jurisdiction. When an

emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions, and state and federal governments. In any case, incident command and response operations remain with the local jurisdiction.

The EOC is activated for a variety of reasons based upon support requirements of the City organization, the incident command, the context of the threat, and the anticipation of events in response to an incident. The level of activity within the EOC grows in size, scope and complexity in concert with that of the incident.

## **EMERGENCY MANAGEMENT ORGANIZATION ASSIGNMENT AND RESPONSIBILITIES**

The City Administrator serves as the Director of Emergency Services and directs the City Emergency Management Organization (including emergency response and recovery). The Director of Emergency Services may appoint an EOC Director, such as the Assistant City Administrator or Department Director or Emergency Services Manager. The Director of Emergency Services is responsible to the City Council per Chapter 9.116 §050 of the City's Municipal Code. The Director of Emergency Services is responsible for implementing the City's Emergency Operations Plan (EOP).

The Director of Emergency Services and/or EOC Manager are supported by the Emergency Management Organization and have overall responsibility for the following:

- Organizing, staffing and operating the Emergency Operations Center (EOC)
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the City of Santa Barbara
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Providing status and other reports to the City Council and the County

## **Reporting to County OEM**

The City will notify Santa Barbara County OEM when:

- The City's EOC is activated; including level of activation
- A Proclamation of a Local Emergency has been developed
- Initial Action Plan is being provided that includes, but not limited to:
  - Status Reports
  - Initial Damage Estimates
  - Incident Reports
  - Resources being utilized or needed

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

The City EOP provides structure, based upon SEMS and NIMS, for implementing city-level policy and operational coordination and support for domestic incident response. The EOP can be partially or fully implemented in response to the potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed and a level of coordination appropriate to each incident.

## **Local Response Structure**

All incidents will be managed at the lowest possible level. Responders use ICS to manage response operations. Local jurisdictions will exhaust their resources and enact their established mutual aid before requesting support from the Operational Area.

## **INFORMATION COLLECTION AND DISSEMINATION**

In order to establish a common operating picture, the City EOC requires information be shared by all agencies involved in the incident response, whether the field, DOC, or the OA EOC. Establishing a common operating picture and maintaining situational awareness are essential to effective incident management.

The field response, through the City's EOC, must provide the Management Section with as much information as possible to make educated decisions about incident response priorities and objectives. The management Section requires information such as type of incident/disaster, population/communities affected, resources available, and any other relevant incident information that would aid or should be consider in decision-making.

Information is shared via conference call, satellite phone, face-to-face, through Incident Action Plans, etc., so that all incident response personnel maintain intended recipients to take appropriate response actions use situational awareness and information.

## **Resource Requests**

Resource requests are submitted through the appropriate channels according to the SEMS/ICS structure established within the EOC Logistics Section. Resource requests will be addressed locally and if necessary regionally and then statewide. All requests for resources will require a request number and description of request before deployment.

## **Briefings**

City EOC Operational Period briefings are conducted at the beginning of each operational period where the current action plan for the upcoming operational period is reviewed. Additional briefings are scheduled as necessary to pass along vital information. Any staff, who wish to pass along information during a briefing or have important incident information/updates, should be prepared to disseminate that information during the operational period briefings. All briefings will follow the Planning P schedule.

## **COMMUNICATIONS**

Communication is a critical part of incident management. This section outlines the OES' communications plan and supports its mission to provide clear, effective internal and external communication between the City EOC, all incident response personnel, and the public.

## **Notification and Warning**

Timely warnings of an emergency condition or an incident are essential to preserving the safety of city residents as well as establishing an effective incident response.

Emergency notifications, warnings and alerts will be disseminated in collaboration with County OEM and/or County Sheriff's Public Safety Dispatch utilizing the Everbridge system through the County's [www.ReadySBC.org](http://www.ReadySBC.org) interactive webpage. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, by going door to door or using public address systems, or other social media platforms.

## **Emergency Public Information**

The City Public Information Officer (PIO) and Public Information Team will be notified to report to the City's EOC and are responsible for the public communications efforts relative to the incident or emergency (See Part 2 - Public Information Officer).

## **Non-Emergency External Communications**

During an incident, the City EOC expects that a high volume of calls for the public seeking incident related information would be placed to 911. 2-1-1 has collaborated with County OEM to reroute the non-emergency calls to 2-1-1 personnel who can provide incident related information to the public. It is essential that 2-1-1 call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

It is also important that the City EOC provide 2-1-1 with any pertinent information related to the City's response. All information will be disseminated in both English and Spanish.

Information will be dissemination using all available social media platforms. As well as, public information kiosks strategically placed throughout the City with up-to-date information.

The City's Office of Emergency Services (OES) has a set up an informational line at 805-897-2600, that can be used to get current information out the public, but is not intended to take messages. However, there will be a number assigned for the public to call, if applicable. During non-emergency times, the line will host weekly fire safety and emergency tips in both English and Spanish.

## **Internal Communications**

All communications should be a two-way flow from EOC Section Coordinators to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms, abbreviations, or slang). All incident related information will be communicated and displayed in the EOC on a situational status board. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel and employees while ensuring that the appropriate information reaches all intended recipients.

## **CITY OF SANTA BARBARA EOC ACTIVATION PLAN**

The City's EOC is activated when support is needed by response/field crews due to depletion of resources. Full or partial activation of the EOC will depend on the needs of the incident.

### **When to Activate:**

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment over an extended period of time;
- Determined by the City Administrator or designee, when the City or parts of the City are facing evacuations or been highly affected the incident. A Local Emergency may be proclaimed;
- When the Governor has proclaimed a State of Emergency in an area which includes the City and County of Santa Barbara;
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act
- By a Presidential Declaration of a National Emergency that effect the city or county;
- Following a significant earthquake causing damage in the City or neighboring jurisdictions;

## **Who Can Activate:**

The following individuals or their appointed representatives are authorized to activate the EOC:

- City Administrator (Director of OES) or designee (Assistant City Administrator)
- Fire Chief or designee
- Chief of Police or designee
- Public Works Director or designee

Any Department Director can request the opening of the EOC through the EOC Director/City Administrator or designee.

## **How to Activate:**

- The Director of Emergency Services, or designee, at the request of any Department Director, will request the potential to activate the EOC.
- The Director of Emergency Services, or designee, will contact the Emergency Services Manager and briefly describe the emergency/disaster situation causing this request.
- The EOC Manager will contact all EOC Section Coordinators and provide EOC activation level and provide
- Contact Combined Communication Center (CCC), identify yourself and give activation level for the EOC, including contact information. Also give CCC the OES information line number and when the line will be activated.

## **City EOC Activation Levels<sup>1</sup>**

The City's EOC activation below will depend on the magnitude of the incident.

- **Level One – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a buildup phase.) At the discretion of the Director of Emergency Services, the EOC may not be physically set up at this level.
- **Level Two – Functional Position Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. One or more of the DOCs may be activated depending on the nature of the incident. At the discretion of the Director of Emergency Services, the EOC will be set up to support the DOC(s).
- **Level Three – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.

Note: Depending on the situation, all DOCs could be activated at Level Two or Three.

## **Deactivation**

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function as determined by the Deactivation Plan.

The EOC Director and Planning Section Coordinator will determine the date and time for debriefing of EOC staff. The Planning Section Coordinator and EOC Manager will work to develop the After-Action Report and Improvement Plan (AA/IP).

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<sup>1</sup> In compliance with the State of California Emergency Plan, Section 7, page27

## **EMERGENCY OPERATIONS CENTER (EOC)**

The City of Santa Barbara's primary EOC is located at Fire Station 1, 121 W. Carrillo Street, Santa Barbara, CA 93101.

The alternate EOC is located at Santa Barbara City Airport, 601 Firestone Road, Santa Barbara, CA 93117.

## **CONTINUITY OF GOVERNMENT**

### **Purpose**

A major disaster or national security emergency could include death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved, and government services maintained. The California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuity and preservation of State and local government.

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports and emergency information during any disaster a community might face.

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

1. Succession to essential positions required in emergency management;
2. Pre-delegation of emergency authorities to key officials;
3. Emergency action steps provided in emergency plans and emergency action plans;
4. Emergency operations centers;
5. Alternate emergency operations centers;
6. Safeguarding vital records; and
7. Protection of government/industrial resources, facilities, and personnel.

In 2020, Risk Management developed the City's Continuity of Operations Plan (COOP). The purpose of the plan is to ensure that the capability exists to continue the City's essential governmental functions across a wide range of potential emergencies.

The objectives of the COOP include, but are not limited to the following:

- Ensuring safety of department's employees and customers,
- Ensuring the continuous performance of a department's essential functions/operations during an emergency,
- Protecting essential facilities, equipment, records, and other assets,
- Reducing or mitigation disruptions to operations,
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers,
- Exercise civil authority
- Providing a foundation for the continued survival of leadership, and
- Complying with legal and statutory requirements.

Although when and how a disaster will occur is unknown, the fact that future disasters will happen is certain. A well-designed and implemented COOP will determine the success of the response, recovery, and restoration of operations following an emergency.

The COOP for the City of Santa Barbara is a confidential, living document. However, an adapted copy can be obtain through the City's Risk Management Division of the Finance Department.

## **ADMINISTRATION, FINANCE, AND LOGISTICS**

Under SEMS, special districts are defined as a local government. As such, they are included in the emergency planning efforts. The City Emergency Organization in accordance with SEMS supports and is supported by:

- The Operational Area
- The County of Santa Barbara
- Special districts
- Other cities
- The State of California
- The Federal Government

NIMS provides a consistent nationwide template to enable federal, state, local, and tribal governments and private sector and nongovernmental organizations to work together effectively. NIMS also enables these entities to efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the [California Master Mutual Aid Agreement](#). The private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. OES is a partner with the Santa Barbara County Volunteer Organizations Active in Disaster ([VOAD](#)). VOAD will have a connection to the OA EOC through the County's EOP.

## **DISASTER SERVICE WORKERS**

The City of Santa Barbara staff are designated, by State Law, as Disaster Service Workers (DSWs) during a disaster and will serve in the City's response and recovery efforts.

- "All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers", per the [Government Code, Title I, Division 4, Chapter 8, 3100 – 3109](#) and [Labor Code, Part I, Division 4, Chapters 1 and 10](#).
- The term public employees include all persons employed by the State, or any county, city or special district.
- Other personnel, including volunteers, can quickly be registered by the City Clerk as a volunteer DSWs. This provides the volunteer with State Workers Compensation and liability coverage by the State.

Human Resources maintains a list of pre-registered volunteers affiliated with the City's EOC. It is imperative that local government maintain duplicate records of all information necessary for restoration of normal operations. This process of record retention involves offsite storage of vital computerized and paper-based data that can be readily accessible.

## **PRESERVATION OF VITAL RECORDS**

Since the City is decentralized, each department is responsible for the maintenance of their vital records. The Information Technology Manager and/or Supervisor of said departments are responsible for record preservation according to that department's Standard Operating Guidelines.

Vital records are defined as those records that are essential to the following:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, Emergency Management Plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster. Each department within the City should identify, maintain and protect their essential records.

## **REFERENCES**

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)
- Temporary City Seat, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code
- City of Santa Barbara Municipal Code, Chapter 9.116 (Revised September 2012)

## **PUBLIC AWARENESS AND EDUCATION**

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

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations.

The City is active in the Whole Community Concept and OES facilitates a Whole Community Taskforce made up of leaders from all demographics of the community. Those on the Task Force include representatives from, but not limited to, the Independent Living Resource Center, Latino

Elderly Outreach Network (LEON), Just Communities, American Red Cross, and other non-profits. This Task Force works to make sure that all demographics are receiving culturally relevant information and are getting emergency preparedness materials that are appropriate. The City is also involved in the Aware and Prepare Partnership C, a public-private partnership, the Santa Barbara County CERT Collaborative, and Volunteer Organizations Active in Disasters (VOAD). The City's OES office also conducts CERT and Listos classes, Community Disaster Education programs, and tabling events in English and Spanish throughout the City.

## **PLAN MAINTENANCE AND DEVELOPMENT**

The City's Office of Emergency Services (OES) coordinates the maintenance and updates of the Emergency Operations Plan (EOP) every two years or after a large activation, per FEMA's Comprehensive Planning Guide 101 (CPG101) (November 2010). The EOP is reviewed and updated by bringing together City staff, outside agencies and stakeholders to create the Plan Review Committee (Committee). Then the EOP is reviewed by all Department Directors and then is submitted for public comments through a media release and access on the OES website. Once all comments are received and corrections made, the EOP is submitted to the County's Office of Emergency Management, along with a State approved EOP Crosswalk. Once reviewed, approved by the County, the City's Office of Emergency Services will present the EOP to City Council for approval and adoption. Once adopted, the City Administrator will sign and date the Letter of Promulgation within the EOP.

The objective of any EOP is to outline efficient and timely response during emergencies. The City's EOP is the first step toward that objective. However, planning alone will not accomplish preparedness. Training and exercising are essential at all levels of government to make emergency operations personnel operationally ready.

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. Recognizing this, the signatories to this plan agree to participate in scheduled HSEEP exercises. The date and type of exercises will be identified in a three-year (calendar year) training schedule (Part 3 – Supporting Documents) and work plan approved by the Emergency Manager's Task Team and the Executive Management of the City of Santa Barbara.

## **TRAINING AND EXERCISES**

Training, tests and exercises are essential to ensure public officials, emergency response personnel and the public are operationally ready. As part of the emergency management training curriculum, it is recommended personnel with emergency responsibilities complete emergency management courses as described in the SEMS Approved Course of Instruction (ACI) and the NIMS integration criteria.

Cal OES provides training for emergency managers and first responders through its *California Specialized Training Institute* (CSTI). Each agency is responsible to maintain training and exercise records that demonstrate self-certification and compliance with SEMS and NIMS.

The objective is to train and educate public officials, emergency response personnel and the public. The best method for training staff to manage emergency operations is through exercises.

## Preparedness Exercises

Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems used in emergencies. State agencies and political subdivisions should plan for and/or participate in an all-hazards exercise program that involves emergency management/response personnel from multiple disciplines and/or multiple jurisdictions.

Exercises should:

- Be as realistic as possible.
- Stress the application of standardized emergency management.
- Be based on risk assessments (credible threats, vulnerabilities and consequences).
- Include non-governmental organizations and the private sector, when appropriate.
- Incorporate the concepts and principles of SEMS and NIMS.
- Demonstrate continuity of operations issues.
- Incorporate issues related to individuals with disabilities and others with access and functional needs.

Exercises range from seminars/workshops to full-scale exercises such as the following:

- **Seminars/Workshops** are basic training for team members. They are designed to familiarize team members with emergency response and crisis communications plans and their roles and responsibilities as defined in the plans.
- **Drills/Tests** are conducted on a regular basis to maintain the readiness of operational procedures, personnel and equipment. Examples include tests of outdoor warning systems and the Emergency Alert System.
- **Tabletop Exercises** are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. A facilitator guides participants through a discussion of one or more scenarios. The duration of a tabletop exercise depends on the audience, the topic being exercised and the exercise objectives. Many tabletop exercises can be conducted in a few hours, so they are cost-effective tools to validate plans and capabilities.
- **Functional Exercises** allow personnel to validate plans and readiness by performing their duties in a simulated operational environment. Activities for a functional exercise are scenario-driven, such as the failure of a critical business function or a specific hazard scenario. Functional exercises are designed to exercise specific team members, procedures and resources (e.g. communications, warning, notifications and equipment set-up).
- **Full-Scale Exercises** is as close to the real thing as possible. It is a lengthy exercise, which takes place on location using, as much as possible, the equipment and personnel that would be called upon in a real event. Full-scale exercises are conducted by public agencies. They often include participation from other governmental and non-governmental agencies.

The federal government, through FEMA, promulgates the Homeland Security Exercise and Evaluation Program (HSEEP), which is a standardized methodology for exercise design, development, conduct, evaluation and improvement to ensure homeland security and terrorist response capabilities are adequately tested and exercised. Any jurisdiction that receives certain homeland security grant funding may be required to develop an HSEEP-compliant training and exercising plan. Additional information can be found at the Homeland Security Exercise and Evaluation Program website. The City's OES participates and utilizes the HSEEP materials for scheduled exercises and training.

## **ALERTING AND WARNING SYSTEMS**

### **FEDERAL**

**EAS - Emergency Alert System (previously the Emergency Broadcast System):** The [Emergency Alert System \(EAS\)](#) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable system, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency

Broadcast, cable, and satellite operations are the stewards of this important public service in close partnership with state, local, tribal and territorial authorities.

FEMA, in partnership with the Federal Communications Commission and National Oceanic and Atmospheric Administration, is responsible for implementing, maintaining and operating the EAS at the federal level.

Emergency Alert System details include the following:

- Messages can interrupt radio and television to broadcast emergency alert information.
- Messages cover a large geographic footprint. Emergency message audio/text may be repeated twice, but EAS activation interrupts programming only once, then regular programming continues.
- Messages can support full message text for screen crawl/display, audio attachments in mp3 format, and additional languages.
- It is important for authorities who send EAS messages to have a relationship with their broadcasters to understand what will be aired via radio, TV and cable based on their policies. Policies vary from station to station.

**Integrated Public Alert Warning System (IPAWS):** During an emergency, alert and warning officials need to provide the public with life-saving information quickly. The [Integrated Public Alert and Warning System \(IPAWS\)](#) is a modernization and integration of the nation's alert and warning infrastructure that will save time when time matters, protecting life and property.

Federal, state, territorial, tribal, and local alerting authorities may choose to use IPAWS and may integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS will give public safety officials an effective way to alert and warn the public about serious emergencies using the Emergency Alert System, the Commercial Mobile Alert System, NOAA Weather Radio, and other public alerting systems from a single interface.

The County Office of Emergency Management has the license to use IPAWS on behalf of the jurisdictions if applicable.

**National Warning System:** The National Warning System (NAWAS) is a 24-hour continuous private line telephone system used to convey warnings to Federal, State and local governments, as well as the military and civilian population. Originally, the primary mission of the NAWAS was to warn of an imminent enemy attack or an actual accidental missile launch upon the United States. NAWAS still supports this mission but the emphasis is on natural and technological disasters.

In today's post-Cold War environment, the threats imposed by disasters make it imperative for all government officials to have access to an effective and reliable means of warning the public of impending emergencies so that they may take protective actions. Title VI of the Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes the use of the NAWAS to support the All-Hazards emergency response mission of the Federal Emergency Management Agency (FEMA). NAWAS is used to disseminate warning information concerning natural and technological disasters to various warning points throughout the continental United States, Alaska, Hawaii and the Virgin Islands. This information includes but is not limited to acts of terrorism including Weapons of Mass Destruction (WMD) after aircraft incidents/accidents, earthquakes, floods, hurricanes, nuclear incidents/accidents, severe thunderstorms, tornadoes, tsunamis and winter storms/blizzards. NAWAS allows issuance of warnings to all stations nationwide or to selected stations as dictated by the situation.

The [NWS Operations Manual](#), 03/2001, contains eligibility criteria that Federal, State and/or local governments must meet to have access to this system as well as operational procedures. NAWAS is a dedicated wire-line system that provides two-way voice communications between Federal warning center, state warning points and local warning points.

## STATE OF CALIFORNIA

**California Warning System:** CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. The Governor's OES headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The CHP headquarters in Sacramento is the state's alternate warning point. Both State and Federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means normally over the [California Law Enforcement Telecommunications System \(CLETS\)](#) July 2017.

**California Emergency Services Fire Radio System:** CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3. White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. FCC designates all three White channels as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

**California Emergency Services Radio System:** CESRS serves as an emergency communications system for the Governor's OES and county emergency services organizations. The system assists in the dissemination of warning information and support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays operated under appropriate FCC rules and regulations, administered by the State of California.

See the "[California Emergency Services Radio System, Plan and Licensing Guide](#)," August 2016, written by the Governor's OES Telecommunications Division for more information.

**California Law Enforcement Mutual Aid Radio System:** The California Law Enforcement Mutual Aid Radio System (CLEMARS) provided and managed by the California Office of Emergency Services (CalOES). CLEMARS enhances the ability of law enforcement agencies to

communicate on common frequencies during emergencies and other special operations.

This [CLEMAS Plan](#) governs the 12 CLEMARS channels (13 after narrow banding) in each of the public safety radio bands and the National Law Enforcement Mutual Aid Channel, which is considered part of the CLEMARS pool of frequencies in California. As such, CLEMARS provides a communications option for Law Enforcement officials regardless of the band their equipment operates in or the jurisdiction with which they are communicating.

As the FCC mandated that States adopt a regional or county approach for 800 MHz planning, the 800 MHz CLEMARS channels are governed by their respective regional 800 MHz Communications Plans. However, all CLEMARS channels are bound by California's statewide standards and procedures as detailed in this plan.

Cal OES enforces strict adherence to this plan and violations can result in loss of authorization to use CLEMARS channels.

**California Law Enforcement Telecommunications System:** Pursuant to GC section 15151, the [California Law Enforcement Telecommunications System](#) (CLETS) is an efficient law enforcement communications network available to all public agencies of law enforcement within the state. The CLETS will provide all law enforcement and criminal justice user agencies with the capability of obtaining information directly from federal and state computerized information files.

State-Provided Services Pursuant to GC sections 15161-15163, the CA DOJ shall provide central switching equipment and sufficient circuitry from the switching center to one location in each county to handle law enforcement messaging traffic. Circuitry and terminal equipment to extend beyond, or other than, the CLETS termination point in each county will be provided by client agencies at their own expense.

**Operational Area Satellite Information System:** The [Operational Area Satellite Information System \(OASIS\)](#) is a network of over 80 earth stations (terminals) located statewide. The terminals provide broadband internet and telephone access immune to regional failures in the terrestrial network. The inventory of terminals includes both fixed and transportable terminals.

Fixed terminals are sited at Emergency Operations Centers in all 58 California Counties. Additional fixed remotes serve locations of particular importance to Disaster Response; seismological laboratories, California National Guard Headquarters, etc.

A fleet of transportable units is available for both response and recovery missions. The transportable regularly serve Incident Command Posts providing reach back communications from locations in austere conditions. Transportable also provides needed internet and telephone communications in a variety of recovery settings, shelters, local assistance centers, logistics marshalling, etc.

**State WebEOC:** As of September 30, 2013, Response Information Management System (RIMS) was retired, and the new emergency response system is supported by WebEOC technology. WebEOC (the System) is operated and maintained by the California Governor's Office of Emergency Services (Cal OES) for the use of its staff, contractors, and other authorized users. Cal OES tests and monitors this System for security purposes to ensure it remains available to all users and to protect information in the System.

Unauthorized attempts to tamper with security, to use this System for other than intended purposes, to deny service to authorized users, to access, obtain, duplicate, alter, damage, destroy information, or interfere with the System or its operation is prohibited. Evidence of such acts may be disclosed to the appropriate law enforcement agencies and result in criminal prosecution.

## **COUNTY OF SANTA BARBARA**

[ReadySBC.org](http://ReadySBC.org): The County of Santa Barbara Office of Emergency Management and the County Sheriff's Department both utilize the Everbridge Mass Communication System. This system is used to notify the public of critical information quickly in a variety of situations such as severe weather, evacuations, major road closures, missing persons and other events happening within the County proper.

Participants who sign up to be alerted by the system will receive time-sensitive messages wherever specified, such as home phone, mobile or business phones, email address and/or text messages.

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## SECTION TWO AUTHORITIES AND REFERENCES

### **PURPOSE**

Emergency response, like all governmental action, is based on legal authority. The City of Santa Barbara Emergency Operations Plan (EOP) follows state and federal guidelines for conducting emergency operations, planning, training, emergency response, and recovery.

#### **California Emergency Services Act**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of *Local Emergency*, *State of Emergency* or *State of War Emergency* by the governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of Southern California Organized for Potential Emergencies (FIRESCOPE) program.

SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the governor, is published in accordance with the Emergency Services Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime.

Section 8568 of the Emergency Services Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are considered extensions of the California State Emergency Plan.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

### **EMERGENCY PROCLAMATIONS**

There are three types of proclamations of emergency in the State of California: local emergency proclamation, state of emergency, and state of war emergency. During a state of emergency or a state of war emergency, the Governor has complete authority over all agencies of State government. For specific information regarding emergency declarations, powers of the Governor, and authorities of jurisdictions, refer to the [California Emergency Services Act](#).

## Local Emergency

A local emergency may be proclaimed by the Santa Barbara City Council as specified by Section [9.116.040 of the City's Municipal Code](#). A Local Emergency proclaimed by the Emergency Services Director or designee must be ratified by the City Council within seven days. The governing body shall review, at its regularly scheduled meetings every 60 days until the Local Emergency is terminated ([California Emergency Services Act, Chapter 7, Article 14, §8630 \(c\)](#)).

A Local Emergency proclamation must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the city, caused by natural, technological or intentional situations.

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

- If necessary, through the Operational Area, request that the Governor Proclaim a State of Emergency,
- 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, through the Santa Barbara County Operational Area, 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, and
- 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.).

## State of Emergency

The governor in the following situations may proclaim a State of Emergency:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural, technological, or intentional incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.

- The governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The governor may promulgate issue and enforce orders and regulations deemed necessary.

## **State of War Emergency**

Whenever the governor proclaims a state of war emergency, or if a state of war emergency exists, all provisions associated with a State of Emergency apply. Additionally, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the governor, which are made or given within the limits of their authority as, provided for in the [California Emergency Services Act Article 3 Powers of the Governor](#).

## **AUTHORITIES**

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

### **Federal**

- Homeland Security Presidential Directive (HSPD) – 5 - 2004
- National Response Framework – January 2008
- Disaster Mitigation Act 2000 (Public Law 106-390)
- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)

### **State**

- California Emergency Services Act (Title 2, CCR, Chapter 7 of Division 1)
- Standardized Emergency Management System (SEMS) Regulations Title 2, CCR, Chapter 1 of Division 2 and CGC §8507 et. seq.
- California Governor’s Executive Order S-2-05
- Hazardous Materials Area Plan Regulations, Title 19, CCR, Chapter 4, Division 2, Article 3, §2720-2728 and California Health and Safety Code, Division 20, Chapter 6.97, Section 25503.5
- California Department of Water Resources Flood Control Code §128
- California Disaster and Civil Defense Master Mutual Aid Agreement
- “Good Samaritan” Liability (see Part Three—Supporting Documents).
- California Emergency Plan
- California Natural Disaster Assistance Act (Chapter 7.5, Division 1, Title 2 of the Government Code)
- California Health and Safety Code, (Division 20, Chapter 6.5, Sections 25115 and 25117), (Chapter 6.95, Sections 2550 et seq.), (Chapter 7, Sections 25600 through 25610, dealing with hazardous materials).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a “State of Emergency”
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the Existence of a “State of War Emergency”

- Good Samaritan Liability California Health and Safety Code, Chapter 9, Section 1799.102
- Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan adopted September 13, 2011 by the County Board of Supervisors

## **Local**

- Emergency Management – Municipal Code Chapter 9.116
- Adoption of the Standardized Emergency Management System (SEMS)- Resolution 95-035 adopted February 28, 1995
- Adoption of the National Incident Management System (NIMS) – Resolution 06-081 adopted September 26, 2006.
- Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan adopted August 2017 by the County Board of Supervisors – Adopted August 15, 2017 by the City of Santa Barbara.

## SECTION THREE HAZARD MITIGATION

### PURPOSE

Across the United States, natural, intentional and technological disasters have led to increasing levels of death, injury, property damage, and interruption of business and government services. The impact on families and individuals can be immense and damages to businesses can result in regional economic consequences. The time, money and effort to respond to and recover from disasters situations divert public resources and attention from other important programs and problems.

The impact of expected yet often unpredictable natural and human-caused events can be reduced through planning. History has demonstrated that it is less expensive to prevent disaster damage than to repeatedly repair damage after a disaster has struck. A mitigation plan states the aspirations and specific courses of action jurisdictions intend to follow to reduce vulnerability and exposure to future hazard events.

On October 30, 2000, the President signed into law the Disaster Mitigation Act of 2000 (DMA2K). DMA2K amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, amending among other things, adding a new section, 322 – Mitigation Planning. Section 322 places new emphasis on local mitigation planning. It requires local governments to develop and submit hazard mitigation plans by November 1, 2004, as a condition of receiving Hazard Mitigation Grant Program (HMGP) and other mitigation project grant funding.

Additional information regarding recommended mitigation actions and projects are provided in the City of Santa Barbara’s portion of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. The Plan was approved by FEMA and adopted by the Board of Supervisors and the City of Santa Barbara in August 2017.

### AUTHORITIES AND REFERENCES

Authority to create this Plan is derived from Public Law 106-390, Section 322, commonly known as the Disaster Mitigation Act of 2000 (DMA2K), and the associated Interim Final Rule, 44 CFR Parts 201 and 206, published in the Federal Register on February 26, 2002. This federal law and associated regulation establish planning and funding criteria for states and local communities. The Plan serves many purposes, including:

- ***Enhance Public Awareness and Understanding*** – to help residents of the City better understand the natural hazards that threaten public health, safety, and welfare; economic vitality; and the operational capability of important institutions;
- ***Create a Decision Tool for Management*** – to provide information that managers and leaders of local government, business and industry, community associations, and other key institutions and organizations need to take action to address vulnerabilities to future disasters;

- **Promote Compliance with State and Federal Program Requirements** – to ensure that Santa Barbara County and its incorporated cities can take full advantage of state and federal grant programs, policies, and regulations that encourage or mandate that local governments develop comprehensive hazard mitigation plans;
- **Enhance Local Policies for Hazard Mitigation Capability** – to provide the policy basis for mitigation actions that should be promulgated by participating jurisdictions to create a more disaster-resistant future; and
- Provide **Inter-Jurisdictional Coordination of Mitigation-Related Programming** – to ensure that proposals for mitigation initiatives are reviewed and coordinated among the participating jurisdictions within the County.
- Achieve **Regulatory Compliance** – To qualify for certain forms of federal aid for pre- and post-disaster funding, local jurisdictions must comply with the federal DMA2K and its implementing regulations (44 CFR Section 201.6). DMA2K intends for hazard mitigation plans to remain relevant and current. Therefore, it requires that State hazard mitigation plans are updated every three years and local plans, including Santa Barbara City’s, every five years. This means that the Hazard Mitigation Plan for Santa Barbara City uses a “five-year planning horizon”. It is designed to carry the City through the next five years, after which its assumptions, goals, and objectives will be revisited, and the plan resubmitted for approval. In Section 6.0 of the County’s Multi-Jurisdictional Plan has outlined a more aggressive approach to ensuring the plan in implemented, evaluated, monitored and updates.

## **GENERAL**

Mitigation is defined as sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects. Hazard mitigation focuses attention and resources on jurisdictional policies and actions that will produce successive benefits over time.

Teaching the public about potential hazards will help the counties and cities protect themselves against the effects of the hazards and will enable informed decision making on where to live, play and locate homes and businesses.

The emphasis of hazard mitigation is on the assessment and avoidance of identified risks, implementing loss reduction measures for existing exposures and insuring critical services and facilities survive a disaster.

Hazard mitigation strategies and measures avoid losses by limiting new exposures in identified hazard areas, alter the hazard by eliminating or reducing the frequency of occurrence, avert the hazard by redirecting the impact by means of a structure or adapt to the hazard by modifying structures or standards.

Federal legislation has historically provided funding for disaster preparedness, relief, recovery, and mitigation. The Disaster Mitigation Act of 2000 (DMA2K) is the latest legislation to improve the delivery of mitigation programs through sound and viable planning (Public Law 106-390). The legislation reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, DMA2K establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP).

Section 322 of DMA2K specifically addresses mitigation planning at the state and local levels. It identifies new requirements that allow HMGP funds to be used for planning activities and increases the amount of HMGP funds available to states that have developed a comprehensive, enhanced mitigation plan prior to a disaster. States and communities must have an approved hazard mitigation plan in place prior to receiving post-disaster HMGP funds. County, local and tribal hazard mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and the capabilities of the individual communities.

State governments have certain responsibilities for implementing Section 322, including:

- Preparing and submitting a standard or enhanced state mitigation plan;
- Reviewing and updating the state mitigation plan every three years;
- Providing technical assistance and training to local governments to assist them in applying for HMGP grants and in developing local mitigation plans; and
- Reviewing and approving local plans if the state is designated a managing state and has an approved enhanced plan.

DMA2K is intended to facilitate cooperation between state and local authorities, prompting them to work together. DMA2K encourages rewards for local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This enhanced planning network is intended to enable local and state governments to articulate accurate needs for mitigation, resulting in faster allocation of funding and more effective risk reduction projects.

## **IMPLEMENTATION**

Following each Presidential Declaration, the Regional Director of FEMA and the governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them,
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken,
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence, and
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for state and local applicant. These individuals will constitute the hazard mitigation survey team that will:

- Identify significant hazards in the affected areas, giving priority to disaster related hazards; and
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from the Disaster Survey Reports (DSRs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan, which is submitted to the FEMA Regional Director through the governor's authorized representative within 180 days after a Presidential Declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies; and
- Establish short and long-term planning frameworks for implementation of hazard mitigation efforts.

## SECTION FOUR THREAT SUMMARY

### GENERAL INFORMATION

The City of Santa Barbara recognizes that the planning process must address each hazard that threatens the City. There are four (4) broad categories of hazards: natural, technological, intentional (formally termed man-made), and national security incidents.

In accordance with the [City's Local Hazard Mitigation Plan](#), the City of Santa Barbara is subject, in varying degrees, to the effects of the following:

<u>Natural</u>	<u>Technological/Intentional/National Security</u>
Earthquakes	Transportation Accidents
Tsunami	Hazardous Materials Incident
Flooding	Dam Failure
Landslides	Offshore Oil Spill
Drought	Civil Unrest
Urban Interface Wildland Fire	
Pandemic	

#### **City Description**

The City of Santa Barbara is located within the County of Santa Barbara. The Santa Barbara County Office of Emergency Management is the lead for the County's Operational Area and is located within Region I, Southern Administrative Region of the Governor's Office of Emergency Services (CalOES). The Santa Barbara County Office of Emergency Management is located at 4408 Cathedral Oaks Road, Santa Barbara, CA 93110. The Regional Office is located at 4671 Liberty Avenue, Los Alamitos, CA 90730-5158.

Santa Barbara County, which serves as the Operational Area, is one of 58 counties in the State of California established February 18, 1850. The County is located approximately 300 miles south of San Francisco and 100 miles north of Los Angeles, and covers 3,789 square miles, nearly 28% of which is water. Elevation ranges from sea level to 6,820 feet at Big Pine Mountain. A corner of Kern and San Luis Obispo Counties border it to the north, Ventura County to the east, and the Pacific Ocean to the west and south. The County has 110 miles of coastline, and one third of the land area is located within the Los Padres National Forest.

Santa Barbara County is comprised of eight (8) incorporated cities and 14 unincorporated communities including Vandenberg Air Force Base. The County's total population in 2010 was estimated to be 423,895 (2010 Census),

The City of Santa Barbara, population: 88,410 (2010 Census), is located on the south coast of the County. Due to the Santa Ynez mountain range that blocks colder air from the north, Santa Barbara enjoys some of the mildest and pleasant, weather in California. It sits at an elevation of roughly 50 feet above sea level and has a land area of approximately 19 square miles. The median age in the city is 36.8 and the median income is \$61,665 according to the 2010 Census.

In 1786, the City received its name from the California Mission Santa Barbara. The Mission was known as the Queen of the Missions due to its beauty and the beauty of its surroundings. Attractions in Santa Barbara include the Santa Barbara Museum of Natural History, Santa Barbara Museum of Art, the Santa Barbara Zoo, Summer Solstice, Old Spanish Days – Fiesta Santa Barbara, to name a few. Santa Barbara is the retail, tourism and government center of the County. It is home to the Santa Barbara Municipal Airport, which services the majority of the County.

Santa Barbara County has had 36 disaster declarations; 10 for floods, 12 for winter storm flooding, eight (8) for wildfires, one (1) hazardous condition, one (1) oil spill, one (1) drought, one (1) earthquake, one (1) debris flow and one (1) pandemic.

Flood insurance maps were updated in 2018. The County has a rating of eight (8) in the Community Rating System under the National Flood Insurance Program (NFIP), and the flood plain management staff and programs are considered excellent. The City received designation as a *StormReady Community* in 2009 and in June 2012. Then the City received the designation of *TsunamiReady Community* from the NWS that was updated in 2019.

The City, in compliance with Federal Law, has created a Local Hazard Mitigation Plan that is part of the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan. The EOP contains a summary of potential hazard-related exposures/loss in the City of Santa Barbara. The Local Hazard Mitigation Plan updated in 2017 is due for revision by September 2022.

Because the City is exposed to numerous natural, intentional and technological hazards that range in severity from minor to catastrophic. For hazard details, refer to the City's General Plan, Safety Element and the City's Local Hazard Mitigation Plan (See Part 3 – Supporting Documents).

## **Infrastructure**

The City of Santa Barbara has the typical types of building, water and power systems of a community that has experienced moderate growth in the last 50 years.

- Buildings: Most building in the downtown corridor have been reinforced in recent years; however, the facades on these building are masonry.
- Water/Wastewater: The City has a diverse water supply including local reservoirs (Lake Cachuma and Gibraltar Reservoir), groundwater, State Water, desalination, and recycled water (Water Supply Management Report, January 2016). Water from reservoirs flows to Lauro Dam Reservoir and treated at the Cater Water Treatment Plant. Wastewater treatment is also the responsibility of the City, which has been in the process of updating old sewer lines within the City. In many areas of the City, both water distribution and wastewater collection lines are aged.
- Electricity Systems: The City is served by the Southern California Edison Company and served by two major lines. One line is a 220 kV Transmission line that runs behind the Santa Ynez mountain range and a smaller 66 kV Sub transmission line that runs along the coast.

## **Major Industries**

Tourism is a major income producer in the City. Tourist months are generally year round where the population within the City increases significantly. Recently, the City has been a port for major cruise lines since 2013.

## **Highways and Roads**

The City of Santa Barbara is unique in that there are only three major throughways that traverse the City. Traffic in the City can become heavy at times, especially during road construction and

the City has heightened tourist season. The traffic infrastructure system is very susceptible to weather events and geological damage, particularly during a series of major rain events.

- **Highway 101** – Travels north/south through the City of Santa Barbara. It connects to North Santa Barbara County and the Ventura County line. Highway 101 heavily traveled especially during peak work hours and can affect travel speed.
- **Highway 154** – Travels east/west through the Santa Ynez Mountain Range and connects the Santa Ynez Valley and the City of Santa Barbara.
- **Highway 192** - Travels north/south along the Front County of both Santa Barbara City and County and connects the Cities of Santa Barbara and Carpinteria.

Another Highway that effects the city but is in the County is:

- **Highway 150** – travels east/west and connects Ventura County and Santa Barbara County at the City of Carpinteria.

## Railroad Systems

Santa Barbara has one railroad system that runs through the City, the Union Pacific Railroad. Union Pacific does have a terminal that is located in the lower part of Santa Barbara's Downtown area. There are portions of the track that go through areas in the City susceptible to liquefaction. Amtrak also utilizes this railroad corridor with several train lines including the Pacific Surfliner.

## Airports

Santa Barbara City Airport is located 10 miles outside the City nestled between the City of Goleta and the University of California Santa Barbara. The Santa Barbara City Airport serves southern Santa Barbara County residents and provides for commercial and private planes and helicopter operations.

## Harbors

Santa Barbara City has a Waterfront/Harbor area that serves as home to commercial fishing vessels, as well as recreational and charter boats. The Waterfront/Harbor area is also a large tourist attraction with its many shops and restaurants. The Waterfront/Harbor also houses a Maritime Museum and the United States Coast Guard. The Harbor also houses many live aboard slip tenants year round.

## Hospitals

The City of Santa Barbara has one hospital in its upper Westside. Santa Barbara Cottage Hospital is a 450-bed acute care teaching hospital and Level 1 Trauma Center, the largest of its kind between Los Angeles and the San Francisco Bay Area. Fifty women determined to provide a healthcare facility for the growing community of Santa Barbara founded Cottage Hospital in 1888.

Now with annual admissions of more than 20,000 patients, nearly 73,000 emergency department visits, and 2,400 births, Santa Barbara Cottage Hospital is renowned for the breadth of its services. Cottage Hospital is a trauma care facility for critically injured patients and is helicopter accessible.

Cottage Health is a private, not-for-profit community organization. Cottage Hospital also has hospitals in Goleta and the Santa Ynez Valley that can provide a range and quality of services rarely found in like communities.

A volunteer board of directors from the community provides strategic direction and fiscal management of the System. Board members are not paid for this service, and they contribute generously to support the hospitals.

## Schools

- **Santa Barbara Unified School District**

Established on June 6, 1866, Santa Barbara's educational tradition is one of the oldest in the State of California. Its traditions are rooted in the 18th century Spanish era. For over a century, our graduates have gone on to become community, state, and nationally recognized leaders.

There are seven (7) elementary schools, seven (7) charter schools, five (5) junior high schools and five (5) high schools within the districts. The schools serve the City of Santa Barbara, the City of Goleta and the County of Santa Barbara's unincorporated areas.

- **Santa Barbara City College**

Santa Barbara City College is a comprehensive community college serving the south coast of Santa Barbara County. Established in 1909, SBCC is renowned as the #1 community college in the nation. The college has a wide range of associate degree and certificate programs, as well as transfer programs that provide the first two years of study toward the baccalaureate degree. Students are attracted to SBCC by virtue of its outstanding faculty, small classes, state-of-the-art facilities, student support services and incredible location.

## SHELTERING

### Sheltering Types

- Mass Care Shelters - Serves the general population
- Medical Shelter - Provide a level of medical care for people medically fragile. House people who require the medical care that would usually be provided by medical professionals in a nursing home or hospital
- Guiding Principal - The primary goal of sheltering and mass care is to help people stay safe, healthy, and independent.

### Planning Assumptions

The City of Santa Barbara Office of Emergency Services (OES) is the primary agency responsible for the inclusion of Access and Functional Needs considerations in the City of Santa Barbara Emergency Operations Plan (EOP) with the assistance of local community organizations. The AFN Liaison will have the responsibility in the City Emergency Operations Center (EOC) to address AFN needs during a disaster operation.

The AFN evacuee population will need additional assistance for alert and warning, transportation and evacuation, and care and sheltering. Due to the City's limited resources, the city will work with County Public Health Department, the Independent Living Resource Center and other partners to assist the AFN community with interpreters, health care personnel and housing managers to provide assistance the members of the community.

Local health care organizations will play a major role in AFN services during a disaster in coordination with the efforts of the Operational Area. Collaboration and partnerships with functional needs stakeholders (e.g., community and faith-based organizations and other non-profit organizations) will build community resource capacity for preparedness, response, recovery and mitigation.

Some members of the functional needs community could be evacuated without or separated from the durable medical supplies and specialized equipment they need (i.e. wheelchairs, walkers, telephones, etc.) for life activities. The City should make every reasonable effort to work with shelter providers to ensure durable medical supplies made available or accessible to community members.

## **Supplemental Plans**

- [2021 Community Wildfire Protection Plan \(CWPP\)](#)
- [City of Santa Barbara Safety Element - 2013](#)
- [Local Hazard Mitigation Plan - 2017](#)
- [Tsunami Response Plan – 2012](#) (currently being updated)
- Watershed Response Guide – 2015 (currently being updated)

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## SECTION FIVE RECOVERY OPERATIONS

### **CONCEPT OF OPERATIONS**

The City of Santa Barbara and its special districts will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can resume their pre-disaster lives.

Typically, there will be a need for such services as:

- Assessment of the extent and severity of damages to homes and other property,
- Restoration of services generally available in communities – water, food, and medical assistance,
- Repair of damaged homes and property,
- Restoration of businesses, and
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can assist individuals; families and businesses recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in the beginning of an incident and can involve two phases: short-term and long-term recovery.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal, cleanup, and the orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the incident.

Long-term recovery operations will begin during the response phase of the emergency. The major objectives of long-term recovery operations include:

- Coordinating delivery of social and health services,
- Review of potential improvements in land use planning,
- Improving the City's Emergency Management Plan,
- Re-establishing the local economy to pre-disaster levels,
- Recovery of disaster response costs, and
- Effectively integrating mitigation strategies into recovery planning and operations.

Participating agencies will handle the long-term recovery activities on their own, with the exception of improvements made in the City's EOP. Changes to the EOP will be coordinated with all participating members of the City Emergency Operations Center and the County EOC.

#### **Short-Term Recovery**

The goal of short-term recovery is to restore local government to at least a minimum capacity.

Short-term recovery includes:

- Utility restoration,

- Expanded social, medical, and mental health services,
- Re-establishment of City government operations,
- Clearing and repairing transportation routes,
- Debris removal,
- Cleanup operations, and
- Abatement and demolition of hazardous structures.

Each department and agency will coordinate its efforts to restore utility systems and services during recovery operations. The City will ensure that debris removal and cleanup operations are expedited. Based on the City assessments, structures that pose a public safety concern will be demolished. For Federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. The City may open Local Assistance Centers (LACs) to aid in the recovery process. These centers bring together providers to assist victims with “one-stop shopping” for disaster assistance. LACs may have a wide variety of local, State and Federal resources in a single location easily accessible to all victims. Great measure will be taken to work with the City’s Access Advisory Committee to make sure that resources are made available to victims with disabilities and access and functional needs.

### **Long-Term Recovery**

The goal of long-term recovery is to restore facilities to at least pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. The City will need to coordinate and employ hazard mitigation actions in all activities in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to at least their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations. Individual citizens and private businesses will also seek to access recovery programs.

### **Recovery Operations Organization**

For the City of Santa Barbara, recovery operations will be managed and directed by the City’s Finance Department and Emergency Services Manager. On a regularly scheduled basis, the City Administrator will convene meetings with City Executive Management team, Emergency Services Manager, key individuals, and representatives from affected facilities. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations. The Finance Department and affected departments will assist the City Administrator, as needed, in facilitating and leading the recovery process. Other City departments will also be represented and responsible for specific operations throughout the recovery process.

### **Recovery Damage/Safety Assessment**

The recovery damage/safety assessment is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery. As part of Operations, an Initial Damage Estimate (IDE) will be determined during the response phase to support a request for a local proclamation and to assist the State in requesting a presidential declaration through the Santa Barbara County OA EOC. During the recovery phase, this assessment is refined to a more

detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities are listed in the City's portion of the County Multi-Jurisdictional Hazard Mitigation Plan (See Part 3 – Supporting Documents).

## **Documentation**

Documentation is essential for recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to the following:

- Public buildings;
- Flood control works;
- Irrigation works;
- County roads;
- City streets;
- Bridges; and
- Other essential infrastructure.

Under Federal disaster assistance programs documentation must be obtained regarding damages sustained, such as:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the Federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction.

The documenting information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under Federal mitigation programs. Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

## **Recovery Disaster Assistance**

Local government may consider activating a Local Assistance Center (LAC) to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for successful recovery. LAC characteristics generally include:

- Resource facility for recovery information, services and programs;
- Community based service facilities;
- Managed by local government; and
- Staffed by Private Non-Profit (PNP) organizations, local, State and federal government, as appropriate.

Disaster Recovery Centers (DRC) may also be activated by key Federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and Small Business Association (SBA) programs. DRC characteristics generally include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, the Governor’s OES, SBA and other federal, state, and local agencies as appropriate.

**Public Assistance through the CalOES**

Public agencies include state agencies and departments, cities, counties, and city and county, school districts, community college districts, special districts and certain private non-profit agencies.

Listed below are a few types of assistance and authority; this is not an exhausted list. For further information go to the Governor’s Office of Emergency Services website at <http://www.caloes.ca.gov/cal-oes-divisions/recovery>.

Program Name and Authority	Type of Assistance
State Public Assistance Director’s Concurrence with local emergency	Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)
State Public Assistance Governor’s Proclamation of a State of Emergency	Reimbursement of local emergency response costs, debris removal, <u>and</u> funding to restore damaged public infrastructure
<a href="#">FMAG</a> Stafford Act	Reimbursement for fire suppression costs
Federal and State Public Assistance Presidential Declaration of an emergency	Reimbursement of local emergency response and debris removal costs
Federal and State Public Assistance Presidential Declaration of a Major Disaster	Funding to restore public infrastructure and reimbursement of emergency response and debris removal costs

Other links for recovery information are as follows:

- [CalOES Public Assistance](#)
- [Federal Public Assistance](#)
- [California Disaster Recovery Framework](#) - 2019

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## **PART TWO**



## **MANAGEMENT SECTION**



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# MANAGEMENT SECTION

## **PURPOSE**

## **GENERAL**

The Management Section directs the City's Emergency Management Organization (EMO), coordinates the actions of the Emergency Operations Center (EOC) staff, establishes operational priorities, ensures development and implementation of strategies to meet the needs of the emergency. The EMO also works with elected officials on issues related to emergency response and recovery, communicates with the media, coordinates response with outside agencies including county, federal and state agencies, and ensures the safety of the responders. The Management Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens, while supporting the response to the conditions within the city. Additionally, the Management Section must consider whether an emergency in the neighboring jurisdiction could affect the City of Santa Barbara or draw upon resources normally available to the city.

## **OVERVIEW**

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

The Management Section incorporates the following functions:

- EOC Director
- Public Information Officer
- EOC Manager
- Liaison Officer
  - Access & Functional Needs Liaison (Unit to be assigned)
- Legal Officer
- Safety

## **CONCEPT OF OPERATIONS**

The Management Section will operate under the following policies during an incident as the situation dictates use of the following:

- The Standardized Emergency Management System (SEMS).
- The National Incident Management System (NIMS) during incidents of national significance.
- All existing City and departmental operating guidelines will be adhered to unless modified by the EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their individual Department policies and Disaster Service Worker Standard Operating Guidelines.
- The EOC Director and Planning Section Chief will determine the operational periods determined by the event.

**THE CITY OF SANTA BARBARA EMERGENCY MANAGEMENT**

City of Santa Barbara Emergency Operations Center (EOC) Management

When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from City departments will report to the EOC to coordinate City decision making, simultaneously coordinate department activities, and liaison with different levels of government, as well as, with non-governmental entities.

The EOC provides a centralized focus of authority and information and allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.

Responsibility for providing incident command is assigned to specific city departments except for those incidents for which the Emergency Services Director retains overall command authority. Generally, when the EOC is activated, the initial responding agency has established an on-scene Incident Commander. The Incident Commander will continue to direct operations according to that department's standard operating procedures (SOP) unless and until relieved of command by a superior officer. For example, the Incident Commander has the authority to order the evacuation of a particular area. It is the responsibility of the Incident Commander to assure that information of the incident is continuously circulated to the respective Department Operating Center (DOC) and/or EOC. The DOC has the responsibility to make sure that all information is distributed to EOC, if activated. The City EOC will be responsible for disseminating the information to all City staff, members of the City Council, member of the public, as appropriate.

Upon the activation of the EOC, the EOC Manager, Operations and/or Planning Section Coordinator will brief the Director of Emergency Services on the status of the incident. The City's Policy Group will develop a Mission Statement with priorities for incident management teams. The Director of Emergency Services or their designee has ultimate authority to determine such priorities of actions and the allocation of resources in accordance with priorities developed during the initial Incident Action Planning meeting.

The general responsibilities of key members of the Management Section/Policy Group are listed below.

- **Emergency Services Director/EOC Director:** The EOC Director is responsible for the overall management of the City's emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period.
- **Public Information Officer:** The Public Information Officer (PIO) ensures that information support is provided and that information released is consistent, accurate, and timely and provided to all outside agencies and the media. When multiple local, state, and federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state, and federal agencies. The PIO will ensure that the whole community concept is followed to make sure that all forms of communication is culturally relevant for all residents and accessible for those with access and functional needs and disabilities.
- **EOC Manager:** The EOC Manager facilitates the overall function of the EOC and serves as a resource to the EOC Director and all EOC Section Coordinators.
- **Liaison Officer:** The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the City government structure. The Liaison

Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any county, state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations. The Liaison Officer also serves as the multi-agency or inter-agency representative for the City of Santa Barbara to coordinate the response efforts. Note the EOC Manager can also fill this role depending on the type of incident and EOC activation.

- **Access & Functional Needs Liaison:** The Access & Functional Needs (AFN) Liaison will work with Care & Sheltering and the PIO to ensure sheltering and communications are being disseminated to the whole community. The AFN Liaison will work with outside government, non-government agencies and non-profits to ensure that all needed resources are provided to the evacuation center and/or shelter.
- **Legal:** The City Attorney serves as the Legal Officer and provides legal advice to the EOC Director in all legal matters related to the incident. The City Attorney will also assist the EOC Director in the development of a local proclamation for the incident if applicable.
- **Safety:** The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC for all staff.

**Chart 1**

**CITY OF SANTA BARBARA  
EMERGENCY ORGANIZATION MATRIX**

**FUNCTIONAL RESPONSIBILITIES OF CITY DEPARTMENTS/AGENCIES**

L = Denotes lead agency/organization    S = Denotes supporting agency/organization

Department/Agency	Management	Operations	Planning	Logistics	Finance / Admin.	Recovery
<i>City Administrator</i>	L				S	S
<i>City Council</i>	S					S
<i>City Fire</i>	S	L	S	S		
<i>Planning Department</i>	S	S	L			S
<i>Police Department</i>	S	L	S	S		S
<i>Public Works</i>	S	L	S	S		S
<i>Finance</i>	S				L	L
<i>Purchasing</i>				L	L	S
<i>Human Resources</i>				S		
<i>Airport</i>	S	L				
<i>Library</i>	S			S		
<i>Parks &amp; Recreation</i>	S	S	S	L	S	S
<i>Waterfront</i>	S	L				S
<i>Utilities</i>			S			
<i>Special Districts</i>		S		S		
<i>City Schools</i>		S		S		
<i>Operational Area</i>	S	S	S	S	S	S
<i>CalOES Southern Region</i>	S	S	S	S	S	S

# CONTINUITY OF GOVERNMENT

## **PURPOSE**

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained, civil government best accomplishes this. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

## **RESPONSIBILITIES**

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

## **PRESERVATION OF LOCAL GOVERNMENT**

[Article 15 of the California Emergency Services Act, §8637 – 8644](#), provides the authority, as well as the procedures to be employed; to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body is unavailable to serve.

The Emergency Services Act provides for the preservation of city and county governments in the event of a peacetime or national security emergency.

## **CITY OF SANTA BARBARA GOVERNING BODY LINES OF SUCCESSION**

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Per Article 15, Section 8638 of the Emergency Services Act that authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Listed below is the City's Line of Succession.

**MAYOR AND COUNCIL**

Referencing the City of Santa Barbara Municipal Code 9.116.090 Line of Succession for Mayor during an emergency reads:

*“The line of succession for the position of Mayor, in the case of the absence or disability of the Mayor during a state of emergency, a state of war emergency, a local emergency, or other conditions of disaster, shall commence with the Mayor Pro Tempore and continue through the members of the City Council by seniority. If two members of the City Council have equal seniority, the member whose last name comes earlier alphabetically shall serve as Mayor (Ord. 5594, 2012)”*

**ADMINISTRATION**

City Administrator  
STB 1 Asst. City Administrator  
STB 2 Fire Chief  
STB 3 Police Chief

Legal Officer  
STB 1 Asst. City Attorney  
STB 2 City Attorney

\*Refer to the Continuity of Operations Plan (COOP) developed in 2020

**TEMPORARY CITY SEAT DURING EMERGENCIES**

The City's Municipal Code 9.116 and Section 23600 of the California Government Code provides that:

- The Director of Emergency Services and/or City Council shall designate an alternate city seat or locate a facility outside the city boundaries if necessary.
  - Note real property cannot be purchased for this purpose.
- A resolution designating the alternative city seat must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is usable due to emergency conditions, the EOC Management Section/Policy Group will determine the temporary government seat.

**EMERGENCY OPERATIONS CENTER (EOC)**

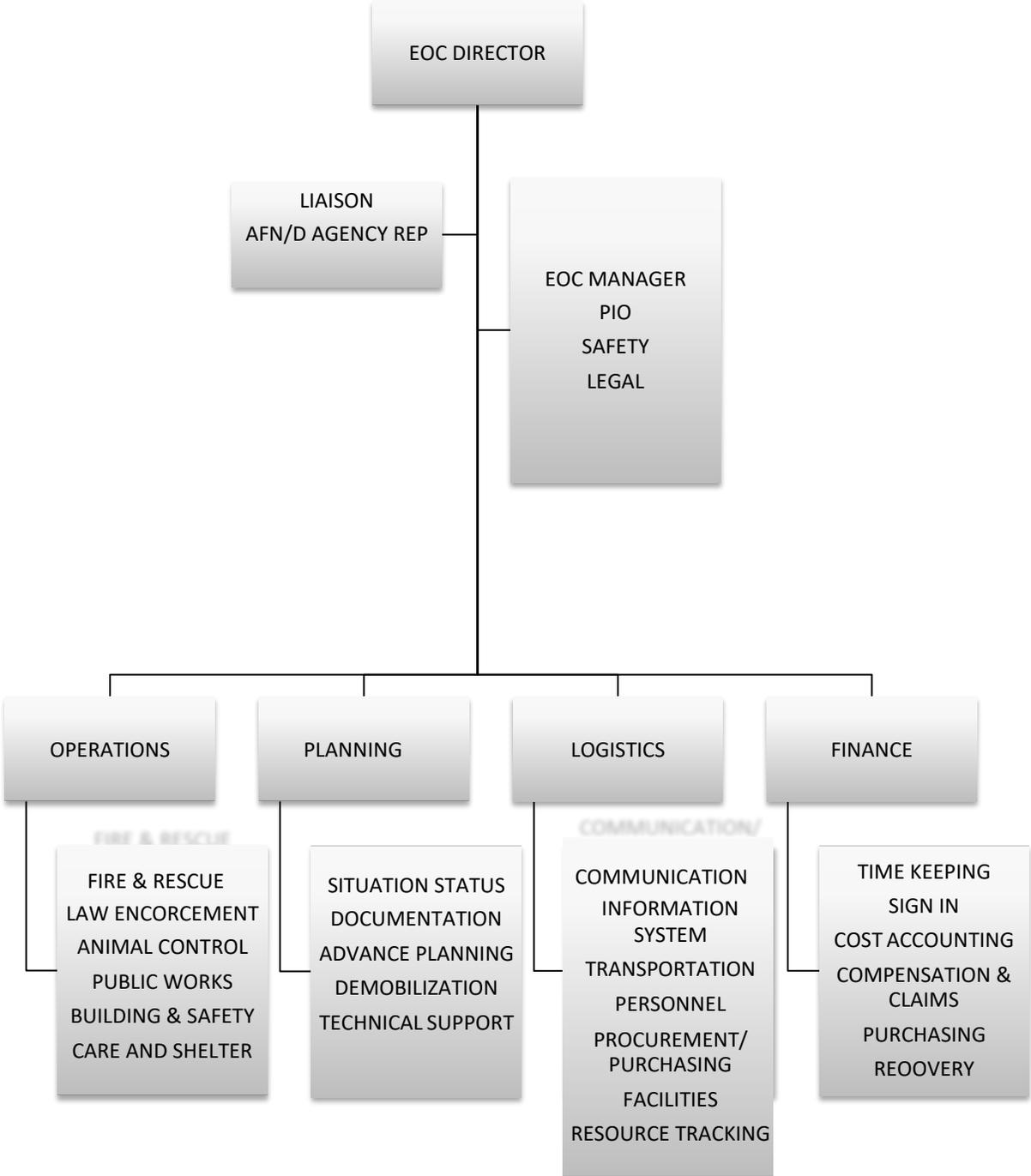
The City of Santa Barbara's primary EOC is located at Fire Station 1, 121 W. Carrillo Street, Santa Barbara, CA 93101. The alternate EOC is located at Santa Barbara City Airport, 601 Firestone Road, Santa Barbara, CA 93117.

**REFERENCES**

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act
- Temporary City Seat, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code
- City of Santa Barbara Municipal Code, Chapter 9.116 (Revised September 2012)

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# SEMS CITY ORGANIZATION CHART



## SEMS EOC RESPONSIBILITIES CHART



### **Responsibilities:**

#### **Operations Section**

The Operations Section in the EOC acts as the primary point of contact between the EOC, field Incident Commander and Department Operating Center (DOC). Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section/s. They will provide information from the EOC to field command and DOCs.

#### **Planning Section**

The Planning Section is responsible for collecting, evaluating, disseminating and displaying information. This Section has an important function in overseeing the Planning Briefing and in preparing the operational period action plans, in coordination with other EOC sections. This Section will collect and process internal EOC documents, and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning Section.

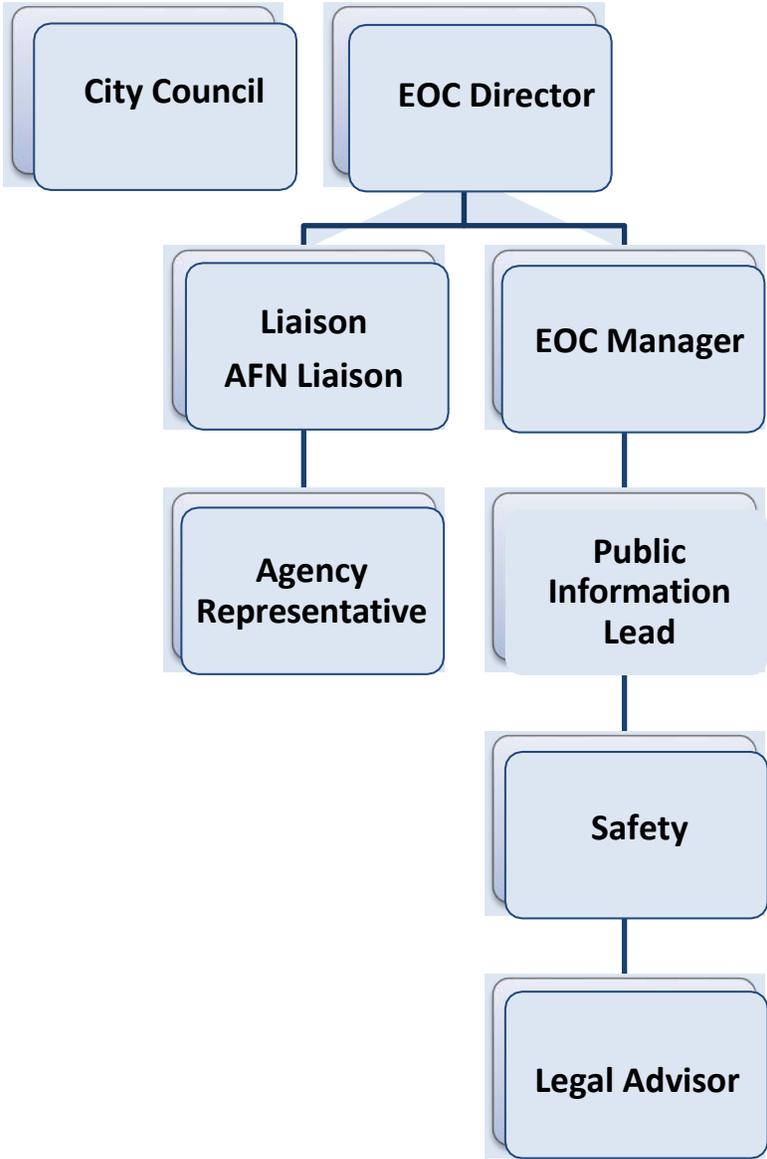
### **Logistics Section**

The Logistics Section provides facilities, personnel, resources, and other support services to support the incident and meet the internal functions of the EOC/DOC/field operations.

### **Finance/Administration Section**

Responsible for financial activities and other administrative aspects in regards to compensation, claims and recovery.

# MANAGEMENT SECTION ORGANIZATION CHART



# MANAGEMENT SECTION CHECKLISTS

## COMMON RESPONSIBILITIES

### INTRODUCTION

The following position checklists are intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for the Emergency Operations Center (EOC) Management Section.

Common Responsibilities are that are to be considered before arriving at your designated location.

### RESPONDING

- Receive a briefing from the Incident Commander/EOC Manager/Section Coordinator
  - Including how to order from Logistics for any needs
- Review your position checklist for your assignment
- Make sure that the Incident Project Code is on all your paperwork
- Begin your AP 214 – Individual Work Form
- Be aware of the schedule and any meetings you may need to be involved in
- Review special communication instructions for phones, computers, radios, etc.

### CHECK-IN

Determine the location where you will be assigned. Your check-in location can be at one of the following locations:

1. Primary EOC – 121 W. Carrillo Street – Fire Station 1
2. Secondary EOC - 601 Firestone Road – Airport

Administration/DOC Departmental Operating Centers:

- a. Airport DOC – 601 Firestone Road – Conference Room
- b. Building & Safety DOC – 630 Garden – Fishbowl Conference Room
- c. Logistics DOC – 100 E. Carrillo Street – Carrillo Recreation Center
- d. Fire DOC – 121 W. Carrillo Street – Captains Office
- e. Police DOC – 215 E. Figueroa Street – Watch Commander's Office
- f. Public Works DOC – 630 Garden Street – Public Works Conference Room
- g. Waterfront DOC – 130 A Harbor Way – Waterfront/Harbor Patrol Office
- h. Incident Command Post (ICP) - TBD

**INITIAL BRIEFING:** Receive briefing immediately from the Incident Commander/EOC Manager/Section Coordinator.

**WORK MATERIALS:** Acquire all work materials needed for your assignment. Go to the Logistics Section if resources are needed to perform your duties. Be sure that you are briefed on the proper way to order materials.

**HEALTH & SAFETY:** Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers. If you see anything that may cause an injury, report it to your Section Coordinator.

**SUPERVISION:** Organize and brief subordinates, make sure that they understand their role in your section. Be sure that you sign all AP 214 before your staff is released from your section. Be sure that your staff understands how to operate all equipment before use. If applicable, brief your EOC Section staff on the Deactivation Plan.

**COMMUNICATION:** Know the assigned telephone, cellular number and/or radio frequency(ies); if applicable, for your area of responsibility and ensure that communication equipment is operating properly.

There will be instructions on how to use the phone in your Section's EOC bin. Use clear text (no codes) on all radio communications.

**DOCUMENTATION:** Complete all documentation required of the assigned position and send it through the chain of command to the Documentation Unit in the Planning Section. Completion and submittal of all documentation is to be done in a timely fashion.

Pay attention to the Planning 'P' meeting schedules for your shift. Ensure all documentation needed for EOC action plan for the next Operational Period are complete.

**DEACTIVATION:** Make sure that you are briefed on the procedures of the Deactivation Plan that may include the following:

- If applicable, the EOC Section Coordinator needs to signed your OES 214 Individual Work Form
- Give your form to the Sign-In Unit as you leave
- When you sign out, leave your contact information
- Remember to put the incident code on your timesheet

**CRITICAL INCIDENT STRESS DEBRIEFING:** Ensure that all staff have the opportunity for critical incident stress debriefing. Ensure that they are aware of all Employee Assistance Program within the City.

More specific sectional position checklists begin on the following pages.

## **MANAGEMENT SECTION CHECKLISTS**

The Management Section Checklist is listed below as indicated in the Management Organization chart:

- EOC Director
- EOC Manager
- Public Information Officer
- Liaison Officer/Agency Representative
- Safety
- Legal Advisor

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EOC Section: Management		Position: EOC Director
Position Description	Authority and responsibility to direct all EOC activity. Establish communications with all City Department Directors. Attend all multi-agency conference calls if applicable.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Make executive decisions based on City policies</li> <li>Develop and issue rules, regulations, proclamations and orders with Management Staff</li> <li>Conduct an Incident Action Plan Briefing with Planning Section Coordinator, set goals and objectives for the EOC with Management/Policy Group and General EOC Section Coordinators</li> <li>Establish the appropriate level of city organization and continuously monitor the effectiveness of the organization Make changes as needed</li> <li>Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC</li> </ul>	
Reports and Plans	EOC Action Plan – Review and approve Deactivation Plan – Review and approve Press Releases – Review and approve Local Emergency Proclamation – Review and proclaim if City Council is not in session	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Respond immediately to EOC and determine operational status.	
2.	Determine appropriate level of activation based on situation as known. (Refer to the EOC Activation Plan)	
3.	Obtain briefing from whatever sources are available preferably Incident Commander, Operations Section or EOC Manager.	
4.	If applicable, assign a member of the Policy Group to the County's EOC.	
5.	Confer with the EOC Manager to ensure that the EOC is properly set up and ready for operations.	

	Actions	Notes
6.	Work with EOC Manager to determine which sections are needed; ensure appropriate staffing in their sections.	
7.	In coordination with EOC Section Coordinators activated, set priorities for response support efforts.	
8.	Ensure that inter-agency coordination is accomplished effectively within the EOC.	
9.	Confer with the EOC Section Coordinators representation that is needed from other jurisdictions, special districts, and other emergency response agencies.	
10.	Assign an Access & Functional Needs Liaison officer to coordinate with outside agency as applicable.	
11.	In coordination with the Public Information Officer (PIO), conduct and schedule media conferences and review media releases for final approval	
12.	In coordination with Management Staff, prepare management function objectives for the action planning meetings with Planning Section Coordinator and EOC Manager.	
13.	Convene the Initial Action Planning meeting with Planning Section Coordinator. Ensure that all Section Coordinators, Management Staff/Policy Group, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to Planning Section, "Action Planning Guidelines") and ensure the meeting is facilitated appropriately by the Planning Section Coordinator.	
14.	Utilizing the Planning P to conduct periodic briefings to ensure strategic objectives are current and appropriate.	
15.	Once the Planning Section completes the Action Plan (AP) it is reviewed, approved and authorized by the EOC Director.	
16.	Conduct regular briefings for the elected and executive representatives and/or their designee.	
17.	At the direction of the Policy Group and Legal, formally issue Emergency Proclamation.	

<b>Deactivation</b>		<b>Notes</b>
1.	Review and approve Deactivation Plan. Authorize deactivation of sections, branches, and units when they are no longer required.	
2.	Brief your relief for the next Operational Period, ensuring that ongoing activities are identified and follow-up requirements are known.	
3.	Ensure that all required forms or reports are completed prior to deactivation.	
4.	Be prepare to provide input to After Action Report (AAR).	

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# PART TWO, MANAGEMENT | 2021

EOC Section: Management		Position: EOC Manager
Position Description	Assist EOC Director in facilitating the overall functions of the EOC. Serve as advisor to the EOC Director and EOC Section Coordinators, provide information and guidance related to the incident, coordinate with other agencies and serve as a resource to the EOC Director and Planning Section Coordinator.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Coordinate EOC management systems</li> <li>Assist Planning Section Coordinator with implementation of the Planning P for the Operational Period</li> <li>Attend all Operational Planning meetings; serve as scribe as directed by the Planning Section Coordinator or EOC Director</li> <li>Provide information and guidance to the EOC Management Section</li> <li>Maintain contact with the Santa Barbara County EOC or Staff Duty Officer; dependent on level of activation</li> <li>Serve (temporary assignment) as Section Coordinator as needed within the EOC or as assigned by the EOC Director</li> <li>Coordinate all visits to the EOC by outside agencies in conjunction with Liaison Officer and PIO</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>Incident Action Plan – Review</li> <li>Situation Status – Review</li> <li>Complete the following forms:                             <ul style="list-style-type: none"> <li>AP 202S for Section</li> <li>AP 214 Individual Work Log</li> </ul> </li> </ul>	

## CHECKLIST

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Assist the EOC Director with the overall facilitation and functioning of the EOC.	
2.	<ul style="list-style-type: none"> <li>Respond immediately to EOC site and determine operational status.</li> <li>Obtain briefing from whatever sources are available.</li> <li>Ensure proper set up of the EOC.</li> <li>Mobilize appropriate personnel for the initial activation of the EOC. Follow the communications checklist for recall of EOC Staff in the EOC Activation Plan.</li> <li>Continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.</li> <li>Immediately set up the sign in table and with sign in sheets until the Sign-In staff arrive.</li> </ul>	

Actions		Notes
3.	<ul style="list-style-type: none"> <li>• Ensure that an EOC organization and staffing chart is posted and completed.</li> <li>• Ensure that communications with emergency response agencies are established and functioning.</li> </ul>	
4.	Serve as an advisor to the EOC Director, Management and General EOC Staff, providing information and guidance related to the internal functions of the EOC and ensure compliance with existing emergency plans and procedures.	
5.	Confer with the General Staff to determine what representation is needed at the EOC from other jurisdictions, special districts, and other emergency response agencies.	
6.	Monitor General Staff activities to ensure that all appropriate actions are being taken. Provide procedural guidance as applicable.	
7.	Ensure that appropriate Action Planning procedures are followed (refer to Planning Section, "Action Planning Guidance") and the meeting is facilitated appropriately by the Planning Section Coordinator.	
8.	Ensure that all communications with jurisdictional emergency response agencies have been established and are maintained.	
9.	Assist the EOC Director and Liaison Officer in establishing and maintaining an Inter-Agency Policy Group comprised of outside agency representatives and executives <u>not assigned</u> to specific sections within the EOC.	

Deactivation		Notes
1.	Review Deactivation Plan.	
2.	Notify the County EOC, other emergency response agencies, and appropriate organizations of the planned deactivation time of the EOC.	
3.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
4.	Ensure that all required forms and reports are completed prior to deactivation.	
5.	Deactivate the EOC at the designated time issued by the EOC Director.	
6.	Complete Individual Work Log (AP 214) and have the EOC Director, or designee sign and submit it to the Sign-In Unit when	
7.	Be prepared to provide input to the After Action/Improvement Plan	

# PART TWO, MANAGEMENT | 2021

EOC Section: Management		Position: Public Information Officer	
Position Description	<p>Serves as the primary point of contact between the EOC, media and the public. The PIO will prepare informational press releases, work with media representatives and provide for information for press conferences. The PIO function will also oversee rumor control activities.</p> <p>Provide guidance as appropriate to other departments/agencies on the release of emergency related information.</p>		
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Serve as the central coordination point for the City on all media releases.</li> <li>• Develop the format for press conferences, in conjunction with the EOC Director.</li> <li>• Maintain a positive relationship with the media representatives.</li> <li>• Coordinate with County Joint Information System as appropriate.</li> <li>• Ensure public inquiries are handled appropriately using all forms of communication and, if applicable, coordinate the opening of the City's Call Center (Room 15 at City Hall).</li> <li>• Maintain all social media platforms with current information and assist City TV with updating Channel 18.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>• OES 202S – Section Objectives</li> <li>• OES 214 – Individual Work Log</li> <li>• Media Call List</li> <li>• Public Call List</li> <li>• Disaster Assistance Directory; if applicable</li> <li>• Media Briefing Schedule</li> </ul>		

## **CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Serve as the coordination point for all media releases.	
2.	Coordinate media releases with PIOs representing other affected emergency response agencies, both within the city, outside jurisdictions and/or agencies involved in the incident.	
3.	Coordinate the provision of situational information on the city's website and ensure that rumor control is provided with the same information throughout the event.	

## PART TWO, MANAGEMENT | 2021

	Actions	Notes
4.	Organize the format for press conferences in coordination with the EOC Director.	
5.	Supervise the Rumor Control function (IF ACTIVATED).	
6.	Attend all briefings with EOC Director and Management Staff.	
7.	Determine staffing requirements and make required personnel assignments for the PIO Unit as necessary.	
8.	Obtain policy guidance from the EOC Director on media releases.	
9.	Keep the EOC Director advised of all unusual requests for information and all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.	
10.	Coordinate with the Situation Status Unit and identify a method for obtaining and verifying significant information as it develops.	
11.	Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of handout materials.	
12.	Implement and maintain an overall information release program.	
13.	Interact with other EOC sections, branches, and units to provide and obtain information relative to public information operations.	
14.	In coordination with other EOC sections, as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance to the public and all City staff.	
15.	At the request of the EOC Director, prepare media briefings for Elected/Executive representatives and/or their designees, other government officials, and provide assistance as necessary to facilitate their participation in media briefings and press conferences. Develop talking points for leadership media briefings/conferences.	
16.	Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.	

## PART TWO, MANAGEMENT | 2021

	Actions	Notes
17.	Provide sufficient staffing and telephones for call center operations to efficiently handle incoming media and public calls. Ensure that briefings and debriefings are provided for Call Center Staff.	
18.	Prepare, update, and distribute to the public a Disaster Assistance Information Directory which contains locations to obtain food, shelter, supplies, health services, etc.	
19.	Ensure that announcements are culturally relevant, translated appropriately and all information is accessible.	
20.	Assign staff to monitor broadcast media, using information to develop follow-up news releases and rumor control.	
21.	Ensure copies of all media releases are maintained and submitted to the Planning Section, Documentation Unit.	
22.	Provide copies of all releases to the EOC Director.	
23.	Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.	
24.	Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.	
25.	Ensure current maps and information are at all kiosk locations.	

RUMOR CONTROL		Notes
	Review Common Responsibilities; Pg. M-13	
1.	Provide staffing for rumor control Unit with computer access.	
2.	Establish a Disaster Hotline with an up-to-date recorded message.	
3.	Supervise the Rumor Control Unit.	
4.	Obtain "confirmed" disaster information.	
5.	Correct rumors by providing factual information based on confirmed data.	
6.	Refer inquiries from media to the Lead PIO or designated staff as appropriate.	

<b>Deactivation</b>		<b>Notes</b>
1.	Deactivate the PIO Unit when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Deactivate the EOC at the designated time, as appropriate.	
5.	Complete Individual Work Log (AP 214) and have the EOC Director, or designee sign and submit it to the Sign-In Unit when you sign out.	
6.	Be prepared to provide input to the After Action/Improvement Plan.	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Management		Position: Liaison	
Position Description	The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Oversee all liaison activities, including coordinating with outside agency representatives assigned to the EOC and handling requests from DOCs.</li> <li>Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.</li> <li>Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.</li> <li>In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.</li> <li>Ensure that Deactivation is accomplished when directed by the EOC Director</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> <li>Outside Agency Sign-In Sheet</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Given initial briefing and review of objectives within the Action Plan to incoming agencies.	
2.	Assist in establishing and coordinating interagency contacts	
3.	Maintain a list of cooperating agencies.	
4.	Keep agencies that are supporting response operations aware of incident status.	
5.	Monitor incident response operations to identify current or potential inter-organizational problems.	
6.	Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.	
7.	Participate in EOC Planning Meetings.	

## PART TWO, MANAGEMENT | 2021

	Actions	Notes
8.	Thoroughly brief incoming staff.	

Deactivation		Notes
1.	Deactivate the Liaison Unit when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214), have the EOC Manager or EOC Director sign and submit it to the Sign-In Unit when you deactivate.	
5.	Be prepared to provide input to the After Action/Improvement Plan.	
6.	Provide assistance with shift change activity, as required.	
7.	Submit the Agency Rep Sign-In Sheet to the Planning Section's Documentation Unit.	

EOC Section: Management		Position: Liaison: Access & Functional Needs	
Position Description	Assess the impact and suitability of action plans and proposed activities upon the whole community. Ensuring that people with access and functional needs and disabilities receive all aspect of incident information and resources.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Coordinate with all sections of the EOC to facilitate consideration of functional needs and disabilities in all aspects of the response and recovery planning.</li> <li>Ensure that language and disability program access and physical accessibility issues are addressed at all levels of emergency response.</li> <li>Ensure supervision needs by providing trained NGO, CBO volunteers and emergency shelter personnel.</li> <li>Ensure transportation needs are met through Logistics if coordination of evacuation and transportation resources is required.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> <li>Agency Contact List</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Check-in with Operations regarding known information or plans that could affect persons with functional needs and disabilities.	
2.	Work with Liaison Officer and Care & Shelter Branch on sheltering and/or evacuation centers that are ADA compliant.	
3.	If the County’s EOC is activated, the AFN Liaison will be assigned to the County as appropriate.	
4.	Work with the PIO to ensure information being disseminated are accessible.	
5.	Coordinate with EOC Operations and Logistics to facilitate the processing of mission tasking possible impacts of people with functional needs; advise as necessary.	
6.	Provide input to the EOC Situation Report to include any information known about impacts on people with functional needs and disabilities through the Planning Section.	
7.	Participate in Action Planning Meetings to report on known and potential needs affecting people with functional needs and disabilities.	

## PART TWO, MANAGEMENT | 2021

	Actions	Notes
8.	Provide assistance to advance planning to provide information on known and potential needs affecting people with functional needs and disabilities.	
9.	Provide a summary report of activities, capabilities and significant issues affecting people with functional needs and disabilities at the end of each shift.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your section leader sign it and submit it to the Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action.	
7.	Provide assistance with shift change activity, as required.	

### AFN Planning Assumptions

The City of Santa Barbara Office of Emergency Services (OES) is the primary agency responsible for the inclusion of access and functional needs consideration in the City of Santa Barbara Emergency Operations Plan (EOP) with the assistance of local community organizations. The AFN Liaison will have the responsibility in the City Emergency Operations Center (EOC) to address AFN needs during disaster operations.

The AFN evacuee population will need additional assistance for alert and warning, transportation and evacuation, and care and sheltering. Due to the City's limited resources, the city will work with County Public Health and other partners, such as the Independent Living Resource Center, to assist the AFN community with interpreters, health care personnel and sheltering.

Local health care organizations will play a major role in AFN services during a disaster in coordination with the efforts of the Operational Area. Collaboration and partnerships with functional needs stakeholders (e.g., community and faith-based organizations and other non-profit organizations) will build community resource capacity for preparedness, response, recovery and mitigation.

Some members of the functional needs community could be evacuated without or separated from the durable medical supplies and specialized equipment they need (i.e. wheelchairs, walkers, telephones, etc.) for life activities. Every reasonable effort should be made to ensure these durable medical supplies are made available or made accessible to community members.

### **People with Access and Functional Needs Planning Considerations**

Accommodating access and functional needs community may include modifications to programs, policies, procedures, architecture, equipment, services, supplies and communication methods. Examples of Access and Functional Needs services may include, but are not limited to the following:

- An exception for service/companion animals in an emergency shelter where there is a no-pets policy.
- The provision of way-finding assistance to someone who is blind to orient to new surroundings.
- The transferring and provision of toileting assistance to individuals with a mobility disability.
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

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EOC Section: Management		Position: Agency Representative	
Position Description	Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representative serves three principal functions. 1) Represent their agency/jurisdiction and provide information from their respective agency/jurisdiction; 2) they will have a level of authorization to speak or act on behalf of their agency; and 3) they will provide their agency with vetted information obtained in the City's EOC.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Agency Representatives should be able to speak on behalf of their agency, within established policy limits, acting as a liaison between their agency and the EOC.</li> <li>Agency Representatives may facilitate requests to or from their agency, but normally do not directly act on or process resource requests.</li> <li>Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 214 – Individual Work Log</li> <li>Agency Sign-In Sheet and Contact List</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Receive a briefing from the Liaison Unit or EOC Manager. Be sure to sign into the Agency Rep sign-in sheet, at the Sign-In Unit table.	
2.	Keep a log of agencies, media, etc. within the EOC.	
3.	Keep agency executives informed and ensure that you can provide agency policy guidance and clarification to the EOC Director or other Section Unit Leaders as needed.	
4.	Maintain Unit Logs associated with the position.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	

<b>Deactivation</b>		<b>Notes</b>
4.	Complete Individual Work Log (AP 214) and have the Liaison Unit Leader or EOC Manager sign, then submit it to Sign-In Unit.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Management		Position: Safety Officer	
Position Description	When activated, the Safety Officer position at the EOC is to ensure a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working the EOC positions are not over stressed or working for extended periods that may jeopardize their health.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.</li> <li>Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.</li> <li>Stop or modify all unsafe operations outside the scope of the EOC notifying the EOC Director of actions taken.</li> <li>Relay location of the first aid kit, fire extinguishers and evacuation routes out of the facility.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 205 – Medical Plan</li> <li>AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Monitor all EOC staff.	
2.	Report any significant health and safety issues to the EOC Section Coordinator and/or EOC Manager.	
3.	Know where the fire extinguishers and first aid kits are in the building and document it in the AP 205 Medical Plan.	
4.	Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.	
5.	Write and review the medical section of the action plan.	
6.	Be part of the action planning meetings to get approval of the Medical Plan for each operational period.	

<b>Deactivation</b>		<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have the EOC Manager or EOC Director sign, then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan.	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Management		Position: Legal Officer
Position Description	The Legal Officer provides advice on emergency proclamations, emergency ordinances, and other legal requirements.	
Primary Responsibilities	Provide legal advice to the EOC Director and/or Policy Group on all legal matters relative to the incident and assist in the proclamation of a local emergency.	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> <li>Local Proclamation; as applicable</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. M-13	
1.	Assist in the composition of any disaster proclamation.	
2.	Provides interpretation of various state and local disaster ordinances, statutes, and regulations.	
3.	Assist the EOC Director and/or Policy Group in developing overall strategic objectives for the EOC Action Plan.	
4.	Provide general advice and guidance to the EOC Director as required.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have the EOC Director, or designee sign, then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action Plan	
7.	Provide assistance with shift change activity, as required.	

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## **PART TWO**



## **OPERATIONS SECTION**



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# OPERATIONS

## GENERAL

### **PURPOSE**

The Operations Section acts as the primary point of contact between the EOC and Department Operations Center (DOC), and may be linked directly to the field Incident Command Post. Department Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests and field intelligence. Incoming information will be routed to the appropriate EOC sections. They will provide information from the EOC to DOCs and field incident command as appropriate.

The Operations Section will enhance the capability of the City of Santa Barbara to respond to emergencies by carrying out support efforts for the operations based upon the EOC Action Plan. This Section's priorities are to support the field element by:

- Protecting life and property
- Carry out objectives of the EOC Action Plan
- Ensure support for incident response
- Cooperate with other sections of the City's EOC
- Provide up-to-date information regarding the incident to the Situation Status Unit of the Planning Section
- Ensure current information is being disseminated accurately and culturally relevant, assist with rumor control

### **OVERVIEW**

The Operations Section's primary responsibility is to support the tactical operation of various response elements involved in the incident. These elements may include as applicable:

- Fire/Rescue/Hazardous Materials
- Law Enforcement
  - Animal Control
- Public Works
- Building and Safety
- Care and Shelter
- Airport
- Waterfront

### **OBJECTIVES**

The Operations Section is responsible for coordination of support elements applied to the incident. Elements can include alerting and warning, evacuation, sheltering and infrastructure protection, to name a few. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

## **Alert and Warning/Public Information**

The Santa Barbara County Office of Emergency Management (OEM), as the Operational Area (OA), and County Sheriff's Office will take the lead alert and warning, working in coordination with the City of Santa Barbara. The City's is responsible for coordinating with the County, as the OA, to ensure that whole community receives culturally relevant communication.

Depending on the situation, numerous forms of alert and warnings may be required to reach the entire population, including those without hearing, eyesight or speak a different language. The types of important information to deliver to access and functional needs populations include the location of shelters and food, availability of transportation, and health care locations. Considerations for these specific populations will be addressed prior to a disaster event and communicated to the affected populations in coordination with the County Office of Emergency Management and other collaborating partners.

## **CONCEPT OF OPERATIONS**

The Operations Section will operate under the following concepts during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS)
- All existing City departmental operating guidelines will be adhered to unless modified by the EOC Director and/or City Council

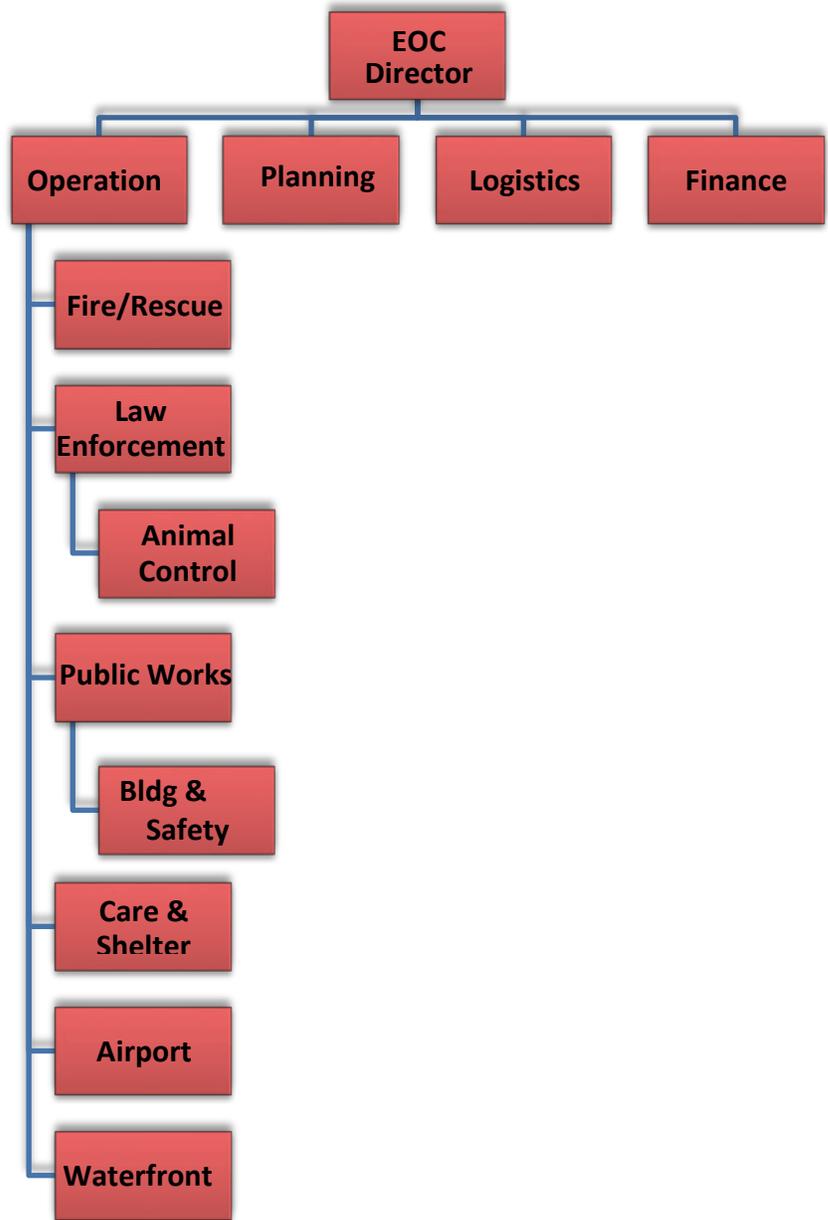
Operational periods will be 12 hours for the duration of the incident unless the EOC Director and Planning Section Coordinator determine otherwise. Operational periods will normally be in 12-hour intervals; operational periods are event driven.

## **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Operations Section.

# OPERATIONS SECTION

## ORGANIZATION CHART



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# OPERATION BRANCHES

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

- Fire Branch
- Law Branch
  - Animal Control Unit
- Public Works Branch
  - Building and Safety Unit
- Care and Shelter Branch
- Airport Branch
- Waterfront Branch

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

## **Operations Section Coordinator**

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

- Understanding the current situation.
- Predicting probable resource needs.
- Ensure that all Operation Branches are reporting to you all up-to-date information.
- Represent all Operation Branches in the Action Planning and Operations Meeting
- Preparing alternative strategies for procurement and resources management to support the incident.
- Providing communication throughout all EOC sectional leaders.
- Ensure all pertinent information is confirmed and given to the SitStat Unit in the Planning Section as soon as possible.
- Ensure Operations Branches and Units understand the process for ordering logistical items.
- Ensure all Operations Branches, Units, and field operations understands the process for ordering Logistical items.

## **Fire/Rescue/Hazmat Branch**

The Fire/Rescue/Hazmat Branch is responsible for coordinating personnel, equipment and resources committed to a fire, field medical, search and rescue or hazardous materials elements of the incident. The Fire Branch is also responsible for working with Santa Barbara County Fire when ordering Mutual Aid resources.

**Law Branch**

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided for evacuation areas, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid, through the County Sheriff's Department, resources and assuming responsibility for the Coroner function; as requested.

**Animal Control Unit**

The Animal Control Unit is responsible to work with Law Enforcement and County Public Health in assisting with the evacuation and sheltering of pets and other animals. This Unit will be activated at the request of the Law Enforcement Branch Leader.

**Public Works Branch**

The Public Works Branch is responsible for coordinating all Public Works operations, such as, maintaining public facilities, surviving utilities and services, as well as, restoring those that are damaged or destroyed, assisting other functions, such as, traffic issues, search and rescue, communications, water and wastewater treatment, transportation, etc.

**Building and Safety Unit**

The Building and Safety Unit is responsible for assessing all city-owned and private structures damaged in an incident. If mutual aid is required, the Building & Safety Unit Leader will request resources directly through the State.

**Care and Shelter Branch**

The Care and Shelter Branch is responsible for providing shelter for disaster victims. This Branch will coordinate efforts with the American Red Cross and other volunteer agencies. In the event that the incident involves the Operational Area, the City will work with the Santa Barbara County OEM EOC in providing care and shelter resources. In the event that the incident is widespread and the American Red Cross is unable to assist with care and shelter the Parks & Recreation Department will assist. Parks and Recreation Director or designee will work with the Operations Section Coordinator and find a City facility to serve as an evacuation center or shelter. If needed, Parks & Recreation will also assign City vehicles to transport evacuees to the nearest shelter.

**Airport Branch**

The Airport Branch is responsible for response to life-safety emergencies and property damage for the entire Airport Proper.

**Waterfront Branch**

The Waterfront Branch is responsible for response to life-safety emergencies and property damage at the greater Waterfront-Harbor area.

# OPERATIONS POSITION CHECKLISTS

## COMMON RESPONSIBILITIES

### INTRODUCTION

The following position checklists are intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for the Emergency Operations Center (EOC) Management Section.

Common Responsibilities are that are to be considered before arriving at your designated location.

### RESPONDING

- Receive a briefing from the Incident Commander/EOC Manager/Section Coordinator
  - Including how to order from Logistics for any needs
- Review your position checklist for your assignment
- Make sure that the Incident Project Code is on all your paperwork
- Begin your AP 214 – Individual Work Form
- Be aware of the schedule and any meetings you may need to be involved in
- Review special communication instructions for phones, computers, radios, etc.

### CHECK-IN

Determine the location where you will be assigned. Your check-in location can be at one of the following locations:

1. Primary EOC – 121 W. Carrillo Street – Fire Station 1
2. Secondary EOC - 601 Firestone Road – Airport Administration/DOC

Departmental Operating Centers:

- a. Airport DOC – 601 Firestone Road – Conference Room
- b. Building & Safety DOC – 630 Garden – Fishbowl Conference Room
- c. Logistics DOC – 100 E. Carrillo Street – Carrillo Recreation Center
- d. Fire DOC – 121 W. Carrillo Street – Captains Office
- e. Police DOC – 215 E. Figueroa Street – Watch Commander's Office
- f. Public Works DOC – 630 Garden Street – Public Works Conference Room
- g. Waterfront DOC – 130 A Harbor Way – Waterfront/Harbor Patrol Office
- h. Incident Command Post (ICP) - TBD

**INITIAL BRIEFING:** Receive briefing immediately from the Incident Commander/EOC Manager/Section Coordinator.

**WORK MATERIALS:** Acquire all work materials needed for your assignment. Go to the Logistics Section if resources are needed to perform your duties. Be sure that you are briefed on the proper way to order materials.

**HEALTH & SAFETY:** Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers. If you see anything that may cause an injury, report it to your Section Coordinator.

**SUPERVISION:** Organize and brief subordinates, make sure that they understand their role in your section. Be sure that you sign all AP 214 before your staff is released from your section. Be sure that your staff understands how to operate all equipment before use. If applicable, brief your EOC Section staff on the Deactivation Plan.

**COMMUNICATION:** Know the assigned telephone, cellular number and/or radio frequency(ies) if applicable, for your area of responsibility and ensure that communication equipment is operating properly.

There will be instructions on how to use the phone in your Section's EOC bin. Use clear text (no codes) on all radio communications.

**DOCUMENTATION:** Complete all forms and reports required of the assigned position and send through chain of command to the Documentation Unit in the Planning Section.

Pay attention to the Planning 'P' meeting schedules for your shift. Ensure all documentation needed for EOC action plan for the next Operational Period are complete.

**DEACTIVATION:** Make sure that you are briefed on the procedures of the Deactivation Plan that may include the following:

- If applicable, the EOC Section Coordinator needs to signed your OES 214 Individual Work Form
- Give your form to the Sign-In Unit as you leave
- When you sign out, leave your contact information
- Remember to put the incident code on your timesheet

**CRITICAL INCIDENT STRESS DEBRIEFING:** Ensure that all staff have the opportunity for critical incident stress debriefing. Ensure that they are aware of all Employee Assistance Program within the City.

More specific sectional position checklists begin on the following pages.

# OPERATIONS POSITION CHECKLISTS

EOC Section: Operations		Position: Operations Coordinator
Position Description	The Operations Section Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC operational branches and units. The Operations Section Coordinator will ensure, based on the emergency that all necessary operational functions have been activated and are appropriately staffed.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.</li> <li>Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.</li> <li>Establish the appropriate level of branch and unit organizations within the Operations Section.</li> <li>Exercise overall responsibility for the coordination of the Branches and Units activities within the Operations Section.</li> <li>Ensure that the Planning and PIO Sections are provided with up-to-date Status Reports and Major Incident Reports/updates.</li> <li>Conduct periodic Operations briefing for the EOC Director as required or requested.</li> <li>Participate in all planning meetings; representing the Operations Section</li> <li>Supervise the Operations Section.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

## **CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Ensure contact with the Incident Command Post and receive updates on the incident.	
2.	Prepare for the initial Action Plan briefing and be prepared to share the intelligence from the field.	

	<b>Actions</b>	<b>Notes</b>
3.	Brief incoming Section personnel prior to assuming their duties. Briefings should include: <ul style="list-style-type: none"> <li>• Current situation assessment</li> <li>• Identification of specific job responsibilities</li> <li>• Identification of co-workers within the job function and/or geographical assignment</li> <li>• Availability of communications</li> <li>• Identification of operational period work shifts</li> <li>• Relay information from the Action Planning Meeting and review the Planning P with each Branch of the Operations Section; including the field ICP as appropriate.</li> </ul>	
4.	Establish and maintain the AP 214 Individual Work log for your position; log chronologically actions taken during your shift.	
5.	Determine any resources needs for the Incident Command Post and/or Department Operating Center.	
6.	Sign all AP 214s for branches and units in your Section.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and make sure to sign your section's staff AP 214, and then submit it to Sign-In Unit when you sign	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations		Position: Fire and Rescue
Position Description	The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to the Fire Department Operating Center (DOC), dispatch centers, the fire and rescue mutual aid system and to the Incident Command Post on incidents under the management of the fire services. The Fire Branch Coordinator reports to the Operations Section Coordinator, unless serving as Section Coordinator. The Branch will obtain situation reports, request for resource support (outside of the mutual aid system), and be the primary link from the EOC to the Fire Department Operations Center. The Branch will supply the Fire DOC and Incident Command Post with information and directives developed in the EOC.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Support the mobilization and transportation of all resources through the Logistics Section.</li> <li>Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire and rescue resources.</li> <li>Coordinate with the other Operation Branches/Units activated.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Determine key Fire Department personnel assigned to the EOC have been notified.	
2.	Coordinate with the Fire DOC and/or Lead Captain to ensure that all off-duty Fire personnel have been notified of callback status (when and where they should report), in accordance with current department standard operating procedures.	
3.	Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning Section through the Operations Section Coordinator.	
4.	Be prepared to give input in the EOC action planning and scheduled Operation meetings.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations	Position: Law Enforcement
Position Description	The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agency's Department Operations Center (DOC), dispatch centers, the law enforcement mutual aid system, and as appropriate, with the Incident Command Post (ICP) on incidents under the management of law enforcement. The Law Enforcement Branch Coordinator reports to the Operations Section Coordinator, unless serving as Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations in the field. The Branch will supply law enforcement agency DOCs and ICPs as appropriate, with information and directives developed in the EOC.
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Support movement and evacuation operations with the Incident Command Post during an emergency.</li> <li>• Alert and notify the EOC Director and Management and General staff of impending or existing situations.</li> <li>• Receive pertinent information from law enforcement, search and rescue, and traffic control operations during the incident and relay to the SitStat Unit in Planning.</li> <li>• Coordinate site security at incidents; if applicable</li> <li>• If applicable, review all Press Releases before distribution for accuracy.</li> <li>• Depending on the incident, be prepared to send a Law Enforcement representative to the County's EOC.</li> <li>• Work with Public Works to determine movement and traffic control, as well as, access control for safety of first responders and the public.</li> </ul>
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 215 LRF – Logistics Request Form</li> <li>• AP 218 – Vehicle/Equipment Inventory</li> <li>• AP 214 – Individual Work Log</li> </ul>

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Receive briefing from Incident Command Post or Watch Commander.	

	<b>Actions</b>	<b>Notes</b>
2.	Establish and maintain radio or cell phone communications with the Police Department's Operating Center or Law Enforcement at the Incident Command Post.	
3.	Assess the impact of the disaster/event on Law Enforcement's Branch at the field level.	
4.	Ensure that all information is distributed to the Planning Section for the Situation Status Board in the EOC.	
5.	Work with Public Works Section to support field crews in evacuations.	
6.	Implement the objectives of the EOC Action Plan.	
7.	Keep in constant contact with the law enforcement DOC or ICP.	
8.	Maintain contact with law representative at the County's EOC if activated.	
9.	Work with Public Works and other law enforcement agencies to ensure movement of traffic and traffic control.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations		Position: Animal Control Unit
Position Description	<p>The Animal Services Unit of the EOC is normally activated, as needed, when the Law Branch is activated in the EOC.</p> <p>Upon a request for assistance, the closest appropriate Animal Control Unit should be dispatched to the scene as an agency representative and report to the Law Branch Coordinator with any significant information.</p>	
Primary Responsibilities	<ul style="list-style-type: none"> <li>An animal control response to an incident may include animal rescue, evacuation and medical treatment of animals.</li> <li>If a decision is made to evacuate, the public will be notified through designated mobile units, local radio, TV and/or other social media platforms.</li> <li>If Animal Control has been activated that unit will be responsible for giving objectives to the Law Branch Coordinator for the next operational period.</li> <li>City Animal Control will also coordinate rescue efforts with County Animal Services.</li> </ul> <p>It will be necessary to determine the area to be evacuated and the number and type of animals involved, based on information obtained from annual surveys and licensing information, as well as, information available on scene at the time of the incident.</p>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Receive a briefing from the Law Enforcement Supervisor.	
2.	Determine potential evacuations sites if applicable.	
3.	Contact County Animal Services and relay activation of your unit.	
4.	Determine what support is needed for the incident.	
5.	If applicable, determine use of volunteers for the incident.	
6.	Follow your Standard Operating Procedures for the incident.	
7.	Be prepared to update the Law Enforcement Branch within the EOC with any pertinent information.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations		Position: Public Works
Position Description	The Public Works Unit coordinates all public works operations by maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed. Assist other EOC Sections with functions such as traffic, water/wastewater, transportation, etc. as needed.	
Primary Responsibilities	To ensure infrastructure of the City facilities are operational during any incident that involves: <ul style="list-style-type: none"> <li>Water Treatment</li> <li>Wastewater</li> <li>Communication</li> <li>Transportation</li> <li>Engineering</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Contact Public Works DOC; if applicable, and receive any updates. Be prepared to brief at Initial Action Plan meeting.	
2.	Receive and process all field resource requests for Public Works. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.	
3.	Determine that all field supervisors/crew leads are utilizing all forms necessary for reimbursement (OES 218)	
4.	Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.	
5.	Make sure that all field crews understand how and when to order any supplies. Remember to utilize the emergency project code given by Finance for reimbursement of supplies and equipment for the incident.	

	<b>Actions</b>	<b>Notes</b>
6.	Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional resource staging locations.	
7.	Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Adjust assignments based on requirements.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations		Position: Building and Safety
Position Description	The Building and Safety unit works within the Operations Section and collects initial damage and safety assessment information. Ensures that inspection teams have been dispatched to assess the condition of all City facilities that have been affected by the incident.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.</li> <li>Provide detailed damage/safety assessment information to the Operations Section and Planning Section Coordinators, with associated initial damage estimates.</li> <li>Maintain detailed records on damaged areas and structures.</li> <li>As applicable, initiate requests for Engineers through the Public Works Branch Leader, to inspect structures and/or facilities.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Obtain initial damage/safety assessment information from the Operations Section Branches/Units as necessary.	
2.	Be prepared to provide input during the Initial Action Planning meetings and subsequent Operations Briefing.	
3.	Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.	
4.	Prepare detailed assessment information, including estimated value of losses and provide that information to the Operations, Planning and Finance Section and EOC Director.	
5.	Ensure contact with Building DOC if activated.	
6.	Clearly label each structure and/or facility inspected in accordance with ATC-20 standard and guidelines and relay information to the Operations Section Coordinator.	
7.	Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

<b>EOC Section: Operations</b>		<b>Position: Care and Shelter</b>
Position Description	<p>The Care and Shelter Unit works within the Operations Section and coordinates sheltering, feeding, potable water, and clothing for evacuated and/or displaced personnel at the time of the emergency.</p> <p>This Unit will be activated if the incident is within the City's jurisdictions. If other jurisdictions are affected the City will go to the County's EOC for Care and Shelter assistance.</p>	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate directly with the Logistics Section Facility Unit to determine City facilities appropriate for sheltering.</li> <li>• Coordinate with the American Red Cross and other community based organizations to provide food, potable water, clothing, shelter, mass care and other basic needs as required to disaster victims.</li> <li>• Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.</li> <li>• Assist the American Red Cross with the transition from mass care to separate family/individual housing.</li> <li>• Work with the Access and Functional Needs Liaison to determine if there are any resource needs in the shelter.</li> <li>• Work through Logistics Section Facilities Unit, and if applicable, County Office of Emergency Management to determine Place of Distribution (POD) sites for distribution of emergency food, water and/or vaccinations to the community.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• OES 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	<b>Actions</b>	<b>Notes</b>
	Review Common Responsibilities; Pg. O-7	
1.	<p>Work with the Liaison Officer to request assistance from the American Red Cross, if applicable.</p> <p>If the American Red Cross is unavailable, work with the Facilities Unit in Logistics to look at City facilities that can be used as an evacuation center and/or shelter.</p>	
2.	Establish communications with other community based services to provide clothing and other basic life sustaining needs, through the Liaison or Agency Representative Unit Leader	

	Actions	Notes
3.	Ensure coordination of all mass care activities occurs with the American Red Cross and other community based organizations as required.	
4.	Ensure that each activated shelter meets the requirements as described under the American With Disabilities Act.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

**Population Considerations**

In addition to the various types of AFN populations, each disability or access and functional need may require additional steps for alert and warning, evacuation and care and shelter operations. The list below identifies some access and functional need issues along with the corresponding additional steps that may need to be taken during disaster operations.

**Care and Shelter**

Shelters should be individually evaluated for AFN compliance. The City of Santa Barbara is responsible for sheltering. However, the City will collaborate with the County Department of Social Services and American Red Cross (ARC) for care and shelter functions within the City and will assist in completing the required shelter surveys to determine their respective ADA/AFN compliance.

In the City of Santa Barbara, not all shelters are suitable for AFN populations. Each shelter will be surveyed prior to use and at the discretion of the Logistics Section and Facility Unit within the Emergency Operations Center.

The specifications of the identified facilities during an emergency operation will be communicated to the OA and AFN representative within the City's EOC. Note: This does not include considerations for the medically fragile population.

### **Other Access and Functional Needs Additional Considerations and Steps**

In planning for emergencies, all of these individual differences make it important for every household and each individual to consider what they need in their plans and their supplies. A few examples of considerations for tailoring your plans and supplies include:

- a. Households with children should understand the school's plan where the children will stay safe, if adults in the household need to shelter in other locations, until the immediate hazard is over.
- b. Individuals who are deaf or hard of hearing should make sure they can receive emergency alerts and warnings in an accessible form.
- c. Individuals who require accessible transportation should work with their local paratransit and disability service providers to make an emergency plan.
- d. People who speak languages other than English may need to identify sources of alerts and warnings and information about community plans in other languages.
- e. People without vehicles should know local plans for public transportation and may need to arrange for transportation from local government, organizations or others.
- f. Households with infants should plan for food and supplies for infants and nursing mothers.
- g. People with dietary needs should have an adequate emergency food supply to meet their needs.
- h. People who take medications should maintain an adequate supply, and copies of their prescriptions.
- i. People with service animals should work with local emergency management to ensure that their service animal will be admitted to shelters with them during emergencies (as required by law) and should make sure their emergency kit supplies include food and other items for their service animal.
- j. People who require power for medical or other assistive devices should consider how they would maintain the use of these devices if there were a loss of power. Keep extra batteries for small devices (hearing aids, cell phones for example) and consider obtaining and learning how to use a generator for home use and carrying a charger when away from home, especially when loss of power may jeopardize health or safety.

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EOC Section: Operations		Position: Airport
Position Description	The Airport Branch in the EOC Operations Section is responsible for linking the EOC to the Airport's Department Operation Center (DOC) and, via the Logistics Branch, providing needed support for life-safety and property protection operations at the Airport. The Branch will supply the Airport DOC with information and directives developed in the EOC.	
Primary Responsibilities	The primary responsibility of the Airport Branch is to oversee Airport operations during an emergency, Priorities include: <ul style="list-style-type: none"> <li>Rescue and life safety</li> <li>Safety of personnel, equipment and property</li> <li>Protection of the incident site/wreckage and preservation of the site for later investigation</li> <li>Keeping unaffected areas of the Airport operating</li> <li>Returning the airport to normal operating status as soon as possible</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Contact Airport DOC and receive information if applicable.	
2.	Be prepared to provide input during the Initial Action Plan and Operations Briefing.	
3.	Keep the Operations Section Coordinator apprised of any issues relating to the Airport Operations.	
4.	Follow the Airport Emergency Response Plan for the incident.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	

	<b>Deactivation</b>	<b>Notes</b>
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Operations		Position: Waterfront
Position Description	The Waterfront Branch in the EOC Operations Section is responsible for linking the EOC to Waterfront Department Operation Center (DOC), providing needed support for life-safety and property protection operations on the Waterfront.	
Primary Responsibilities	The Waterfront Branch Coordinator reports to the Operations Section Coordinator on situation status within the Waterfront area of responsibility.	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 218 – Vehicle/Equipment Inventory</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-7	
1.	Contact Waterfront DOC and receive information if applicable.	
2.	Be prepared to provide input during the Initial Action Plan and Operations Briefing.	
3.	Keep the Operations Section Coordinator apprised of any issues relating to the Airport Operations.	
4.	Work within the Waterfront's Emergency Response plan for the incident.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

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## PART TWO



## PLANNING SECTION



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# PLANNING SECTION

## GENERAL

### PURPOSE

The Planning Section gathers information from variety of sources, including all activated Departmental Operation Centers (DOCs), analyze and verify information and prepare and update internal EOC information and map displays. The Planning Section has the responsibility to overseeing the Planning Meetings and prepare the EOC Action Plan for each Operational Period. The Section will collect and process internal EOC documentation and prepare advance planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Planning Section also develops the Deactivation Plan for the EOC. The Planning Section Coordinator reports directly to the EOC Director.

### OVERVIEW

The Planning Section's primary responsibility is to collect, evaluate, display and disseminate incident information and resource status. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops action plans necessary to cope with changing field events. Including the development of a Deactivation Plan as soon as the EOC is activated. (Template for Deactivation Plan is found on page P-34).

### OBJECTIVES

The Planning Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and the County. The Planning Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning Section will accomplish the following specific objectives during an incident:

- Collect initial situation and safety/damage assessment information.
- Display situational and operational status information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate confirmed information to the EOC Director, EOC Manager, Public Information Officer, General Staff and the County Emergency Operations Center.
- Prepare summary safety/damage assessment reports for dissemination to other EOC sections, City departments, County EOC, serving as the OA, and Regional Operations Center as part of the Initial Damage Assessment (IDA).
- Provide Planning support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan for the Operational Period.
- Assist the City Emergency Services Manager with documentation to develop the City's After-Action / Improvement Plan Report.
- Maintain accurate documentation of all actions taken to ensure that all required

- records are preserved for future use in recovery.
- Develops the Deactivation Plan for the EOC to be included in the Initial and continuous EOC Operational Period Action Plans.
- Leads all Action Planning meetings and After Action briefings.

### **CONCEPT OF OPERATIONS**

The Planning Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS).
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved.
- When activated, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 0600 Hrs. (6:00 a.m.) and 1800 Hrs. (6:00 p.m.). Operational periods will be event driven.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Planning Section. The EOC Planning Section Coordinator is then responsible for staff call back for their section branches and units.

### **INITIAL /EOC ACTION PLAN**

The Emergency Operations Center (EOC) action planning process is an essential tool used in managing major emergencies. The EOC action-planning process is key to ensure that the entire organization will be focused and acting as a unified, coordinated body. There must be a clear understanding of the objectives, time frame (operational period), EOC sections and individual branch/unit leader tasks are to complete the overall organizational objectives and priorities.

Under the Incident Command System (ICS), the term Incident Action Plan (IAP) is the normal in the field. However, in the City of Santa Barbara the term EOC Action Plan (EAP) is utilized at the EOC level. EAPs and IAPs provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities. It is important to note that in the initial activation of the EOC an Initial EOC Action Plan (IEAP) will be developed with the Management Section and General Section Coordinators.

### **Importance of Written EOC Action Plans (EAP)**

Written EAPs are significant tools and provide vital information including, but limited to the following:

- A Mission Statement
- A clear statement of objectives and actions
- A basis for measuring work and cost effectiveness
- A basis for measuring work progress and providing accountability
- Documentation of planned event flow

### **Operational Periods**

Operational Periods can be of various lengths of time but in the City of Santa Barbara, operational periods are no longer than 12 hours.

The length of the operational period is based on a number of circumstances:

- Length of time needed to achieve objectives
- Availability of fresh resources needed to support the incident
- Future involvement of additional resource
- Environmental considerations (e.g., light, weather)
- Safety considerations

Most jurisdictions strive to adjust to 12 hour Operational Periods once the 1st Operational Period is completed. The 1st Operational Period should extend through the essential life safety issues if at all possible. In addition, the 12-hour operational periods should conform to day or night operations, i.e., 6:00 AM to 6:00 PM and from 6:00 PM to 6:00 AM. Operational Period times will be at the discretion of the EOC Director and Planning Section Coordinator.

### **Management by Objectives**

Management by objectives represents an approach that is communicated throughout the entire organization. This approach includes the following:

- Establishing overarching objectives
- Developing and issuing assignments, plans, procedures and protocols
- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them, in support of strategic objectives
- Documenting results to measurable performance and facilitating corrective action

### **Objectives that are Measurable**

EOC Action Plans identify Measurable Objectives. Measurable objectives ensure fulfillment of incident management and support goals. Objectives are set at the Management Level and is communicated throughout the entire organization.

### **Essential Elements in the Written Action Plan**

For an Action Plan to be effective it must include a number of essential elements. These elements are listed below:

- List of Objectives - statement of expected achievement(s); objectives must be attainable, measurable, and flexible. This information is listed on the Section Objectives form for each EOC Section. That information is then incorporated into the EOC Action Plan.
- Organization - elements of the EOC Sections that will be active and in place for the next operational period. This information is listed by staff name and section on the EOC Action Plan in the organization Chart.
- Supporting Material - includes maps, weather information, special information, the communications plan, medical plan, and any other special data. A copy of the EOC Action Plan will then be distributed throughout the organization.

### **Responsibilities for Action Planning**

The Planning Section Coordinator is responsible for scheduling and leading the action-planning meeting whenever the EOC is activated and follow-on shifts are required. (Review the Action Planning Guidance on page P-23). The EOC Action Plan is developed by the Planning Section, agreed upon by the Management and General Section Coordinators and then approved by the EOC Director. All Section Coordinators will direct the actual implementation of the EOC Action Plan. The Planning Section Coordinator has the responsibility for providing an appropriate number of copies of the draft and final EOC Action Plan for distribution. The EOC Manager will be

responsible to distribute the EAP to outside organization involved in the incident, including the County's Office of Emergency Management.

### **After-Action/Improvement Plan**

After-Action/Improvement Plan is made available to all interested public safety and emergency management organizations and serves the following important functions:

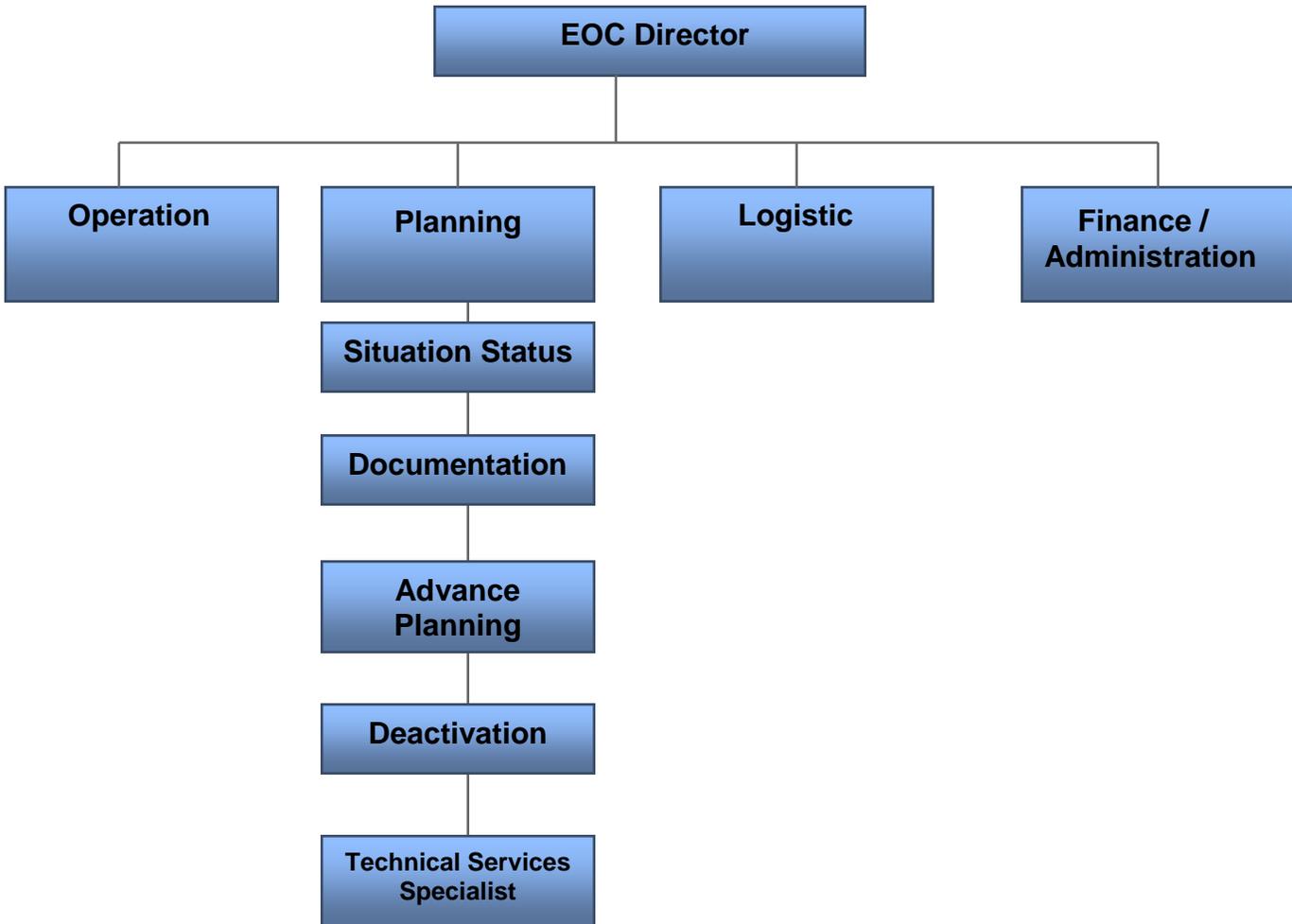
- A source for documentation of response activities.
- Identification of challenges/successes during emergency operations.
- Describes and defines a plan of action for implementation of improvements.

An After-Action Plan emphasizes the improvement of emergency management operations/support at all levels. The After-Action/Improvement Plan provides a vehicle for not only documenting system improvements but can also, if desired; provide a work plan for how these improvements can be implemented and the responsible staff/department.

It will be useful to coordinate the After-Action/Improvement Plan process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of the After-Action/Improvement Plan when appropriate and feasible. For example, the County, as the Operational Area, may take the lead in coordinating the development of an After-Action Report/Improvement Plan (AAR/IP) that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall county AAR/IP.

Note, that California Procedures and Regulations-Section 2450 (a) of the SEMS Regulations states that... "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to the Governor's Office of Emergency Services (Governor's AP) within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(q)."

## PLANNING SECTION SEMS ORGANIZATION CHART



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# PLANNING STAFF

## COMMON RESPONSIBILITIES

### INTRODUCTION

The following position checklists are intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for the Emergency Operations Center (EOC) Management Section.

Common Responsibilities are that are to be considered before arriving at your designated location.

### RESPONDING

1. Receive a briefing from the Incident Commander/EOC Manager/Section Coordinator
  - a. Including how to order from Logistics for any needs
2. Review your position checklist for your assignment
3. Make sure that the Incident Project Code is on all your paperwork
4. Begin your AP 214 – Individual Work Form
5. Be aware of the schedule and any meetings you may need to be involved in
6. Review special communication instructions for phones, computers, radios, etc.

### CHECK-IN

Determine the location where you will be assigned. Your check-in location can be at one of the following locations:

1. Primary EOC – 121 W. Carrillo Street – Fire Station 1
2. Secondary EOC - 601 Firestone Road – Airport

Administration/DOC Departmental Operating Centers:

- a. Airport DOC – 601 Firestone Road – Conference Room
- b. Building & Safety DOC – 630 Garden – Fishbowl Conference Room
- c. Logistics DOC – 100 E. Carrillo Street – Carrillo Recreation Center
- d. Fire DOC – 121 W. Carrillo Street – Captains Office
- e. Police DOC – 215 E. Figueroa Street – Watch Commander’s Office
- f. Public Works DOC – 630 Garden Street – Public Works Conference Room
- g. Waterfront DOC – 130 A Harbor Way – Waterfront/Harbor Patrol Office
- h. Incident Command Post (ICP) - TBD

**INITIAL BRIEFING:** Receive briefing immediately from the Incident Commander/EOC Manager/Section Coordinator.

**WORK MATERIALS:** Acquire all work materials needed for your assignment. Go to the Logistics

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Section if resources are needed to perform your duties. Be sure that you are briefed on the proper way to order materials.

**HEALTH & SAFETY:** Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers. If you see anything that may cause an injury, report it to your Section Coordinator.

**SUPERVISION:** Organize and brief subordinates, make sure that they understand their role in your section. Be sure that you sign all AP 214 before your staff is released from your section. Be sure that your staff understands how to operate all equipment before use. If applicable, brief your EOC Section staff on the Deactivation Plan.

**COMMUNICATION:** Know the assigned telephone, cellular number and/or radio frequency(ies); if applicable, for your area of responsibility and ensure that communication equipment is operating properly.

There will be instructions on how to use the phone in your Section's EOC bin. Use clear text (no codes) on all radio communications.

**DOCUMENTATION:** Complete all forms and reports required of the assigned position and send through chain of command to Documentation Unit in the Planning Section.

Pay attention to the Planning 'P' meeting schedules for your shift. Ensure all documentation needed for EOC action plan for the next Operational Period are complete.

**DEACTIVATION:** Make sure that you are briefed on the procedures of the Deactivation Plan that may include the following:

- If applicable, the EOC Section Coordinator needs to signed your OES 214 Individual Work Form
- Give your form to the Sign-In Unit as you leave
- When you sign out, leave your contact information
- Remember to put the incident code on your timesheet

**CRITICAL INCIDENT STRESS DEBRIEFING:** Ensure that all staff have the opportunity for critical incident stress debriefing. Ensure that they are aware of all Employee Assistance Program within the City.

More specific sectional position checklists begin on the following pages.

# PLANNING SECTION

The Planning Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Status
- Documentation
- Damage Assessment
- Advance Planning
- Deactivation
- Technical Specialist

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

## **Planning Section Coordinator**

The Planning Section Coordinator, a member of the EOC Director's General Staff and responsible for the Initial Action Planning meeting. The Planning Section Coordinator has the management responsibility for all planning activities relating to response, deactivation and recovery operations. The Planning Section Coordinator assists the EOC Director in the development of the EOC Action Plan.

## **Situation Status Unit**

The Situation Status Unit is responsible for the collecting, confirming, validating, and organizing all incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

## **Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action Reports, maintaining accurate and complete incident files, establishing and providing copying services to the EOC personnel, and preserving incident files for legal, analytical and historical purposes. The Documentation Unit also serves as the scribe for the Planning Section Coordinator for all action planning meetings and operations meetings as appropriate.

## **Advance Planning Unit**

The Advanced Planning Unit is responsible for developing reports and recommendations for future times and for preparing reports and briefings for use in strategy and/or planning meetings. The Advance Planning Unit will also work with EOC Sections to determine staffing levels for sustained operations and reports to the Planning Section Coordinator and EOC Director. This Unit makes recommendations for mutual aid of EOC staff and resources as appropriate.

### **Deactivation Unit**

The Deactivation Unit is responsible developing the Deactivation Plan to ensure an orderly, safe and cost-effective release of personnel and equipment. The Deactivation Plan, as part of the EOC Action Plan, is utilized at each operational period and at the deactivation of the EOC (Deactivation Template can be found on page P-34).

### **Technical Specialist**

The Technical Specialists are subject matter experts with special skills needed to support a function not addressed elsewhere or by any other discipline. Technical Specialist (which may or may not be an employee of the City) may report to the Planning Section Coordinator; will function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, e.g., Operations, Logistics or Finance/Administration.

EOC Section: Planning		Position: Planning Section Coordinator
Position Description	The Planning Section Coordinator is a member of the EOC Director General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident. Information is needed to: <ul style="list-style-type: none"> <li>Understand the current situation</li> <li>Predict probable course of incident events</li> <li>Prepare alternative strategies for the incident</li> </ul>	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Determines the appropriate Operational Period in collaboration with the EOC Director</li> <li>Determine the progression of meetings utilizing the Planning P</li> <li>Oversees the Action Planning and Operations Meetings</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP202 – Incident Objectives</li> <li>AP 214 – Individual Work Log</li> <li>EOC Action Plan - Review and dissemination</li> <li>Deactivation Plan – Review and approve</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. P-6	
1.	Schedule the initial Planning meeting with the EOC Director and develop the Planning P scheduling.	
2.	Ensures the Planning function is performed consistent with SEMS/NIMS Guidelines, including: <ul style="list-style-type: none"> <li>Collecting, analyzing and displaying situation information</li> <li>Preparing periodic situation reports</li> <li>Advance Planning</li> <li>Planning for deactivation</li> <li>Initiating and documenting the City’s Action Plan and After Action and Improvement Plan</li> </ul>	
3.	Oversee Geographic Information Systems (GIS) and other technical support services to the various organizational elements within the EOC. Develop procedures for map ordering and review with EOC General Section Coordinators.	
4.	Be prepared to form additional branches/groups/units as dictated by the situation.	
5.	Oversee the overall responsibility for the coordination of branch/group/unit activities within the Section.	

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	<b>Actions</b>	<b>Notes</b>
6.	Report to EOC Director on all matters pertaining to the Planning Section activities.	
7.	Meet with other Section Coordinators on matters concerning documentation and reporting.	
8.	Think ahead and anticipate situations and problems before they occur.	
9.	Request additional resources through the Logistics Section as needed.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Planning		Position: Situation Status	
Position Description	The Situation Status Unit collects, organizes and analyzes information from EOC sources and displays them for the EOC Section, Policy Group and EOC Director.		
Primary Responsibilities	Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 209 - Situation Status Form</li> <li>AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. P-6	
1.	Maintain situation status board.	
2.	Develop situation reports for dissemination to Planning Section Coordinator, EOC Director, and other sections coordinators to initiate the action planning process.	
3.	Transmit approved reports to Santa Barbara County OEM.	
4.	Receive verifiable information of current situation of the affected area and record that information on the situation status board.	
5.	Evaluate the content of all incoming information with the appropriate EOC Section. Provide intelligence information directly to appropriate EOC Section, summarize and provide current information on central maps and displays as appropriate.	
6.	Monitor and ensure the orderly flow of disaster information within the EOC.	
7.	Direct the collection of photographs, videos, and/or sound recording of disaster events; as appropriate	
8.	Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including, but not limited to : <ul style="list-style-type: none"> <li>Location and nature of the disaster/emergency</li> <li>Special Hazards</li> <li>Number of injured or deceased persons</li> </ul>	

	Actions	Notes
	<ul style="list-style-type: none"> <li>• Road Closures and alternate routes</li> <li>• Structural and personal property damage</li> <li>• Shelters, type, location and number of people it can accommodate</li> <li>• School closures</li> <li>• Evacuation areas</li> </ul>	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

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EOC Section: Planning		Position: Documentation	
Position Description	The Documentation Unit collects, organizes and files all completed emergency related forms, to include, all EOC positions logs situation analysis reports, EOC Action Plan and any other related information, just prior to the end of each operational period.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Provide documentation reproduction services to EOC staff</li> <li>Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency</li> <li>Assist with distribution of the After Action/Improvement Plan</li> <li>Serve as a scribe in all EOC Action Planning Meetings</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> </ul>		

### CHECKLIST

	Actions	Notes
	Review Common Responsibilities; Pg. P-6	
1.	Assist the Planning Section Coordinator at EOC Action Planning meetings by preparing the room and being the scribe for the meetings.	
2.	Clarify any issues regarding your authority and assignment and what others in the organization do.	
3.	Work with the other EOC Sections to make sure that all forms and reports are submitted to the documentation unit.	
4.	Maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted the documentation unit.	
5.	Keep extra copies of reports and plans available for special distribution as required.	

	Deactivation	Notes
1.	Follow the Deactivation Plan	
2.	Brief your incoming staff	

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	Deactivation	Notes
3.	Be prepared to give input to the After Action Report/Improvement Plan	
4.	Finish your AP 214 and have your Coordinator sign it	
5.	Sign out and make sure to leave contact information	

EOC Section: Planning		Position: Advance Planning Unit
Position Description	The Advance Planning Unit is responsible determining potential future impacts of the emergency to the EOC; particularly issues which could modify the overall EOC objectives/missions.	
Primary Responsibilities	<ol style="list-style-type: none"> <li>1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period.</li> <li>2. Provide periodic briefings for the EOC Director and General staff addressing Advance Planning issues; e.g. EOC staff, transportation, resources, etc.</li> </ol>	
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-6	
1.	Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.	
2.	Identify future policy related issues, social and economic impacts, significant response or recovery resource needs and any other key issues likely to affect the EOC operations.	
3.	Work with the EOC Sections to determine appropriate staffing for sustained operations. Inform EOC Director/Manager if resources are needed that would require a request for Mutual Aid.	
4.	In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	

	Deactivation	Notes
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Planning		Position: Deactivation
Position Description	The Deactivation Unit develops the Deactivation Plan for the EOC based on a review of all pertinent planning documents and status reports	
Primary Responsibilities	Determine with the Planning Section Coordinator and EOC Director the process for deactivating the EOC at the end of every operational period and when the incident is terminated	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>Deactivation Plan – Prepare for Approval</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-6	
1.	Develop a draft Deactivation Plan (Template on Page #) and circulate to the EOC Director and General Staff for review and approval. The Plan should include the following: <ul style="list-style-type: none"> <li>Which units/personnel should be deactivated first</li> <li>Establish timetables for deactivating and downsizing units.</li> <li>Determine if any special needs exist for personnel demobilization (e.g. transportation).</li> <li>Checkout procedures if necessary, to ensure all deactivated personnel have cleared their operating position.</li> </ul>	
2.	Finalize the Deactivation Plan for review by the Planning Section Coordinator, then approval by the EOC Director.	
3.	Deactivation planning must occur at least once during the operational period for as long as EOC Sections are staffed.	
4.	Advise all Section Coordinators to ensure that deactivated staff complete all reports, timesheets, and exit surveys in coordination with the Finance Section Sign-In Unit prior to leaving the EOC.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation and sent to the Documentation Unit in the Planning Section.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan.	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Planning		Position: Technical Specialist
Position Description	Provide support specific to a field or function not addressed within the EOC or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency. The staffing of this position is often a subject matter or hazard-specific expert (i.e. seismologist for earthquake, mapping, etc.).	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Provide technical observations and recommendations to EOC staff in specialized areas as required.</li> <li>Advise on legal limitations in regards to use of particular resources</li> <li>Work with inter-agency coordination groups as necessary providing expertise</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Order Form</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. O-6	
1.	Receive direction from assigned EOC Section.	
2.		
3.	Act as a resource to members of the EOC staff in matters relative to your technical specialty.	
4.	Work with your assigned section coordinator to get any needed logistical supplies.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation and given to the Documentation Unit in the Planning Section.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

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# GUIDE FOR CONDUCTING SEMS ACTION PLANNING MEETINGS

## EOC ACTION PLANNING RESPONSIBILITIES

### EOC Director:

- Ensure that EOC Action Planning is accomplished within the EOC.

### Planning Section Coordinator:

- Is directly responsible for the EOC Action Planning Process.
- Conducts the EOC Action Planning meeting and prepares or assigns staff to prepare the Action Plan.

### Documentation Unit Leader:

- Distributes and archives the EOC Action Plan. Serves as scribe for the Planning Section Coordinator during Action Planning meetings.

## Purpose of the EOC Action Plan

- ❖ Establishes **Direction and Priorities** for the EOC operations in the form of overall objectives.
- ❖ Establishes **Operational Objectives for each SEMS function** in the EOC and tracks the progress.
- ❖ Establishes, with the EOC Director, the **Operational Period**. (Time frame for completion of operational objectives).
- ❖ Provides for **Accountability** and reduces **Redundancy**.
- ❖ Provides **Valuable Documentation** for After Action Reports/Improvement Plans (AAR/IP).

## The Action Planning Process

### Step #1: Conducting the Initial Planning Meeting

- ❖ EOC Director reviews the initial situation immediately upon activation of the EOC.
- ❖ EOC Director meets with available Management Section/Policy Group and General Section Coordinators and establishes overall (broad) objectives.
- ❖ EOC Director works with Planning Section Coordinator on the Mission Statement for the event.

## Example:

### Mission Statement:

*“To provide support to the first responders during this incident and provide up-to-date information to the public at large.”*

### Overall Objectives:

- Mitigate life threatening situations
- Consider life safety
- Prepare a detailed situation report
- Mobilize EOC staff as required

### Initial Planning Meeting Outcomes:

1. Overall objectives identified. Objectives must represent the **INITIAL PRIORITIES FOR EOC OPERATIONS!**
2. Key management and general staff members must know the overall objectives.
3. The first **formal** EOC Action Planning Meeting is scheduled. (Usually 1 hour after the activation of the EOC.)

**IMPORTANT:**      **The Initial Planning Meeting should be BRIEF – No more than 20 minutes.**

- ❖ The EOC Director concludes the meeting by directing all management and general sections to prepare their section objectives for the next operational period and be ready to present them at the next EOC Action Planning Meeting.

## **Step #2: Preparing for the next Operational Period Action Planning Meeting:**

**Purpose**      1. Activated EOC Section to review their overall respective objectives  
2. Present operational objective by activated sections within the EOC  
3. Update progress and completion estimates for each objectives

**Who Should Attend**      1. EOC Director  
2. Key Management Staff  
3. Section Coordinators and Key Unit and Branch Leads

**Who Facilitates**      1. Planning Section Coordinator (Primary)  
2. Emergency Services Manager (Secondary)  
3. Situation Status Unit Leader (Primary Scribe)  
4. Documentation Unit Leader (Secondary Scribe)

**Duration**      **This meeting should not last more than 30 minutes!**

**Frequency**      Meeting should be scheduled 2 hours prior to the end of the Operational Period.

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**NOTE:** If the overall objectives are changed during the operational period, the EOC Director may convene and Management and/or General Section Coordinator Meeting accordingly to address the new situation.

## Tools & Facilities

(Manual Process)

1. Quiet meeting room with wall space for chart paper
2. Two easels with chart tablets
3. Felt tip markers and masking tape
4. Copies of the most recent Situation Report

## Tools & Facilities

1. Quiet meeting room with space for a projector screen
2. Laptop or desktop computer
3. LCD Projector
4. One easel with chart tablet, felt tip markers and masking tape
5. Copies of the most recent Situation Report

## Report Format:

The EOC Action Planning format is maintained in SharePoint.  
Should it become necessary, the template may be printed out for ease of documentation. Thumb drives located in the Planning Section container can also be printed out and completed manually.

## IMPORTANT

If chart paper is used, format each sheet prior the meeting as shown below:

Example: (Chart Paper Layout: Overall Objectives)

<h3>Action Planning Meeting</h3> <p>Date Here</p>	
STB E.O.C. Disaster/Event Name: _____	<p style="text-align: center;">Overall Objectives (Example):</p> <ol style="list-style-type: none"><li>1. Mitigate life-threatening situations.</li><li>2. Prepare a detailed situation report.</li><li>3. Mobilize EOC Staff as required.</li><li>4. Restore service area utility infrastructure.</li></ol>
Operation Period:	
From: _____	
To: _____	

**OPERATIONS SECTION OBJECTIVES (Example)**

<u>OBJECTIVE:</u>	<u>BRANCH – UNIT RESPONSIBLE:</u>	<u>EST. TIME COMPLETED:</u>
1. Prepare a unit status report water line repair activities and priorities	Operations Branch – Public Works	1600 hrs. 09/20/2000
2. Prepare a unit status report on evacuation of the affected area	Operations Branch - Police	1700 hrs. 09/20/2000

Before the Meeting

1. Planning Section Coordinator meets with Management and all Section Coordinators or designees, and obtains all Section objectives to be presented at the meeting.
2. Objectives are entered into computer for projection on the screen, or written out on chart paper for posting.
3. It is mandatory that all objectives be prepared for presentation **before the meeting is convened.**

**Step #3: Conducting the Action Planning Meeting:**

**The Facilitator:**

1. Starts the meeting **ON TIME!**
2. States the purpose of the meeting.
3. Reviews the ground rules:
  - ❖ Cell phones OFF!
  - ❖ No unnecessary side discussions.
  - ❖ Participants must keep focused and take notes.
  - ❖ **The meeting is over in 30 minutes or less.**
4. Briefly highlights the Planning Section Coordinator Report:
  - ❖ Operational Priorities (significant incidents in progress)
  - ❖ Weather report if critical to the response.
5. Presents the Overall Objectives (updating as necessary).

**IMPORTANT**

**Ask the EOC Director to emphasize the importance of Overall Objectives. Everyone must understand the priorities.**

6. Calls on the Management Staff to present and update their objectives.

The following order is recommended:

- ❖ Public Information
- ❖ Liaison
- ❖ Safety
- ❖ Security
- ❖ Others as appropriate

7. Calls on each Section Coordinator to present and update their objectives.

The following order is recommended:

- ❖ Operations Section
- ❖ Planning Section
- ❖ Logistics Section
- ❖ Finance Administration Section

**IMPORTANT**

If using the computer, corresponding screen images from the Action Plan can be projected during each Section Report.

If done manually, refer to the posted chart paper as Section Reports are given.

**IMPORTANT**

Progress reports on existing objectives should be given by indicating whether objective is completed, as appropriate. Note: **Be sure to get verbal approvals/rejections** from staff of the section objectives.

**IMPORTANT**

When a Section Objective is completed, it is closed out in the Action Planning Meeting. It will be listed as “completed” in the next Action Plan. It will then be removed from subsequent plans.

**IMPORTANT**

**DEVELOPING OPERATION STRATEGY** should NOT occur as part of the Action Planning Meeting! These strategy sessions should be conducted in the EOC Section with respective staff present. They are NOT part of the Action Planning Meeting.

### Step #4: Concluding and Adjourning the Meeting:

The  
Facilitator:

**When all reports are completed, the facilitator should:**

1. Ensure objectives are clearly stated and understood by all participants. **With verbal confirmation not gestures.**
2. Encourage follow-up strategy sessions AFTER the meeting is adjourned.
3. Announce the time for the next meeting.
4. Announce the deadline for submitting new or updated objectives.
5. **ADJOURN THE MEETING!**

### REMEMBER!

- ❖ The Action Planning Meeting is brief! 30 Minutes or less!
- ❖ Detailed “game-plan” development occurs **AFTER THE MEETING IS ADJOURNED, NOT DURING THE MEETING!**
- ❖ Do not allow the meeting to drift off course...**STAY FOCUSED!**

### Step #5: Preparing and Distributing the Action Plan:

#### **AP PREPARATION:**

1. Situation Status/Documentation Unit transfers information from chart paper to the Action Plan Format.
2. Plan is approved by the Planning Section Coordinator and EOC Director.
3. The Documentation staff develops hard copies for distribution. They will also prepare electronic copies to outside agencies and the County
4. Extra copies should be kept by Documentation
5. All documents will be archived on the I-Drive and/or thumb drive

Depending on the type of incident, collect and archive the following information:

<p><u>From EOC Director, Management Staff</u></p> <ul style="list-style-type: none"> <li>• Media Reports</li> <li>• Media Releases</li> <li>• Declaration of Local Emergency</li> <li>• Policies</li> <li>• Records of Decisions</li> </ul> <p><u>From Operations Section</u></p> <ul style="list-style-type: none"> <li>• Resource Requests</li> <li>• Situation Reports</li> <li>• Site Situation Reports</li> <li>• Evacuation Alerts, Orders, All Clear</li> <li>• Maps</li> <li>• Shelter Site</li> </ul> <p><u>From Planning Section</u></p> <ul style="list-style-type: none"> <li>• Situation Reports</li> <li>• EOC Action Plans</li> <li>• Maps Showing:             <ul style="list-style-type: none"> <li>○ Evacuated Areas</li> <li>○ Damage Assessment</li> <li>○ Response Action</li> <li>○ Hazard Progression Over Time</li> </ul> </li> <li>• EOC Organization Charts</li> <li>• Damage Assessment Reports</li> <li>• Minutes from all EOC meetings</li> <li>• Reports from Technical Specialists</li> <li>• Deactivation Plan approval</li> </ul>	<p><u>From Logistics Section</u></p> <ul style="list-style-type: none"> <li>• Logistics ordering procedures</li> <li>• Communications Plan</li> <li>• EOC Facility Diagram; if applicable</li> <li>• Resource Requests</li> <li>• Contact Lists</li> <li>• Resource Status Lists</li> <li>• Equipment / Vehicle Use Records</li> </ul> <p><u>From Finance / Admin Section</u></p> <ul style="list-style-type: none"> <li>• Timesheets</li> <li>• Incident Project Code</li> <li>• Sign In Sheets – AP 214</li> <li>• Contracts</li> <li>• Claims, complaints, suggestions</li> <li>• Payment records</li> <li>• Any Accident Reports</li> <li>• EOC expenditure records</li> </ul> <p><u>From all EOC members</u></p> <ul style="list-style-type: none"> <li>• Position Logs</li> <li>• Internal Messages</li> <li>• Any Electronic Files</li> <li>• Photographs</li> </ul> <p>In addition, if at all possible, collect copies of all records from Incident Command Posts</p>
<p><u>Collect EOC Documents</u></p> <ul style="list-style-type: none"> <li>• Meet with the EOC Director to confirm what materials should be maintained.</li> <li>• Remind EOC members to mark every document with the date and time, Incident Name and Project Code</li> <li>• Collect records from each active EOC Section - daily.</li> </ul>	<p><u>Organize and Secure Documents</u></p> <ul style="list-style-type: none"> <li>• Collect, organize and file all completed event or disaster related documents</li> <li>• Arrange for dedicated filing cabinets, ones that can be locked and are fire resistant; if applicable</li> <li>• Prepare file folders for all documentation within the Section</li> </ul>

### FORMS FOR INCIDENT ACTION PLANS (IAP):

#### Initial IAP:

- Action Plan Cover Sheet
- AP 201 – Initial Incident Briefing Form - Initial operational period – Form will be used only for initial response
- AP 206 – Medical and Safety Plan

#### Set Operational Period (OP):

- Action Plan Cover Sheet
- AP 202 - Incident Objectives
- AP 202S – Collection of all EOC Section Objectives
- AP 203 - Personnel Roster – for next OP
- AP 205 - Communications List – for next OP
- AP 206 – Medical and Safety Plan – for next OP
- AP 207 – EOC Staff Organizational Chart - for next OP
- AP 215 LRF – Resource Ordering Form
- AP 218 – Vehicle/Equipment Inventory – for next OP
- AP 221 – Deactivation Plan – for all Operational Periods
- Any other materials, e.g., maps, situation status, etc.

*Below is a template that may be used to create a deactivation plan. It is intended as a guideline.*

**DEACTIVATION PLAN (AP 221)**

**INCIDENT NAME:** \_\_\_\_\_

**CITY OF SANTA BARBARA EOC**

**Date:** \_\_\_\_\_

<b>Prepared By:</b>	_____	<b>Date</b>	_____
	<b>Deactivation Unit Leader</b>		
<b>Reviewed By:</b>	_____	<b>Date</b>	_____
	<b>Planning Section Coordinator</b>		
<b>Reviewed By:</b>	_____	<b>Date</b>	_____
	<b>Logistics Section Coordinator</b>		
<b>Reviewed By:</b>	_____	<b>Date</b>	_____
	<b>Finance Section Coordinator</b>		
<b>Reviewed By:</b>	_____	<b>Date</b>	_____
	<b>Operations Section Coordinator</b>		
<b>Approved By:</b>	_____	<b>Date</b>	_____
	<b>EOC Director</b>		

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<i>Section 3:</i>	<i>Release Priorities</i>
<i>Section 4:</i>	<i>Release Procedures</i>

**General Information**

The EOC Director will approve the deactivation of critical staff and resources identified in the EOC Action Plan prior to deactivation. The staff and resources are identified on a daily basis in the daily operational period planning meetings. All releases from the EOC will be initiated in the Planning Section's Deactivation Unit after the EOC Director's approval. Transportation of staff or resources released from the EOC will be arranged through the Deactivation Unit Leader/Planning Section and the Logistics Section Coordinators.

**NO EOC STAFF OR RESOURCES ARE TO LEAVE UNTIL AUTHORIZED**

The following general guidelines are to be followed:

- 1) No EOC staff or resource will be released without having completed the appropriate AP 221 Deactivation Checkout form; if applicable
- 2) All personnel must be able to reach their home base in an appropriate amount of time.
- 3) EOC Section Coordinators will be thoroughly briefed by the Deactivation Unit and given any travel arrangement information prior to leaving the incident. Briefing to include;
  - a. Method of travel,
  - b. Passengers (if any),
  - c. Destination,
  - d. Transportation arrangements,
  - e. Estimated Time of Departure incident/Estimated Time of Arrival home.
- 4) The Deactivation Unit will notify Logistics and Finance sections of tentative releases. The Deactivation Unit will notify these sections, using the EOC Action Plan generated for each operational period as reported by each activated EOC Section Coordinator.
- 5) All AP 214 Individual Work Log will be turned into the Sign-In Unit prior to release.

**Responsibilities**

All **EOC Section Coordinators** are responsible for identifying surplus resources and staff and submitting those lists to the Deactivation Unit Leader.

The **EOC Director** is responsible for the following:

- Providing input to the establishment of release priorities
- Approving exceptions to the guidelines

The **Deactivation Unit Leader** is responsible for the following:

- Preparing AP 221 and ensuring necessary signatures are obtained on the Deactivation Form for all resources.

- Monitoring the deactivation process for each operational period and deactivation of the EOC and making any needed adjustments.

The **Logistics Section Coordinator** is responsible for the following:

- Ensuring, that all nonexpendable property items are returned or accounted for prior to deactivation. This includes coordinating the return of any unused or nonexpendable property.
- Arranging transportation (air, bus, etc.) and any lodging for staff in need of rest if travel beyond what is considered safe travel by the Safety Officer.
- Ensuring that all communications equipment issued is returned or accounted for prior to release.
- Ensuring that there will be adequate meals for those being released and for those remaining.

The **Finance Section Coordinator** is responsible for the following:

- Completion of all time and pay processing documents prior to release.
- Documentation of all compensation for injury and claims prior to release.

### **Release Priorities**

The EOC Director will established the release priorities those could be as follows:

- 1) Volunteers
- 2) Private Contractors
- 3) Local resources
- 4) EOC staff

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## DEACTIVATION CHECK-OUT FORM (AP 221)

Adapted for EOC

<b>1. Incident Name:</b>		<b>2. Incident Code No.:</b>	
<b>3. Release Date/Time</b>	<b>4. Resource or Personnel Released:</b>	<b>5. EOC Section; if applicable</b>	
Date: _____	Time: _____		
<p><b>6. Personnel or Resource:</b> <input type="checkbox"/> EOC <input type="checkbox"/> Resource Order Number: _____</p> <p>You are in the process of being released. You are not released until the checked boxes below have been signed off by the appropriate Section and the Deactivation Unit Leader (or Planning Section representative).</p>			
<b>PLANNING SECTION</b>			
<input type="checkbox"/>	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Situation Leader		
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
<input type="checkbox"/>			
<b>LOGISTICS SECTION</b>			
<input type="checkbox"/>	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>FINANCE/ADMINISTRATION SECTION</b>			
<input type="checkbox"/>	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<b>OTHER EOC SECTION/STAFF</b>			
<input type="checkbox"/>	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<b>7. Remarks:</b>			
<b>8. Travel Information:</b>		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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<b>1. Incident Name:</b>		<b>2. Incident Code No.:</b>		
<b>3. Planned Release Date/Time:</b> Date: _____ Time: _____	<b>4. Resource or Personnel Released:</b>		<b>5. EOC Section; if applicable</b>	
Estimated Time of Departure: _____ Actual Release Date/Time: _____				
Destination: _____ Estimated Time of Arrival: _____				
Travel Method: _____ Contact Information While Traveling: _____				
Departure Location: _____				
Reservation, Flight, or Train Number: _____				
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____				
AP 221		Date/Time: _____		

Updated by City Office of Emergency Services (03-2021)

## **AP 221**

### **Deactivation Checkout Form**

**Purpose.** The Deactivation Check-Out (AP 221) ensures that staff and/or resources checking out of the EOC have completed all appropriate business, and provides the Planning Section information on who and/or what was released from the EOC. Deactivation is a planned process and this form assists with that planning.

**Preparation.** The Planning Section or Deactivation Unit Leader initiates the AP 221. The Deactivation Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention. The individual or resource will have the appropriate EOC personnel sign off on any checked box(es) in Block 6 prior to release from the EOC.

**Distribution.** After completion, the AP 221 is returned to the Deactivation Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit.

#### **Notes:**

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Code No:</b>	Enter the timesheet code number given by Finance to track the incident costs for reimbursement.
3	<b>Planned Release Date/Time</b>	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	<b>Resource or Personnel Released</b>	Enter name of the individual or resource being released.
5	<b>EOC Section</b>	If applicable, enter from what EOC Section you and/or the resource is being released.
6	<p><b>Resource or Personnel</b>            You are in the process of being released. You are not released until the checked boxes below have been signed off by the appropriate Section and the Deactivation Unit Leader (or Planning Section representative).</p> <ul style="list-style-type: none"> <li>• Unit/Leader/Coordinator</li> <li>• Remarks</li> <li>• Name</li> <li>• Signature</li> </ul>	<p>Enter an "X" in the box next to EOC if you are part of an EOC Section or enter an "X" in the box next to Resources and place the Resource Request number in the area provided.</p> <p>Resources are not released until the checked boxes below have been signed off by the appropriate coordinator. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).</p>
	<b>Operations Section</b>	The Deactivation Unit Leader will enter an "X" in the box to the left of those Units requiring the staff or resources to check out. Identified Unit Leaders or other leader are to sign the appropriate line to indicate release.
	<p><b>Planning Section</b></p> <ul style="list-style-type: none"> <li>• Situation Leader</li> <li>• Documentation Leader</li> <li>• Demobilization Leader</li> </ul>	The Deactivation Unit Leader will enter an "X" in the box to the left of those Units or Branches requiring check out. Identified Unit Leaders or other coordinators are to sign the appropriate line to indicate release.
	<p><b>Logistics Section</b></p> <ul style="list-style-type: none"> <li>• Supply</li> <li>• Equipment</li> <li>• Communications</li> <li>• Facilities</li> </ul>	The Deactivation Unit Leader will enter an "X" in the box to the left of those Units requiring check out. Identified Unit Leaders or coordinators are to sign the appropriate line to indicate release.

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Block Number	Block Title	Instructions
	<b>Finance/Administration Section</b> <input type="checkbox"/> Compensation/Claims Unit <input type="checkbox"/> Procurement Unit <input type="checkbox"/> Cost Unit <input type="checkbox"/> Time Unit	The Deactivation Unit Leader will enter an "X" in the box to the left of those requiring check out. Identified Unit Leaders or coordinators are to sign the appropriate line to indicate release.
	<b>Other Section/Staff</b> <input type="checkbox"/>	The Deactivation Unit Leader will enter an "X" in the box to the left of those Units requiring check out. Identified Unit Leaders or coordinators are to sign the appropriate line to indicate release.
<b>7</b>	<b>Remarks</b>	Enter any additional information pertaining to deactivation or release (e.g., transportation needed, destination, etc.).
<b>8</b>	<b>Travel Information</b>	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the personnel will be staying in a hotel overnight prior to returning home.
	Estimated Time of Departure	Use this section to enter the personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the personnel's destination.
	Estimated Time of Arrival	Use this section to enter the personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Departure Location:	Use this section to enter your departure location.
	Reservation, Flight, or Train Number	Use this section to enter your reservation, flight, or train number.
<b>9</b>	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

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## **PART TWO**



## **LOGISTICS SECTION**



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# LOGISTICS SECTION

## GENERAL

### **PURPOSE**

To enhance the capability of City of Santa Barbara to respond to emergencies by establishing logistical protocol in managing personnel and equipment to support the field operations of the incident. However, if an Incident Management Team (IMT) is dispatched to the incident, equipment and supplies will be ordered for fire through the IMT Logistics Section. It is the policy of this section that the priorities of responses are to:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

### **OVERVIEW**

The EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may delegate authority to perform logistical functions. Logistics Section positions will vary depending upon the objectives for the operational period. The positions listed are the more common Logistics Section positions. Note some of these positions may be activated at a single staff level, or as a unit, group or branch level depending upon the level of activation, the work to be accomplished, and the number of personnel needed.

The Logistics Section's primary responsibility is to ensure the acquisition and mobilization of resources to support the response effort at the disaster site(s). This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

### **OBJECTIVES**

The Logistics Section ensures that all sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements especially in communications.

- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use in recovery/reimbursements from the State and/or FEMA filing requirements.
- Keep track of all resources deployed and deactivated.
- Assist the Deactivation Unit with the Deactivation Plan.

### **CONCEPT OF OPERATIONS**

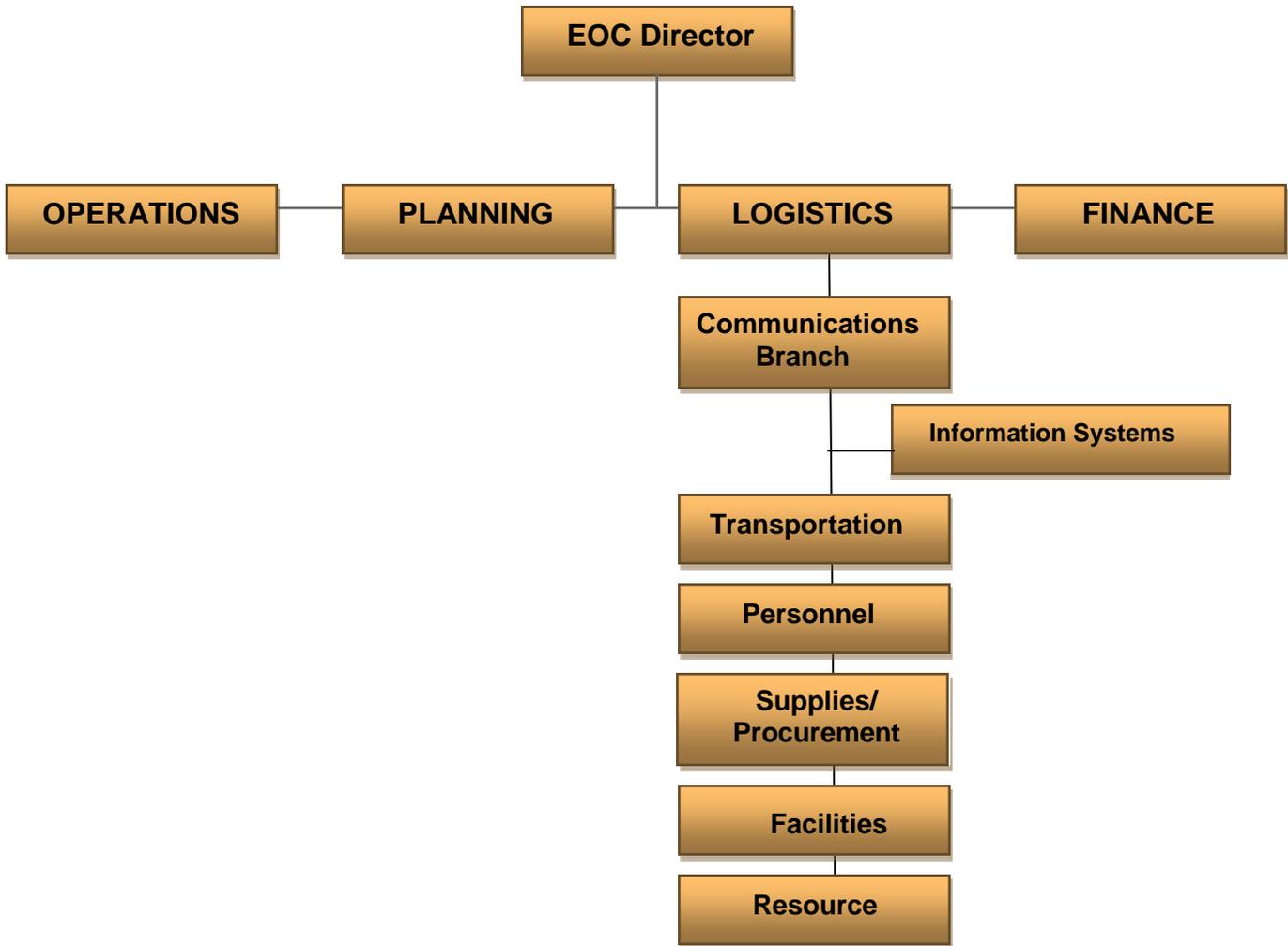
The Logistics Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- If activated, the Logistics Departmental Operating Center procedures will be adhered to unless modified by the EOC Director.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be event driven.
- All resources needed, beyond the City's capabilities, will be requested to the County's Office of Emergency Services, as the Operational Area, to the State's Regional Operation Center, then the State's Operation Center.
- Mutual Aid requests will be made through the proper channels.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Logistics Section.

## ORGANIZATION CHART



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# LOGISTICS SECTION

## COMMON RESPONSIBILITIES

### INTRODUCTION

The following position checklists are intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for the Emergency Operations Center (EOC) Management Section.

Common Responsibilities are that are to be considered before arriving at your designated location.

### RESPONDING

1. Receive a briefing from the Incident Commander/EOC Manager/Section Coordinator
  - a. Including how to order from Logistics for any needs
2. Review your position checklist for your assignment
3. Make sure that the Incident Project Code is on all your paperwork
4. Begin your AP 214 – Individual Work Form
5. Be aware of the schedule and any meetings you may need to be involved in
6. Review special communication instructions for phones, computers, radios, etc.

### CHECK-IN

Determine the location where you will be assigned. Your check-in location can be at one of the following locations:

1. Primary EOC – 121 W. Carrillo Street – Fire Station 1
2. Secondary EOC - 601 Firestone Road – Airport

Administration/DOC Departmental Operating Centers:

- a. Airport DOC – 601 Firestone Road – Conference Room
- b. Building & Safety DOC – 630 Garden – Fishbowl Conference Room
- c. Logistics DOC – 100 E. Carrillo Street – Carrillo Recreation Center
- d. Fire DOC – 121 W. Carrillo Street – Captains Office
- e. Police DOC – 215 E. Figueroa Street – Watch Commander's Office
- f. Public Works DOC – 630 Garden Street – Public Works Conference Room
- g. Waterfront DOC – 130 A Harbor Way – Waterfront/Harbor Patrol Office
- h. Incident Command Post (ICP) - TBD

**INITIAL BRIEFING:** Receive briefing immediately from the Incident Commander/EOC Manager/Section Coordinator.

**WORK MATERIALS:** Acquire all work materials needed for your assignment. Go to the Logistics Section if resources are needed to perform your duties. Be sure that you are briefed on the proper way to order materials.

**HEALTH & SAFETY:** Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers. If you see anything that may cause an injury, report it to your Section Coordinator.

**SUPERVISION:** Organize and brief subordinates, make sure that they understand their role in your section. Be sure that you sign all AP 214 before your staff is released from your section. Be sure that your staff understands how to operate all equipment before use. If applicable, brief your EOC Section staff on the Deactivation Plan.

**COMMUNICATION:** Know the assigned telephone, cellular number and/or radio frequency(ies); if applicable, for your area of responsibility and ensure that communication equipment is operating properly.

There will be instructions on how to use the phone in your Section's EOC bin. Use clear text (no codes) on all radio communications.

**DOCUMENTATION:** Complete all forms and reports required of the assigned position and send through chain of command to Documentation Unit in the Planning Section.

Pay attention to the Planning 'P' meeting schedules for your shift. Ensure all documentation needed for EOC action plan for the next Operational Period are complete.

**DEACTIVATION:** Make sure that you are briefed on the procedures of the Deactivation Plan that may include the following:

- If applicable, the EOC Section Coordinator needs to signed your OES 214 Individual Work Form
- Give your form to the Sign-In Unit as you leave
- When you sign out, leave your contact information
- Remember to put the incident code on your timesheet

**CRITICAL INCIDENT STRESS DEBRIEFING:** Ensure that all staff have the opportunity for critical incident stress debriefing. Ensure that they are aware of all Employee Assistance Program within the City.

More specific sectional position checklists begin on the following pages.

# LOGISTICS SECTION

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units and the following will be established as the need arises:

- Communications
  - Information Systems
- Transportation
- Personnel
- Supplies / Procurement
- Facilities
- Resource Tracking

The Logistics Section Coordinator will activate the Logistics Department Operating Center (DOC) with additional units as necessary to fulfill the objectives for the EOC and the field responders.

## **Logistics Section Coordinator**

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

## **Logistics DOC Coordinator**

If warranted, the Logistics Section Coordinator will activate the Logistics DOC. The DOC Coordinator will communicate with the EOC Logistics Section Coordinator and report all information as required. In an expanded role, Branches and Units will operate out of the DOC. Some Units may work out of their own offices, such as Information Systems and Communications.

## **Communication Branch**

The Communications Branch is responsible for managing all radio, data, information systems and telephone needs of the City, EOC and all activated DOCs.

## **Transportation Branch**

The Transportation Branch is responsible for transportation of emergency personnel, equipment and supplies.

## **Personnel Branch**

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

### **Supply/Procurement Branch**

The Supply/Procurement Branch is responsible for obtaining equipment and supplies to support emergency operations and arranging for delivery of those resources.

### **Facilities Branch**

The Facilities Branch is responsible for ensuring that adequate facilities are provided for the response efforts, including securing access to the facility and providing furniture, supplies and materials necessary. This also includes, if appropriate, work with the Care & Shelter Unit if evacuation sheltering or center is needed.

### **Resources Tracking Branch**

The Resources Tracking Branch is responsible for maintaining detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs) for maintaining logs and invoices to support the documentation process and for resource information displays in the EOC. The Unit cooperates closely with:

- Operations Section to determine resources currently in place and resources needed
- Planning Section to provide resource information to the EOC Action Plan
- Finance Section to track resources for reimbursement.

EOC Section: Logistics		Position: Logistics Coordinator	
Position Description	The Logistics Section provides facilities, services, resources, and other support services. Incident, DOC or agency requests for support directed to the EOC will be channeled through the EOC Logistics Section. The Logistics Section Coordinator reports to the EOC Director.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Ensure the Logistics function is carried out in support of the EOC and DOCs. This function includes providing communication services, data access, IT support, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.</li> <li>Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.</li> <li>Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated timeframe.</li> <li>Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated incident command post and staging areas within the affected area.</li> <li>Keep the EOC Director informed of all significant issues relating to the Logistics Section.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 315 LRF – Logistics Reporting form</li> <li>AP 315 – Logistics Order Log</li> <li>AP 205 – Communications Log</li> <li>AP 218 – Vehicle/Equipment Log</li> <li>AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Determine what unit activation of the Logistics DOC is necessary.	
2.	Develop a plan for requesting resources, equipment and supplies and distribute to the EOC Sections.	
3.	Assist the Planning Section with developing an EOC Organizational Chart for the initial and subsequent operational periods.	

## PART TWO, LOGISTICS | 2021

	Actions	Notes
4.	Work with all EOC Sections to develop a Communications Logs for the initial and subsequent operational period. This Communication Logs will have the names of all EOC staff working within the EOC during the initial activation of the EOC and names of EOC staff for the next Operational Period.	
5.	Be prepared to relay the reporting process for logistical needs at the Action Planning Meeting.	
6.	Work with other EOC sections on any appropriate logistical needs for the EOC and DOCs.	
7.	Confirm communication links with the Logistics DOC if applicable.	
8.	Be prepared to give input of significant resources needed and acquired during the EOC Action Planning and Operations meetings.	
9.	Establish additional branches or units as dictated by the situation objectives.	
10.	Exercise overall responsibility for the coordination of branch and unit activities within the Section.	
11.	Coordinate the provision of logistical support for the EOC.	
12.	Report to the EOC Director on all matters pertaining to Section activities.	
13.	Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Logistics		Position: Communications	
Position Description	The Communications Branch provides for the coordination of communication services to meet the needs of the incident, DOC or EOC. These services include, but are not limited to, information technology, telephone, fax, and radio. The Branch also provides internal and external communication services to meet and support City operating requirements.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Ensure radio, telephone, and computer resources and services are provided to the City and EOC staff as required.</li> <li>• Oversee the installation of communication resources within the City and EOC.</li> <li>• Confirm that communication links are established with other jurisdictional EOCs as required.</li> <li>• Determine specific computer requirements for all city facilities and the EOC.</li> <li>• Ensure that radios include sufficient frequencies to facilitate operations, and that adequate communication operators are available for 24-hour coverage.</li> <li>• If there is staff displacement, work with the Facilities Unit to ensure City staff have adequate communication and computer systems available for use.</li> <li>• Develop and distribute a Communications Plan that identifies all systems in use and lists of specific radio frequencies allotted for the emergency.</li> <li>• Recover City infrastructure communications as applicable.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 218 – Vehicle/Equipment Inventory</li> <li>• AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Determine the need for communications within the EOC and DOCs as applicable.	
2.	Based on the situation, activate the Information Technology Unit to keep all computers in working order for the incident, EOC, DOCs and city infrastructure.	
3.	Prepare objectives for the Communication Branch and relay to the Logistics Section Coordinator prior to the all Action Planning meetings for each operational period.	

	<b>Actions</b>	<b>Notes</b>
4.	Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as requested.	
5.	Ensure that technical personnel are available for communication equipment maintenance and repair throughout the city.	
6.	Mobilize and coordinate amateur radio resources to augment primary communications systems as required	
7.	Meet periodically with the Operations Section Units to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability	
8.	Coordinate with telephone/cell phone company to obtain portable telephone/cell phone banks as requested.	
9.	Report all issues or challenges to the Logistics Section Coordinator.	
10.	Be sure to fill out AP 215 LRF Logistics Request Form before purchasing any equipment for the incident.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Logistics		Position: Transportation	
Position Description	Transportation of emergency personnel, equipment, supplies, and coordinate the route priority with Operations Section.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate with the Planning and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the City.</li> <li>• Determine use of disaster routes with the Operations Section. Assist in the development of a transportation plan.</li> <li>• Identify, as necessary, with other EOC sections and branches/groups/units transportation priorities.</li> <li>• Responsible to ensure adherence to service and repair policies with staff.</li> <li>• Ensure that vehicle usage is documented by activity, date, and hours in use.</li> <li>• Work with Operations Care and Shelter Unit for any specialized transportation needs within the community.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 218 – Vehicle/Equipment Log</li> <li>• AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Routinely coordinate with the Operations Section to determine the status of transportation routes in and around the affected area. Work with Operations to develop a transportation/movement plan.	
2.	Establish a transportation plan for movement of priorities: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Supplies and equipment</li> <li>• Emergency workers</li> <li>• Volunteers</li> <li>• Those with Access and Functional Needs and Disabilities</li> <li>• If applicable, dependents and families of emergency workers as requested by the Care and Shelter Branch</li> </ul>	
3.	Coordinate with the Operations Section on the movement of persons with access and functional needs, i.e., disabled and elderly persons.	
4.	Coordinate with local transportation agencies and school districts to establish availability of resources for use in evacuations and other operations as needed.	

## PART TWO, LOGISTICS | 2021

	Actions	Notes
1.	Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks).	
2.	As reports are received from field units and EOC sections, as sufficient information develops, analyze the situation and anticipate transportation requirements.	
3.	Prepare schedules as required to maximize use of available transportation. Provide Resources Tracking Unit with current information regarding transportation vehicles (location and capacity). Notify Resources Tracking Unit of all vehicle status change.	
4.	Arrange for fueling of all transportation resources.	
5.	Establish mobilization areas for vehicles as directed.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Logistics		Position: Personnel	
Position Description	The Personnel Unit is responsible for providing personnel resources as requested in support of the EOC, DOC and Field Operations.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Provide personnel resources as requested in support of the EOC and Field Operations.</li> <li>Identify, recruit and register volunteers as required.</li> <li>Develop the EOC Organization Chart for the operational period</li> <li>Identify, recruit, track and register volunteers as required.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Establish and maintain a position log and other necessary files. In conjunction with the Documentation Unit, develop an organization chart depicting each activated position.	
2.	Update EOC organization chart for each operational period. The chart should be posted in a conspicuous place, accessible to all EOC personnel and part of the EOC Action Plan.	
3.	Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.	
4.	Establish communications with community based organizations and other organizations that can provide personnel resources.	
5.	Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.	
6.	Maintain a status board or other reference to keep track of incoming personnel resources.	

	<b>Actions</b>	<b>Notes</b>
7.	Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.	
8.	In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.	
9.	Establish registration locations, with sufficient staff, to register volunteers. Then issue disaster service worker identification cards.	
10.	Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.	
11.	Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check in.	
12.	Establish communications with volunteer agencies and other organizations that can provide personnel resources.	
13.	Process all incoming requests for personnel support. Identify: <ul style="list-style-type: none"> <li>• Number of personnel</li> <li>• Special qualifications or training</li> <li>• Reporting location, date and time</li> <li>• Person they should report to upon arrival at destination</li> <li>• Estimated time of arrival of responding personnel</li> </ul>	
14.	Maintain a status board or other reference to keep track of incoming personnel resources.	
15.	In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire a mental health specialist as needed.	
16.	As directed by the Policy Group, arrange for childcare, elder care and pet care services for EOC personnel.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	

	<b>Deactivation</b>	<b>Notes</b>
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

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EOC Section: Logistics		Position: Procurement	
Position Description	The Procurement Unit oversees the procurement and allocation of supplies and materials for the EOC, DOCs and field Incident Command Post and Staging Areas.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>Oversee the procurement and allocation of supplies and material not normally provided through normal channels.</li> <li>Coordinate procurement actions with the Finance/Administration Section.</li> <li>Coordinate delivery of supplies and materiel as required.</li> <li>Coordinate procurement actions with the Finance/Administration Section.</li> <li>Coordinate delivery of supplies and materials as required.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 215 LRF – Logistics Request Form</li> <li>AP 214 – Individual Work Log</li> </ul>		

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Determine if requested types and quantities of supplies and materials are available in inventory.	
2.	Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.	
3.	Whenever possible, make contact with the requesting party to clarify types and amount of supplies and material if there are discrepancies on the Logistics Request Form. Also, verify that the request has not been previously filled through another source.	
4.	In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and current status. Make sure that all resources are logged onto the AP 215 Resource Order Log. Determine if the procurement item can be provided without cost from another jurisdiction or through the County EOC.	
5.	Determine unit costs of supplies and materials, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.	
6.	The Finance/Administration Section must approve orders exceeding the purchase order limit.	

	<b>Actions</b>	<b>Notes</b>
7.	Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.	
8.	In coordination with the Personnel Unit, if activated, provide food and lodging for EOC staff and volunteers as required. Assist field staff with food services as requested.	
9.	Determine if the procurement item can be provided without cost from another jurisdiction or through the County.	
10.	Determine unit costs of supplies and materials from suppliers and vendors and if they will accept purchase orders as payment prior to completing the order.	
11.	The Finance/Administration Section must approve orders exceeding the purchase order limit before the order can be completed.	
12.	If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Logistics		Position: Facilities
Position Description	The Facilities Branch ensures that adequate essential facilities are provided for the response effort, including securing access to facilities and providing furniture, supplies, equipment and materials necessary to configure the facilities in a manner adequate to accomplish the mission objectives.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Consider the type of facilities requested and what is needed to fulfill the objectives.</li> <li>Determine appropriate security access to the facilities and staff needed, including furniture, supplies, and materials necessary to configure the facility.</li> <li>Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed. 3. Supervise the Facilities Unit.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Work closely with the EOC Manager and other sections in determining appropriate facilities and furnishings required for effective operations of the EOC and/or DOCs if the EOC or DOC is evacuated.	
2.	Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed.	
3.	Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.	
4.	Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager. Ensure all structures are safe for occupancy and that they comply with ADA requirements.	
5.	As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.	

	<b>Actions</b>	<b>Notes</b>
6.	Work with the Care and Shelter Unit in acquiring a City facility to be utilized as a shelter or evacuation site.	
7.	If applicable, assist Finance and EOC Director in determining the need for a facility to house a Local Assistance Center as appropriate.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Logistics		Position: Resource Tracking
Position Description	The Resource Tracking Branch, if activated, coordinates with other EOC Sections to capture and centralize necessary resources, location, and status information.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>Coordinate with the other units in the Logistics Section to capture and centralize necessary resources, location and status information.</li> <li>Develop and maintain a resource status information board – keeping the information centralized.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 218 – Vehicle/Equipment Resource</li> <li>AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. L-4	
1.	Establish and maintain a position log and other necessary files. Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation.	
2.	As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.	
3.	Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed, and estimated time of arrival or delivery to the requesting party.	
4.	Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.	
5.	An additional status board may be developed to track resource used by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

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## **PART TWO**



## **FINANCE/ADMINISTRATION SECTION**



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# FINANCE / ADMINISTRATION SECTION

## GENERAL

### PURPOSE

To enhance the capability of the City of Santa Barbara to respond to emergencies by providing financial support and coordination to the emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City.
- Cooperate with the other sections of the emergency response team.
- Document all costs for recovery.
- Develop a plan to capture all reimbursable costs for the incident.
- Maintain a positive image for the City in its dealings with the community.

Finance/Administrative positions will vary depending upon the need of the EOC Director for support. Note, that in the EOC the Finance Section Coordinator and Sign-In Unit will be activated at a Level 2 or Level 3 EOC Activation. Other Units will be activated depending upon the objectives to be accomplished.

### OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain, to the greatest extent possible, the financial systems necessary to keep the City functioning during any incident. These systems include:

- Time Keeping / Sign In
- Cost Accounting
- Compensation & Claims
- Purchasing
- Recovery

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

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

## **OBJECTIVES**

The Finance/Administration Section acts in a support role in all incidents to ensure that all required records are preserved for future use with the State and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during an incident:

### **A. For all incidents:**

1. Notify the other EOC sections and City departments that the Disaster Accounting System is to be used for the incident.
2. Determine the extent to which the computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best as possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Upon declaration of a disaster by the City or County, coordinate with State and/or Federal disaster agencies to initiate the cost recovery process.
6. Coordinate with the other sections and departments in the collection and documentation of costs pertaining to the incident.
7. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.
8. Attend all State and/or Federal Disaster Recovery Briefings.

### **B. For incidents where the City computer systems and banks are accessible and usable:**

1. Inform the other EOC sections and departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for incident-related costs.
2. Continue with objectives A.5. through A.8. above.

### **C. For incidents where the City's computer systems and/or banks are either inaccessible or unusable for a short period of time; i.e., less than one week:**

1. Inform the other EOC sections and departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

### **D. For incidents where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**

1. Inform the other EOC Management Section/Policy Group that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

## **CONCEPT OF OPERATIONS**

The Finance/Administration Section will operate under the following policies during an incident as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.

- All existing City departmental fiscal operating procedures will be adhered to unless modified by the City Council or EOC Director.
- For incidents that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For incidents that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be scheduled to work on an operational period basis to be determined by the Finance/Administration Section Coordinator.

### **SECTION ACTIVATION PROCEDURES**

#### **Authorization**

The EOC Director or designee is authorized to activate the Finance/Administration Section for response to an incident.

#### **When to Activate**

The Finance/Administration Section will be activated during any EOC activation. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC has been deactivated.

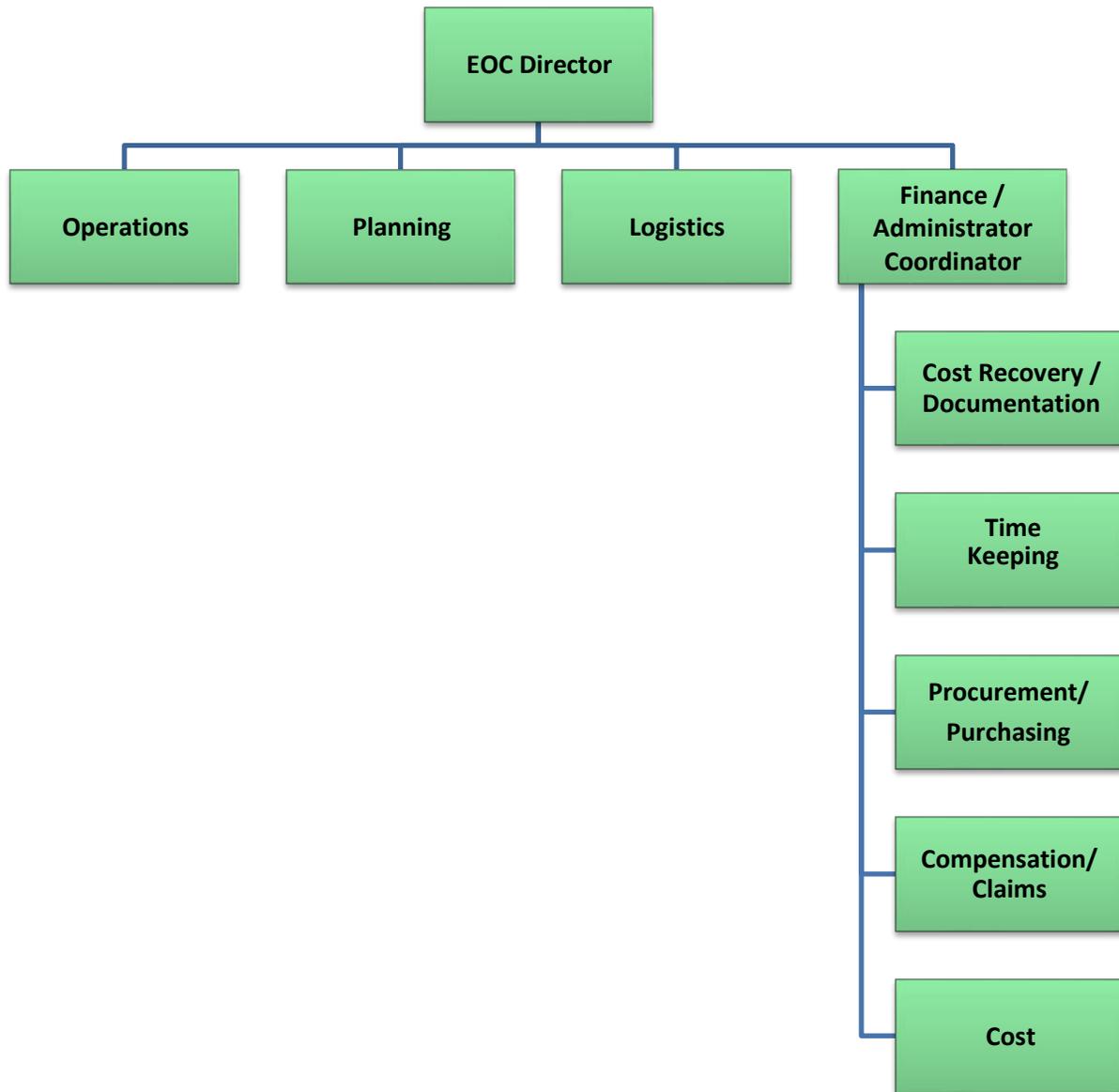
In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the incident situation develops. All units will be notified when there is warning of an impending or developing incident.

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

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**FINANCE/ADMINISTRATION SECTION  
ORGANIZATION CHART**



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# FINANCE/ADMINISTRATION SECTION

## COMMON RESPONSIBILITIES

### INTRODUCTION

The following position checklists are intended to provide guidance for the application of the Standardized Emergency Management System (SEMS) for the Emergency Operations Center (EOC) Management Section.

Common Responsibilities are that are to be considered before arriving at your designated location.

### RESPONDING

1. Receive a briefing from the Incident Commander/EOC Manager/Section Coordinator
  - a. Including how to order from Logistics for any needs
2. Review your position checklist for your assignment
3. Make sure that the Incident Project Code is on all your paperwork
4. Begin your AP 214 – Individual Work Form
5. Be aware of the schedule and any meetings you may need to be involved in
6. Review special communication instructions for phones, computers, radios, etc.

### CHECK-IN

Determine the location where you will be assigned. Your check-in location can be at one of the following locations:

1. Primary EOC – 121 W. Carrillo Street – Fire Station 1
2. Secondary EOC - 601 Firestone Road – Airport

Administration/DOC Departmental Operating Centers:

- a. Airport DOC – 601 Firestone Road – Conference Room
- b. Building & Safety DOC – 630 Garden – Fishbowl Conference Room
- c. Logistics DOC – 100 E. Carrillo Street – Carrillo Recreation Center
- d. Fire DOC – 121 W. Carrillo Street – Captains Office
- e. Police DOC – 215 E. Figueroa Street – Watch Commander’s Office
- f. Public Works DOC – 630 Garden Street – Public Works Conference Room
- g. Waterfront DOC – 130 A Harbor Way – Waterfront/Harbor Patrol Office
- h. Incident Command Post (ICP) - TBD

**INITIAL BRIEFING:** Receive briefing immediately from the Incident Commander/EOC Manager/Section Coordinator.

**WORK MATERIALS:** Acquire all work materials needed for your assignment. Go to the Logistics Section if resources are needed to perform your duties. Be sure that you are briefed on the proper way to order materials.

**HEALTH & SAFETY:** Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers. If you see anything that may cause an injury, report it to your Section Coordinator.

**SUPERVISION:** Organize and brief subordinates, make sure that they understand their role in your section. Be sure that you sign all AP 214 before your staff is released from your section. Be sure that your staff understands how to operate all equipment before use. If applicable, brief your EOC Section staff on the Deactivation Plan.

**COMMUNICATION:** Know the assigned telephone, cellular number and/or radio frequency(ies); if applicable, for your area of responsibility and ensure that communication equipment is operating properly.

There will be instructions on how to use the phone in your Section's EOC bin. Use clear text (no codes) on all radio communications.

**DOCUMENTATION:** Complete all forms and reports required of the assigned position and send through chain of command to Documentation Unit in the Planning Section.

Pay attention to the Planning 'P' meeting schedules for your shift. Ensure all documentation needed for EOC action plan for the next Operational Period are complete.

**DEACTIVATION:** Make sure that you are briefed on the procedures of the Deactivation Plan that may include the following:

- If applicable, the EOC Section Coordinator needs to signed your OES 214 Individual Work Form
- Give your form to the Sign-In Unit as you leave
- When you sign out, leave your contact information
- Remember to put the incident code on your timesheet

**CRITICAL INCIDENT STRESS DEBRIEFING:** Ensure that all staff have the opportunity for critical incident stress debriefing. Ensure that they are aware of all Employee Assistance Program within the City.

More specific sectional position checklists begin on the following pages.

# FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designated a unit. As part of the Finance Administrative Section, the Sign-In Unit will always be activated at a Level 2 or Level 3 EOC activation. The following will be established as the need arises:

- Cost Recovery Documentation Unit
- Time Keeper Unit / Sign-In Unit
- Procurement/Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional Units to fulfill an expanded role if necessary.

## **Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator, a member of the EOC General Staff and is responsible for all financial, administrative and costs analysis aspects of the emergency. As well as, supports the response and recovery phases for the disaster/emergency. This includes ensuring that the payroll and revenue collection process continues and that all reimbursable costs are captured.

## **Cost Recovery Documentation Unit**

The Cost Recovery Documentation Unit should be activated at the onset of any incident and is responsible for executing procedures to capture and document costs relating to the disaster/emergency; maintaining the accounting system; liaising with the disaster assistance agencies; coordinating the recovery of costs as allowed by law; and maintaining accurate and timely documentation in support of financial recovery.

## **Time Keeping Unit and Sign In**

The Time Keeping Unit is responsible to work with all department liaisons and divisions to ensure field units track hours, mileage and equipment used by personnel and volunteers. Prepare daily personnel time recording documents, ensuring compliance with any applicable agency time policies, ensuring that time and equipment records identify the scope and location of work in a manner consistent with initial damage and safety assessment records, and collecting and processing applicable time records.

The Time Unit also manages the Sign-In Unit within the EOC. Sign-In is responsible for the following:

- Distribution and collection of all AP-214 Individual Work Logs from each EOC section staff.
  - All AP-214 forms should have the EOC staff member and EOC Section Coordinator's signature on it before acceptance.
  - Ensures that all incoming staff, visitor and volunteers sign the appropriate sheets.
- Ensuring that that staff, agencies, and volunteer assigned to the EOC sign the appropriate sign-in sheet.
- At end of the Operational Period organize all AP-214 and match them to the sign-in sheets. Then submit all sign-in sheets to the Planning Section's Documentation Unit.

### **Procurement/Purchasing Unit**

The Procurement/Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location. The Purchasing Unit will work closely with the Resource Tracking Unit in Logistics Section of the EOC.

### **Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims arriving out of the emergency/disaster; completing all forms required by worker's compensation programs and local agencies; maintaining a file of injuries and illnesses associated with the incident; and for issuing checks upon settlement of claims.

### **Cost Analysis Unit**

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payments are properly identified. Obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs. As recovery proceeds, the Cost Analysis Unit will keep the EOC Director aware of total cost of the incident.

EOC Section: Finance		Position: Finance Section Coordinator
Position Description	The Finance/Administration Section Coordinator is responsible for the financial support, response and recovery for the disaster/emergency. This includes ensuring that the payroll and revenue collection process continues and activating the disaster accounting system.	
Primary Responsibilities	To Ensure that all: <ul style="list-style-type: none"> <li>• Financial records are maintained throughout the emergency.</li> <li>• On-duty time is recorded for all emergency response personnel.</li> <li>• On-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staff.</li> <li>• All travel and expense claims are processed within a reasonable time, given the nature of the situation.</li> <li>• Workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.</li> <li>• Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 218 – Vehicle/Equipment Inventory</li> <li>• AP 215 LRF- Logistics Reporting Form</li> <li>• AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. F-6	
1.	Implement a disaster accounting system.	
2.	Review procedures for reporting injury or damage during the incident.	
3.	Ensure that an emergency project code is distributed to all EOC, DOC, field staff and department directors.	
4.	Be prepared to provide information during the action planning meetings regarding costs predictions if applicable.	

## PART TWO, FINANCE/ADMINISTRATION | 2021

	Actions	Notes
5.	Determine a continuum of the payroll process for all employees responding to the emergency.	
6.	Determine purchase order limits for the procurement function in Logistics.	
7.	Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.	
8.	Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.	
9.	Maintain financial records of the emergency.	
10.	Support and provide guidance on the processing of purchase orders and contracts to the Logistics Section.	
11.	Ensure that worker's compensation claims received at the EOC are processed.	
12.	Make recommendations for costs savings to the General Staff.	
13.	Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

# PART TWO, FINANCE/ADMINISTRATION | 2021

EOC Section: Finance		Position: Cost Recovery	
Position Description	The Cost Recovery Unit is responsible for executing procedures to capture and document costs relating to the disaster/emergency; maintaining the Disaster Accounting System; liaison with disaster assistance agencies; coordinating the recovery of costs as allowed by law; and maintaining accurate and timely documentation in support of financial recovery.		
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Determine impacts of the emergency requiring recovery planning.</li> <li>• Initiate recovery-planning meetings with appropriate individuals and agencies.</li> <li>• Develop the initial recovery plan and strategy for the jurisdiction.</li> <li>• Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.</li> <li>• Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.</li> <li>• Coordinate costs documentation and make decisions on cost codes and items to be tracked.</li> <li>• Prepare all required state and federal documentation to recover allowable disaster costs.</li> <li>• Maintain financial thresholds to assist the Policy Group with all financial decisions related to the incident.</li> <li>• Provide analysis summaries and estimates of costs for the Finance/Administrative Section Coordinator and EOC Director.</li> </ul>		
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 214 – Individual Work Log</li> </ul>		

## CHECKLIST

	Actions	Notes
	Review Common Responsibilities; Pg. F-6	
1.	Work with EOC Sections and appropriate departments to collect all required documentation. Receive and allocate payments.	
2.	Keep all records organized and prepared for final audit.	
3.	Facilitate recovery-planning meetings involving appropriate Management and General Staff personnel and other agencies as appropriate.	
4.	Develop a recovery plan and strategy for the city or appropriate agencies.	

	<b>Actions</b>	<b>Notes</b>
5.	Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.	
6.	In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Finance		Position: Time Keeping Unit
Position Description	The Time Keeping Unit is responsible for working with all department and divisions to ensure field units track hours and mileage worked by paid staff and volunteers. Also, preparing daily personnel time recording documents, ensuring compliance with any applicable time keeping policies, ensuring that time and equipment records identify the scope and location of work in a manner consistent with initial damage and safety assessment records, and collecting and processing applicable time records.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Track, record and report staff time for all personnel/volunteers working for the incident, whether in the EOC or in the field.</li> <li>• Establish and maintain a file for employee time records within the first operational period. The file should include, timesheet, AP 214 and Sign-In Sheet.</li> <li>• Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.</li> <li>• Ensure that all records identify scope and site-specific location of work performed.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>• AP 202S – Section Objectives</li> <li>• AP 211 – Section Sign-In Form</li> <li>• AP 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. F-6	
1.	Ensure that all employee identification information is verified on the time report.	
2.	Ensure that daily personnel time recording documents are accurate and prepared in compliance with City Policy.	
3.	Ensure that all volunteers assigned as Disaster Service Workers maintain a detailed AP 214 Individual Work Log.	
4.	Maintain a separate log for overtime hours.	
5.	Maintain security of records.	
6.	Assist sections and branches/groups/units in establishing a system for collecting field mileage, equipment, and time reports and services records. Design and distribute Force Account and Rented Equipment Records.	

## PART TWO, FINANCE/ADMINISTRATION | 2021

	Actions	Notes
7.	Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment. Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city owned equipment separate from rented equipment.	
8.	Maintain a list of damaged or lost equipment (for billing and claim purposes) in coordination with the Planning Section, Resource Tracking Unit.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

# PART TWO, FINANCE/ADMINISTRATION | 2021

EOC Section: Finance	Position: Procurement/Purchasing Unit
Position Description	The Procurement/Purchasing Unit is responsible for coordinating with vendors and contractors not previously addressed by existing approved vendor lists.
Primary Responsibilities	<ul style="list-style-type: none"> <li>Coordinate with all matters involving the need to exceed established emergency purchase order.</li> <li>Review or develop emergency purchasing procedures with the Finance Section Coordinator if not already in place.</li> </ul>
Reports and Forms	<ul style="list-style-type: none"> <li>AP 202S – Section Objectives</li> <li>AP 214 – Individual Work Log</li> </ul>

## CHECKLIST

	Actions	Notes
	Review Common Responsibilities; Pg. F-6	
1.	Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Coordinator.	
2.	Ensure that all contracts identify the scope of work and specific site locations.	
3.	Negotiate rental rates not already established or purchase price with vendor as appropriate.	
4.	Admonish vendors, as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.	
5.	Finalize all agreements and contracts as appropriate.	
6.	Verify costs data in the pre-established vendor contracts and/or agreements.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	

	<b>Deactivation</b>	<b>Notes</b>
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

EOC Section: Finance		Position: Compensation/Claims
Position Description	The Compensation/Claims Unit is responsible for investigating and processing physical-injury and property-damage claims arising out of an emergency/disaster; completing all forms required by worker's compensations programs and local agencies; maintaining a file of injuries and illnesses associated with the incident; and for issuing checks upon settlement of claims.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Coordinate costs recovery with disaster assistance agencies and insurance companies.</li> <li>• Maintain a log of all injuries occurring during the disaster/emergency.</li> <li>• Accept as agent for the City claims resulting from an emergency/disaster.</li> <li>• Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>• OES 202S – Section Objectives</li> <li>• OES 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	Actions	Notes
	Review Common Responsibilities; Pg. F-6	
1.	Outline procedures for reporting injury or damage to the Finance / Administrative Coordinator. A copy of the procedures will be placed within the Incident Action Plan for distribution.	
2.	Prepare claims relative to damage to City property and file the claims with insurers.	
3.	Periodically review all logs and forms to ensure: <ul style="list-style-type: none"> <li>• Work is complete.</li> <li>• Entries are accurate and timely.</li> <li>• Work complies with City requirements and policies.</li> </ul>	
4.	Evaluate the need for compensation for injury and claims specialists if appropriate.	
5.	Manage and direct all Worker's Compensation and claims specialist assigned to the incident.	
6.	Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working the incident.	

## PART TWO, FINANCE/ADMINISTRATION | 2021

	Actions	Notes
7.	Provide report of injuries and damages to the City's Risk Manager.	
8.	Provide all information the Finance/Administration Section Coordinator to be incorporated into the action-planning meeting.	

	Deactivation	Notes
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan.	
7.	Provide assistance with shift change activity, as required.	

<b>EOC Section: Finance</b>		<b>Position: Cost Analysis</b>
Position Description	The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all the pieces of equipment and personnel that require payment are properly identified. As the recovery proceeds, the Unit will be increasingly tasked to support the planning function in terms of costs estimates of resources used.	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Obtain and record all cost data.</li> <li>• Analyze and prepare estimates of incident costs.                             <ul style="list-style-type: none"> <li>○ Determine with Policy Group the need for determining thresholds for cost estimates</li> </ul> </li> <li>• Maintain accurate records of incident costs.</li> </ul>	
Reports and Forms	<ul style="list-style-type: none"> <li>• OES 202S – Section Objectives</li> <li>• OES 214 – Individual Work Log</li> </ul>	

**CHECKLIST**

	<b>Actions</b>	<b>Notes</b>
	Review Common Responsibilities; Pg. F-6	
1.	Work with all Branches/Units to ensure efficient, effective use of the finance system and purchasing of items.	
2.	Collect and record all costs data.	
3.	Maintain a fiscal record of all expenditures related to the incident.	
4.	Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and EOC Director.	
5.	Maintain cumulative incident cost records.	
6.	Ensure that all pieces of equipment under contract and dedicated personnel are properly identified.	
7.	Prepare resource-use cost estimates. Arrange funding as needed.	
8.	Ensure that all financial obligation documents are accurately prepared.	
9.	Make recommendations for cost savings to the Finance/Administrative Section Coordinator.	

	<b>Deactivation</b>	<b>Notes</b>
1.	Deactivate when authorized by the EOC Director and follow the Deactivation Plan.	
2.	Ensure that any open actions not yet completed be handled immediately before deactivation.	
3.	Ensure that all required forms and reports are completed prior to deactivation.	
4.	Complete Individual Work Log (AP 214) and have your Section Leader sign it, and then submit it to Sign-In Unit when you sign out.	
5.	Make sure that you leave your contact information.	
6.	Be prepared to provide input to the After Action/Improvement Plan	
7.	Provide assistance with shift change activity, as required.	

# DO'S AND DON'TS FOR USING THE DISASTER ACCOUNTING SYSTEM

- **DO** record all regular and overtime hours WORKED on the disaster/emergency, categories C through G.
- **DO** record all overtime hours WORKED on the disaster/emergency, categories A and B.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where they were used.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "assess risk to public health and safety" instead of "survey damage".
- **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- **DO** report all damage to Cost Recovery Unit.
- **DO** keep all records and unit logs accurately and up-to-date.
- **DO** ask questions of the Cost Recovery Unit for clarifications.
  
- **DO NOT** order everyone to charge all time to the disaster. Only charge those people and hours actually WORKED. (See above 1st and 2nd Do's)
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, do record this time.)
- **DO NOT** enter into sole source contracts without explicit documentation of why it was necessary.
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open-ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey": use "Assess for risk to health and safety".

- **DO NOT** use the term “Administer” in place of “Direct”, “Control”, “Assign”, or “Dispatch”.
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

**NOTE:**

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), record it anyway. Allocation for straight time may be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all Force Account Labor to the disaster function (program). Better to record and not use than not record and try to recreate.

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## **PART THREE**



## **SUPPORTING DOCUMENTS**



**PART THREE – SUPPORTING DOCUMENTS**

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## AUTHORITIES

This section includes a reference to federal, state, and local laws.

The following provides emergency authorities for conducting and/or supporting emergency operations:

### Federal

- [Homeland Security Presidential Directive \(HSPD\) – 5, National Incident Management System, National Response Plan](#)
- [Homeland Security Presidential Directive \(HSPD\) – 8](#), aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.
- [Disaster Services Act of 2000 \(DMA2K\)](#), the 2000 act amends Chapter 68 of Title 42 of the United States Code. Its provisions are titled, **DISASTER RELIEF - THE PUBLIC HEALTH AND WELFARE**.
- The chapter sets forth declarations and definitions relating to **disaster relief** and is used as a central document for the activities of the Federal Emergency Management Agency.
- [32 CFR 185 - Department of Defense \(DOD\)](#), national defense, military resources in support of civil authorities.
- [44 CFR – Part 206 - Federal Emergency Management Agency \(FEMA\)](#) federal disaster assistance programs, emergency and major disaster declarations, disaster field offices, State and federal coordinating officers
- [Federal Civil Defense Act of 1950](#) (Public Law 920), as amended.
- [Public Law 84-99](#) (U.S. Army Corps of Engineers-Flood Fighting).
- [The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended](#)
- [Fire Management Assistance Grant Program](#)

### State

- [Air Pollution, Health and Safety Code §42320](#)
- [California Disaster and Civil Defense Master Mutual Aid Agreement](#)
- [Earthquake Education Act, Public Resources Code §2805](#)
- [Earthquake Hazards Reduction Act, Government Code §8871](#)
- [Employees Safety Act, Labor Code §2801](#)
- [Emergency Services Act, Government Code §8550](#)
- [Seismic Safety Act, Health and Safety Code §16000](#)
- [FIRESCOPE Act, Health and Safety, §13070](#)
- [Flood Control Law, Water Code §8000](#)
- [Flood Control Law of 1946, Water Code §12800](#)
- [Hazardous Substance Highway Spill Containment and Abatement Act, Vehicle Code §2450](#)
- [Hazardous Materials Release Response Plans and Inventory, Health and Safety Code §25500](#)
- [Katz Act, Education Code §§35295 – 35297](#) (Requires that schools plan for earthquakes and other emergencies)

- [Natural Disaster Assistance Act, Government Code §8680](#)
- [Oil Refinery and Chemical Plant Safety Preparedness Act, Government Code §51020](#)
- [Seismic Hazards Mapping Act, Public Resources Act §2690](#)
- Seismic Safety Commission Act, Business and Professions Code §1014
- [CCR, Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System, §2400](#)
- [CCR, Title 19, Public Safety, Division 2, Chapter, Emergencies and Major Disaster, §2501](#)
- [CCR Title 19, Public Safety, Division 2, Subchapter 2, Hazardous Substances Emergency Response Training, §2510](#)
- [CCR, Title 19, Public Safety, Division 2, Chapter 6 Natural Disaster Assistance Act, §2900](#)

**Local**

- [City of Santa Barbara Municipal Code Chapter 9.116](#) - Civil Defense and Disaster
- Adoption of the Standardized Emergency Management System (SEMS)- Resolution 95-035 adopted February 28, 1995
- Adoption of the National Incident Management System (NIMS) – Resolution 06- 081 adopted September 26, 2006.

**Emergency Plans, State Agency Plans**

- [State of California Emergency Plan – 2017](#)
- [Catastrophic Incident Base Plan - 2008](#)
- [Southern California Catastrophic Earthquake Response Plan - 2010](#)
- [State Continuity Program Guidance – 2009](#)
- [Threat and Hazard Identification & Risk Assessment \(THIRA\) - 2014](#)

**State Mutual Aid Plans**

- [California Coroners' Mutual Aid Plan](#)
- [Emergency Manager Mutual Aid Plan](#)
- [Fire and Rescue Mutual Aid Plan](#)
- [Law Enforcement Mutual Aid Plan](#)
- [Law Enforcement Mutual Aid Plan \(SAR\) Annex](#)

## EMERGENCY PROCLAMATIONS

### General Information - Local Emergency Proclamations

**Definition of Local Emergency:** “The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake... or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat...” *Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code*

**Issued by:**

- Governing body of city, county, or city and county, or
- An official designated by an adopted local ordinance (e.g., police/fire chief, director of emergency services)

**Purpose:**

- Authorizes the undertaking of extraordinary police powers
- Provides limited immunity for emergency actions of public employees and governing bodies
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Prerequisite for requesting a Governor’s Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster. \*

**Deadlines:**

- **Issuance:** Within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- **Ratification:** If issued by official designated by ordinance, must be ratified by governing body within 7 days
- **Renewal:**
  - Reviewed at regularly scheduled board/council meetings until terminated
  - Reviewed every 14 days for governing bodies that meet weekly until terminated
  - No review to exceed 21 days from last review
- **Termination:** When conditions warranting proclamation have ended

### **Notification Process:**

- Local governments should notify the Operational Area (OA) and provide a copy of the local emergency proclamation as soon as possible.
- OA shall notify their state OES Region and provide a copy of the proclamation as soon as possible.
- OES Region will notify the OES Director and Deputy Directors; and shall be the primary contact between the OES Director, OA and the local jurisdiction for updates on any requests for assistance
- OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter

**Please Note:** \*A local emergency proclamation and/or Governor's Proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.

## **Levels of Disaster Assistance**

### **Director's Concurrence**

**Purpose:** The CDAA authorizes the OES Director, at his discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

**Deadline:** State OES must receive request from local government within 10 days of incident. **Supporting**

**Information Required:** Local Emergency Proclamation, Initial Damage Estimate (IDE) prepared in the Response Information Management System (RIMS), and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

### **Governor's Proclamation**

**Purpose:** Provides Governor with powers authorized by the Emergency Services Act; authorizes OES Director to provide financial relief for emergency actions and restoration of public facilities and infrastructure; prerequisite when requesting federal declaration of a major disaster or emergency.

**Deadline:** State OES must receive request from local government within 10 days of incident. **Supporting**

**Information Required:** Local Emergency Proclamation, IDE prepared in RIMS, and a request from the City Mayor or Administrative Officer, or County Board of Supervisors.

### **Presidential Declaration of an Emergency:**

**Purpose:** Supports response activities of the federal, state and local government. Authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

**Deadline:** Governor must request on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

**Supporting Information Required:** All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

**Presidential Declaration of a Major Disaster:**

**Purpose:** Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance and hazard mitigation.

**Deadline:** Governor must request federal declaration of a major disaster within 30 days of incident.

**Supporting Information Required:** All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, and identification of the specific type and extent of federal aid required.

**Federal/State Disaster Assistance that require a local emergency Proclamation**

***Local Government:***

- ✓ Reimbursement of extraordinary emergency costs and temporary (e.g., police overtime, debris removal, sandbagging)
- ✓ Funds to repair damaged public facilities expenses (e.g., buildings, roads, equipment, utilities)
- ✓ Hazard Mitigation

***Individuals and Families:***

- ✓ Housing assistance such as home repairs lodging/rental assistance
- ✓ Personal property, medical/dental
- ✓ Disaster unemployment benefits
- ✓ Crisis counseling

**SAMPLE PROCLAMATION**

**WHEREAS**, Ordinance No. \_\_\_\_\_ of the *City/County* of \_\_\_\_\_ empowers the *Director of Emergency Services\** to proclaim the existence or threatened existence of a local emergency when said *City/ County* is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

**WHEREAS**, the *Director of Emergency Services\** of the *City/County* of \_\_\_\_\_ does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said *city/county*, caused by \_\_\_\_\_ (*fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes*); which began on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said *City/County*, and;

That the City Council/County Board of Supervisors of the *City/County* of \_\_\_\_\_ is not in session and cannot immediately be called into session;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout said *City/County*, and;

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this *City/County* shall be those prescribed by state law, by ordinances, and resolutions of this *City/County*, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the *City/County* of \_\_\_\_\_.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
*Director of Emergency Services\**

Print Name \_\_\_\_\_  
Address \_\_\_\_\_

*\*Insert appropriate title and governing body*

**Note:** *It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.*

*This guide is not intended to be a legal opinion on the emergency proclamation process and related programs under state law. Local governments should consult their own legal counsel when considering proclaiming a local state of emergency.*

## **CALIFORNIA MASTER MUTUAL AID**

### **Mutual Aid System**

The mutual aid system is designed to facilitate the rendering of aid to agencies/jurisdictions stricken by an emergency whenever its respective resources are overwhelmed or inadequate. The Operational Area EOC coordinates mutual aid requests for agencies/jurisdictions. If the OA is not able to facilitate the requested support, it will request assistance from the State. Requests for Federal assistance during an emergency will be coordinated through the State.

### **Master Mutual Aid System**

Statewide mutual aid is voluntary aid provided between and among local jurisdictions and the State under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA) as provided for in the California Emergency Services Act. The MMAA creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance without the expectation of reimbursement, to other jurisdictions within the State.

A statewide mutual aid system, operating within the framework of the MMAA, allows for the mobilization of resources to and from local governments, operational areas, regions and state to provide requesting agencies with adequate resources. The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA) and public works. These systems are consistent with NIMS and SEMS at all levels. In addition to the mutual aid agreements that are in place within the State of California, the Governor signed the Emergency Management Assistance Compact (EMAC), which allows California to participate with the other states in a nationwide mutual aid system.

### **Mutual Aid Regions Mutual Aid**

Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. The OA is located in Mutual Aid Region I, which is in the Cal EMA Southern Administrative Region.

### **Mutual Aid Coordinators**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. In the OA, this would be coordinated through the OEM. Mutual aid system coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

### **Participation of Volunteer, Non-Governmental and Private Agencies**

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Agencies/jurisdictions emergency preparedness partnerships including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims. Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through its own systems. They also may identify resource needs that are not met within its own systems that would be requested through the mutual aid system.

### **Mutual Aid Systems and Authorities**

Agencies/jurisdictions may have pre-existing mutual aid agreements with other entities or levels of government. These agreements are in addition to existing mutual aid systems. Examples of mutual aid assistance may be provided under one or more of the following authorities:

- [California Disaster and Civil Defense Master Mutual Aid Agreement \(MMAA\)](#) (PDF)
- [California Fire and Rescue Master Mutual Aid Plan](#) (PDF)
- [California Law Enforcement Mutual Aid Plan](#)
- [California Coroner's Mutual Aid Plan](#) (PDF)
- [California Emergency Managers Mutual Aid Plan](#) (PDF)
- [California Medical and Health Mutual Aid Plan](#) (PDF)
- [National Emergency Management Assistance Compact \(EMAC\)](#)
- [County Emergency Ordinance 2.68 California Emergency Services Act](#)

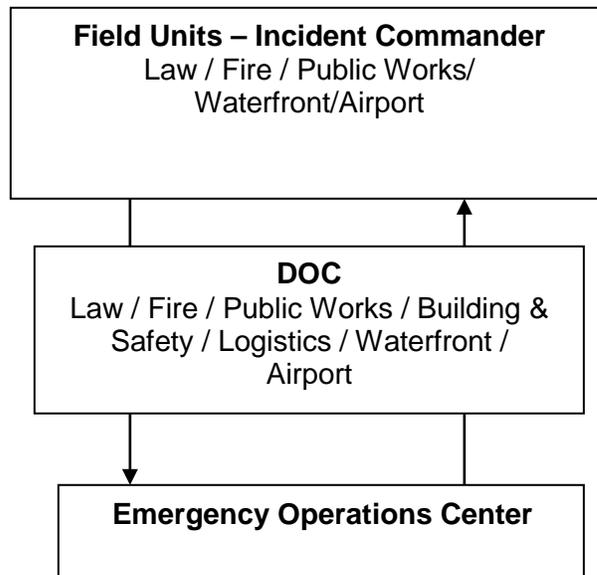
## **THE EMERGENCY OPERATIONS CENTER (EOC)**

### **Purpose of the EOC**

When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from City departments and outside agencies as applicable will report to the EOC to coordinate with City policy-making decisions. While simultaneously coordinating with department and outside agency activities. The City may also act as liaison to different levels of government, which would include non-profit and non-governmental entities.

The EOC provides a centralized focus of authority and information that allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.

The role of the EOC is to support both the Field Operations and Department Operations Centers (DOC). The Incident Commander in the field have the responsibility to report their incident status and necessary resource requests to manage the incident to the EOC or DOCs respectfully. If requests go through the department's DOC, then the DOC will communicate all incident status and resource requests to the EOC. The Policy Group and Planning Section to create the Initial Incident Action Plan and subsequent Action Plans for each operational period then use all pertinent information. The flow of information is shown in the chart below:



The following functions are performed in the City’s EOC:

<b>Functions</b>	<b>Responsibility</b>
Receive and disseminate notifications of warnings to all City departments and impacted areas. If activated, the City will contact the Staff Duty Officer of County OEM of activation status.	Director of Emergency Services / Emergency Services Mgr./PIO
Coordinate emergency operations between: <ol style="list-style-type: none"> <li>1. Agencies, jurisdictions, city departments, different levels of government</li> <li>2. Utility companies, school district, non-profit organizations and outside agencies</li> <li>3. The media</li> </ol>	<ol style="list-style-type: none"> <li>1. All EOC Sections</li> <li>2. EOC Liaison</li> <li>3. PIO Team</li> </ol>
Develop polices and determine if a local proclamation is needed	Director of Emergency Services / Policy Group
Disseminate public information, provide legal advice	EOC Management Section
Prioritize emergency response and the allocation of resources	Operations Section / Logistics Section
Collect Intelligence and disseminate information to EOC, Department Operating Centers (DOC), and County EOC. (County EOC will contact State and Federal agencies on behalf of the City.)	Planning Section
Coordinate the logistical support of resources and personnel and ensure the integrity of communications and information services. Ensure that there are policies regarding bidding in regards to contract work during an emergency. Work with Finance to track all contracts to assure reimbursement.	Logistics Section
Track costs of response personnel, equipment, and damage to city property. Coordinate the financial recovery of the city.	Finance Section

### **When to Activate the EOC**

The EOC is activated when field response agencies and/or DOCs need support during any significant incident. At the discretion of the Director of Emergency Services, or designee, the EOC may be activated either partially or fully to support the incident.

When the City’s EOC is activated, the Emergency Services Manager will contact the County Office of Emergency Management and Policy Group (City Department Heads) and inform them of the Level of activation; including time and place, they will be convening for the initial action planning meeting and briefing.

## **Levels of Activation**

The City of Santa Barbara has three (3) Levels of Activation<sup>1</sup>:

- **Level One – Full Staff.** The level of activation would be a complete and full activation, with all organizational elements at full staffing according to the Standardized Emergency Management System.
- **Level Two – Functional Position Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. One or more of the DOCs may be activated depending on the nature of the incident. At the discretion of the Director of Emergency Services, the EOC will be set up to support the DOC(s).
- **Level Three – Minimum Staffing.** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a buildup phase.) At the discretion of the Director of Emergency Services, the EOC may not be physically staffed and/or set at this level. However, the EOC may be staged and ready for activation.

Note: All DOCs may be activated, as needed, at a Level One Activation.

## **Activation / Recall Procedures**

In the event of any significant incident the Police Watch Commander or Fire Battalion Chief will contact the Director of Emergency Services and Emergency Services Manager, or designee. The Director of Emergency Services in collaboration with the Incident Commander will determine level of EOC activation. For incident specific events, any employee, through their department's chain of command, may request that the Director of Emergency Services, or designee, activate the EOC.

Upon decision to activate, the Director of Emergency Services will contact the Mayor and City with the current status of the incident.

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<sup>1</sup> Levels of Activation for the EOC as defined by the State of California Plan - 2017

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## **MEDIA ACCESS REGULATIONS**

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

### **California Penal Code**

**Section 409.5** Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.
- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

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## NATIONAL WEATHER SERVICE ISSUANCE PROCESS

### WARNINGS

The National Weather Service (NWS) is responsible for issuing forecasts, watches and warnings for a variety of weather and water hazards. A “warning” is issued when hazardous weather poses an immediate threat to life or property. However, the process of issuing a warning varies depending on the type of hazard. This is because hazards occur on vastly different time and distance scales. For example, tornadoes typically last a matter of minutes and impact relatively small areas, while Nor’easters can produce blizzard conditions over hundreds of square miles and last for days.

When weather hazards are small and develop quickly, forecasters must rely heavily on observational data from Doppler radar, satellite and other ground-based equipment and sensors to inform them during the warning process. This would include such hazards as severe thunderstorms and flash flooding -- where forecasters continuously monitor thunderstorms in real-time and determine where the largest impacts will occur. Forecaster experience and knowledge of the local area also play a large role in the warning process. For example, an understanding of the local creeks, streams and reservoir operations would be crucial when determining whether or not to issue a flash flooding warning.

Tsunamis and solar events are two types of hazards that also require a quick response based on monitoring various observational datasets, such as seismometers to detect earthquakes and potential tsunamis or X-ray telescopes mounted on satellites that can detect solar activity ahead of geomagnetic storms. Once the threat is detected and the forecaster determines a warning is needed, computer software is used to help quickly craft the warning and disseminate the message through a number of communication channels.

A slightly different approach is taken in the warning process for hazards that are larger in scale and slower-evolving, such as hurricanes or low-pressure systems that produce winter storms. In these cases, the process hinges on forecasters’ use and interpretation of numerical weather models. There are a multitude of numerical weather prediction models running continuously around the world. Forecasters use this computer-generated output in combination with conceptual models and statistical output to come up with a most likely solution.

Once forecasters’ have high enough confidence there will be significant impacts, a warning is issued in as far advance as possible, for areas that are expected to see hazardous weather. It is important to note that a combination of observational datasets and numerical models are used in the warning process for all hazards. It is the forecasters’ role to sift through the mountain of data, determine what is important and issue the warning.

### **SPECIFIC TYPES OF ISSUANCES FOR FLOODING**

What is the difference between a Flood Watch and a Flood Warning issued by the NWS?

- **Flash Flood Warning: Take Action!** A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area, move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain. *Flash Flood Warnings are changing to an Impact-Based format to improve public response. [Read the factsheet.](#)*

## PART THREE, SUPPORTING DOCUMENTS | 2021

- **Flood Warning: Take Action!** A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
- **Flood Watch: Be Prepared:** A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
- **Flood Advisory: Be Aware:** An Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

### OTHER TYPES OF ISSUANCES

- A **Dense Fog Advisory** is issued by your local NWS office when widespread dense fog develops. When this happens, visibilities frequently drop to one-quarter of a mile or less. These conditions make travel difficult. Take extra caution when on the road or avoid driving if possible.
- A **Freezing Fog Advisory** is issued by your local NWS office when fog develops and surface temperatures are at or below freezing. The tiny liquid droplets in the fog can freeze instantly to any surface, including vehicles and road surfaces. Freezing fog makes driving, boating, flying and other forms of transportation particularly hazardous. Visibilities are typically at or below 1 mile.

The following numbers are your link to the NWS, including severe weather emergencies. Please use the numbers for their intended purpose.

#### National Weather Service

520 No. Elevar St.

Oxnard, CA 93030

All telephone numbers are 805/988-

Number	Line	Use
6610	Public number	Business hours/unrestricted
6611	Recorded weather	24 hours/unrestricted
6623	Administration—Warning Coordination	Business hours/info. only

The NWS may also contact your jurisdiction for more information on potentially hazardous weather situations. You are encouraged to report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible. These numbers should be made available to your Police and Fire dispatchers.

## **HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD-5**

### **Purpose**

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

### **Definitions**

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

### **Policy**

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

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

Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

11. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.
12. The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation - - at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.
13. Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

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## **THREE TRAINING CALENDAR**

Being Developed for 2021-23

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**NON-GOVERNMENTAL AGENCY  
CONTACT LIST**

AGENCY	ADDRESS	PHONE NUMBER
Santa Barbara Unified School District	720 Santa Barbara St. 93101	805-963-4338
American Red Cross	2707 State Street, 93105	805-687-1331
La Cumbre Water Company	695 Via Tranquila, 93110	805-967-2376
Santa Barbara City College	721 Cliff Drive, 93101	805-730-4348
University of California Santa Barbara	EH&S, 93106	805-450-1437
Santa Barbara Neighborhood Clinics	1900 State Street, Suite G, 93101	805-617-7858
Santa Barbara Zoo	500 Ninos Drive, 93103	805-962-5339
Santa Barbara Cottage Hospital	Pueblo at Bath, 93101	805-682-7111
Santa Barbara Response Network	115 W. Canon Perdido, 93101	805-699-5608
Fire Services Training Institute	P.O. Box 550, 93116	888-977-1635
Unity Shoppe	110 W. Sola St., 93101	805-965-9051
Girls Inc.	531 E. Ortega St., 93103	805-963-4757
Lobero Theatre	33 E. Canon Perdido, 93101	805-679-6006
MTD	550 Olive Street, 93101	805-963-3364
La Casa de la Raza	601 E. Montecito St. 93101	805-965-8581
Family Service Agency/Ombudsman SB Program	123 W. Gutierrez St. 93101	805-965-1001
SB Acts	P.O. Box 217, 93102	805-259-4692

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## **LIST OF ACRONYMS AND ABBREVIATIONS**

<b>A&amp;E</b>	<b>Architecture and Engineering</b>
<b>AC</b>	<b>Area Command</b>
<b>ADA</b>	<b>Americans with Disabilities Act</b>
<b>APCD</b>	<b>Air Pollution Control District</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ASCS</b>	<b>U.S. Agricultural Stabilization and Conservation Services</b>
<b>ARES</b>	<b>Amateur Radio Emergency Services</b>
<b>BLM</b>	<b>Bureau of Land Management</b>
<b>BOR</b>	<b>Bureau of Reclamation</b>
<b>CAA</b>	<b>Clean Air Act</b>
<b>CALDAP</b>	<b>California Disaster Assistance Program</b>
<b>CalTrans</b>	<b>California Department of Transportation</b>
<b>CALWAS</b>	<b>California Warning System</b>
<b>CAN</b>	<b>Community Alert Network</b>
<b>CAO</b>	<b>Chief Administrative Office(r)</b>
<b>CAT</b>	<b>Crisis Action Team</b>
<b>CAV</b>	<b>Community Assistance Visit</b>
<b>CCA</b>	<b>Comprehensive Cooperative Agreement</b>
<b>CCC</b>	<b>California Conservation Corps</b>
<b>CCP</b>	<b>Casualty Collection Points</b>
<b>CD</b>	<b>Civil Defense</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDC</b>	<b>Centers for Disease Control, U.S. Public Health Service</b>
<b>CDF</b>	<b>California Department of Forestry</b>
<b>CEM</b>	<b>Comprehensive Emergency Management</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CEP</b>	<b>Comprehensive Emergency Planning</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>CERCLA Act</b>	<b>Comprehensive Environmental Response Compensation and Liability Act</b>
<b>CESA</b>	<b>California Emergency Services Association</b>
<b>CESFRS</b>	<b>California Emergency Service Fire Radio System</b>
<b>CESRS</b>	<b>California Emergency Services Radio System</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CHP</b>	<b>California Highway Patrol</b>
<b>CLEMARS</b>	<b>California Law Enforcement Mutual Aid Radio System</b>
<b>CLERS</b>	<b>California Law Enforcement Radio System</b>
<b>CLETS</b>	<b>California Law Enforcement Telecommunications System</b>
<b>COE</b>	<b>Corps of Engineers (US Army)</b>
<b>COG</b>	<b>Continuity of Government</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>CPI</b>	<b>Consumer Price Index</b>

<b>CWA</b>	<b>Clean Water Act</b>
<b>DA</b>	<b>Damage Assessment</b>
<b>DAC</b>	<b>Disaster Application Center</b>
<b>DAE</b>	<b>Disaster Assistance Employee</b>
<b>DAP</b>	<b>Disaster Assistance Programs</b>
<b>DCS</b>	<b>Disaster Communications Service</b>
<b>DFCO</b>	<b>Deputy Federal Coordinating Officer</b>
<b>DFO</b>	<b>Disaster Field Office</b>
<b>DHA</b>	<b>Disaster Housing Assistance</b>
<b>DHHS</b>	<b>Department of Health and Human Services</b>
<b>DHS</b>	<b>Department of Homeland Security</b>
<b>DLS</b>	<b>Disaster Legal Services</b>
<b>DOB</b>	<b>Duplication of Benefits</b>
<b>DOC</b>	<b>Department Operations Center</b>
<b>DOD</b>	<b>Department of Defense</b>
<b>DOE</b>	<b>Department of Energy</b>
<b>DOL</b>	<b>Department of Labor</b>
<b>DOJ</b>	<b>Department of Justice</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DP</b>	<b>Disaster Preparedness</b>
<b>DSA</b>	<b>Division of the State Architect (California)</b>
<b>DSR</b>	<b>Damage Survey Report</b>
<b>DUA</b>	<b>Disaster Unemployment Assistance</b>
<b>DWI</b>	<b>Disaster Welfare Inquiry</b>
<b>DWR</b>	<b>California Department of Water Resources</b>
<b>EAS</b>	<b>Emergency Alert System</b>
<b>ED</b>	<b>United States Department of Education</b>
<b>EDD</b>	<b>Employment Development Department</b>
<b>EEO</b>	<b>Equal Employment Opportunity</b>
<b>EIR</b>	<b>Environmental Impact Review</b>
<b>EMA</b>	<b>Emergency Management Assistance</b>
<b>EMI</b>	<b>Emergency Management Institute</b>
<b>EMMA</b>	<b>Emergency Managers Mutual Aid</b>
<b>EMP</b>	<b>Electromagnetic Pulse</b>
<b>EMSA</b>	<b>Emergency Medical Services Authority</b>
<b>EMS</b>	<b>Emergency Medical Services</b>
<b>EMT</b>	<b>Emergency Medical Technician</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOP</b>	<b>Emergency Operating Procedures</b>
<b>EOP</b>	<b>Emergency Operations Plan</b>
<b>EPA</b>	<b>Environmental Protection Agency</b>
<b>EPI</b>	<b>Emergency Public Information</b>
<b>ER</b>	<b>Emergency Relief Program</b>
<b>ESA</b>	<b>California Emergency Services Act</b>
<b>ESA</b>	<b>Endangered Species Act</b>

<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>FA</b>	<b>Fire Administration (office symbol)</b>
<b>FAA</b>	<b>Federal Aviation Administration</b>
<b>FAS</b>	<b>Federal Aid System Road</b>
<b>FAST</b>	<b>Federal Agency Support Team</b>
<b>FAX</b>	<b>Facsimile</b>
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FCO</b>	<b>Federal Coordinating Officer</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>FFY</b>	<b>Federal Fiscal Year</b>
<b>FHWA</b>	<b>Federal Highway Administration</b>
<b>FIA</b>	<b>Federal Insurance Administration</b>
<b>FIRESCOPE</b>	<b>Firefighting Resources of Southern Calif. Organized for Potential Emergencies</b>
<b>FHA</b>	<b>Farmers Home Administration</b>
<b>FPM</b>	<b>Flood Plain Management</b>
<b>FRERP</b>	<b>Federal Radiological Emergency Response Plan</b>
<b>FTB</b>	<b>Franchise Tax board (State of California)</b>
<b>GAR</b>	<b>Governor's Authorized Representative</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GSA</b>	<b>General Services Administration</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEW</b>	<b>U.S. Department of Health, Education and Welfare</b>
<b>HM</b>	<b>Hazard Mitigation</b>
<b>HMGP</b>	<b>Hazard Mitigation Grant Program</b>
<b>HMO</b>	<b>Hazard Mitigation Officer</b>
<b>HMT</b>	<b>Hazard Mitigation Team</b>
<b>HUD</b>	<b>Housing and Urban Development Program</b>
<b>IA</b>	<b>Individual Assistance</b>
<b>IA/O</b>	<b>Individual Assistance/Officer</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICC</b>	<b>Interstate Commerce Commission</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IFG</b>	<b>Individual and Family Grant Program (State of California program)</b>
<b>IFGP</b>	<b>Individual and Family Grant Program</b>
<b>IG</b>	<b>Inspector General</b>
<b>IRS</b>	<b>U.S. Internal Revenue Service</b>
<b>IRMS</b>	<b>Information Resources Management Service</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>JDIC</b>	<b>Justice Data Interface Controller</b>

<b>JPA</b>	<b>Joint Powers Agreement</b>
<b>JPIC</b>	<b>Joint Public Information Center</b>
<b>JIS</b>	<b>Joint Information System</b>
<b>LGAC</b>	<b>Local Government Advisory Committee</b>
<b>MACS</b>	<b>Multi-Agency Coordination System</b>
<b>MARAC</b>	<b>Mutual Aid Regional Advisory Committee</b>
<b>MC</b>	<b>Mobilization Center</b>
<b>MCR</b>	<b>Military Communications Representative</b>
<b>MHFP</b>	<b>Multi-Hazard Functional Plan</b>
<b>MOA</b>	<b>Memorandum of Agreement</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>MRA</b>	<b>Mortgage and Rental Assistance Program</b>
<b>MRE</b>	<b>Meals Ready to Eat</b>
<b>MSA</b>	<b>Multi-Purpose Staging Area</b>
<b>MTA</b>	<b>Metropolitan Transit Authority</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NCCEM</b>	<b>National Coordinating Council on Emergency Management</b>
<b>NCS</b>	<b>National Communications System</b>
<b>NCSP</b>	<b>National Communications Support System</b>
<b>NCSRM</b>	<b>National Communications System Regional Manager</b>
<b>NDAA</b>	<b>California Natural Disaster Assistance Act</b>
<b>NDEA</b>	<b>National Defense Education Act</b>
<b>NDMS</b>	<b>National Disaster Medical System</b>
<b>NECC</b>	<b>National Emergency Coordination Center (FEMA)</b>
<b>NEIS</b>	<b>National Earthquake Information Service</b>
<b>NEST</b>	<b>Nuclear Emergency Search Team</b>
<b>NETC</b>	<b>National Emergency Training Center</b>
<b>NFA</b>	<b>National Fire Academy</b>
<b>NFDA</b>	<b>National Funeral Directors Association</b>
<b>NFIP</b>	<b>National Flood Insurance Program</b>
<b>NHC</b>	<b>National Hurricane Center</b>
<b>NHPA</b>	<b>National Historic Preservation Act</b>
<b>NIFCC</b>	<b>National Interagency Fire Coordination Center, U.S. Forest Service</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NOI</b>	<b>Notice of Interest</b>
<b>NRC</b>	<b>Nuclear Regulatory Commission</b>
<b>NRP</b>	<b>National Response Plan</b>
<b>NRT</b>	<b>National Response Team</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OA</b>	<b>Operational Area</b>
<b>OASIS</b>	<b>Operational Area Satellite Information System</b>
<b>OES</b>	<b>Office of Emergency Services</b>

<b>OFA</b>	<b>Other Federal Agencies</b>
<b>OMB</b>	<b>Office of Management and Budget (Federal)</b>
<b>OPA</b>	<b>Oil Pollution Act</b>
<b>OPM</b>	<b>Office of Personnel Management</b>
<b>OSA</b>	<b>California Office of the State Architect</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration</b>
<b>PA</b>	<b>Public Affairs</b>
<b>PAO</b>	<b>Public Affairs Officer</b>
<b>PA</b>	<b>Public Assistance</b>
<b>PA/O</b>	<b>Public Assistance Officer</b>
<b>PDA</b>	<b>Preliminary Damage Assessment</b>
<b>PDH</b>	<b>Packaged Disaster Hospital</b>
<b>PDS</b>	<b>Professional Development Series</b>
<b>PFT</b>	<b>Permanent Full-Time Employee</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>PL</b>	<b>Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974</b>
<b>PNP</b>	<b>Private Nonprofit Organization</b>
<b>PSI</b>	<b>Pounds per Square Inch</b>
<b>PSR</b>	<b>Personal Service Radio</b>
<b>PUC</b>	<b>California Public Utilities Commission</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RADEF</b>	<b>Radiological Defense</b>
<b>RCP</b>	<b>Regional Oil and Hazardous Substances Pollution Contingency Plan</b>
<b>RD</b>	<b>Regional Director (FEMA)</b>
<b>REACT</b>	<b>Radio Emergency Associated Communication Team</b>
<b>REC</b>	<b>Regional Emergency Coordinator</b>
<b>REOC</b>	<b>Regional Emergency Operations Center</b>
<b>RM</b>	<b>Radiological Monitor</b>
<b>RO</b>	<b>Radiological Officer</b>
<b>RRT</b>	<b>Regional Response Team</b>
<b>SA</b>	<b>Salvation Army</b>
<b>SAP</b>	<b>State Assistance Program</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SARA</b>	<b>Superfund Amendment and Reauthorization Act (Title III)</b>
<b>SAST</b>	<b>California State Agency Support Team</b>
<b>SBA</b>	<b>Small Business Administration</b>
<b>SCAQMD</b>	<b>South Coast Air Quality Management District</b>
<b>SCESA</b>	<b>Southern California Emergency Services Association</b>
<b>SCO</b>	<b>State Coordinating Officer</b>
<b>SEMO</b>	<b>State Emergency Management Office</b>
<b>SEMS</b>	<b>Standardized Emergency Management System</b>
<b>SF</b>	<b>Standard Form</b>
<b>SHMO</b>	<b>State Hazard Mitigation Officer</b>
<b>SHPO</b>	<b>State Historic Preservation Officer</b>
<b>SITREP</b>	<b>Situation Report</b>

<b>SLPS</b>	<b>State and Local Programs and Support Directorate (FEMA)</b>
<b>SOC</b>	<b>State Operations Center</b>
<b>SOP</b>	<b>Standard Operating Procedures</b>
<b>STO</b>	<b>State Training Officer</b>
<b>TH</b>	<b>Temporary Housing</b>
<b>TSCA</b>	<b>Toxic Substances Control Act</b>
<b>USACE</b>	<b>United States Army Corps of Engineers</b>
<b>USAR</b>	<b>Urban Search and Rescue</b>
<b>USDA</b>	<b>U.S. Department of Agriculture</b>
<b>USFA</b>	<b>United States Fire Administration</b>
<b>USGS</b>	<b>United States Geological Survey</b>
<b>VA</b>	<b>Veterans Administration</b>
<b>VSAT</b>	<b>Very Small Aperture Terminal</b>

## GLOSSARY OF TERMS

**"Action Plan"** means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**"Disaster"** means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

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

**"Emergency Operations Center"** means a location from which centralized emergency management can be performed.

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

**"Emergency Response Personnel"** means personnel involved with an agency's response to an emergency.

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

**"Incident Action Plan"** means the plan 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"** means the individual responsible for the command of all functions at the field response level.

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

**"Local Government"** means local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

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

**"Multi-agency or inter-agency coordination"** means the participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

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

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

**"Operational Area"** means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area is used by the county and the political subdivisions of the Operational Area for the coordination of emergency activities and to serve as a communication and coordination link between the state's emergency operating centers and the operating centers of the political subdivisions of the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

**"Political subdivision"** means any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**"Standardized Emergency Management System (SEMS)"** means that consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et 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. ICS is the field level component of SEMS.

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

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