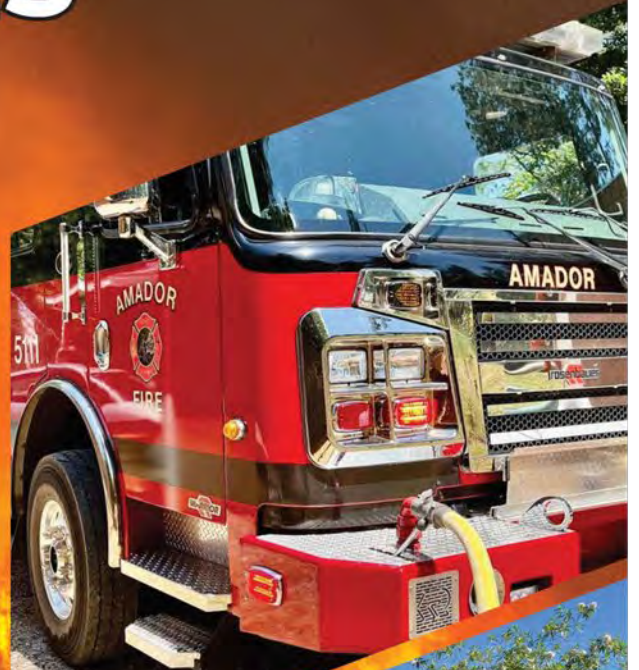


AMADOR COUNTY EMERGENCY OPERATIONS PLAN

2023





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LETTER OF PROMULGATION

Adoption Date: _____

To: Officials, Employees, and Citizens of the County of Amador, California

The preservation of life, property, and the environment is an inherent responsibility of all levels of government. The County of Amador is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, preserve the environment, minimize property damage, maintain the local economy, and support recovery. This is best accomplished through a comprehensive Emergency Preparedness Program that includes preparedness measures, planning, training, exercising, and response ready systems.

The County of Amador Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incident, disaster, or emergency situations within the County of Amador. The plan provides the concepts, processes, and structures necessary when carrying out assigned roles and functional responsibilities to departments and agencies consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

This plan was developed in accordance with best practices, and specifically with guidance from the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG 101).

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

The County of Amador Board of Supervisors gives its full support to this plan and urges all city officials, employees, and citizens, individually and collectively, to actively support the emergency response and recovery efforts of The County of Amador.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) by the County of Amador. This Emergency Operations Plan shall become effective on approval by the County of Amador Board of Supervisors.

Brian Oneto, Chair of the Board of Supervisors
County of Amador, California



LETTER OF APPROVAL

County of Amador Board of Supervisors Resolution



ACKNOWLEDGEMENTS

Preparative Consulting would like to acknowledge and thank the Amador County Director of Emergency Services, Sheriff Gary Redman, Lieutenant Jeff Bellotti, the Amador County Sheriff's OES Emergency Services Coordinator Sergeant Matt Girton, Amador FPD Chief Rob Withrow, County Departments, and the various Amador County community representatives who helped develop this guidance document. This Emergency Operations Plan was prepared and edited by the Amador County Disaster Council, Preparative Consulting, and the following County of Amador community stakeholders:

- Amador County
 - Sheriff 's Office/Office of Emergency Services
 - Agriculture Department
 - Animal Control
 - Auditor - Controller
 - Behavioral Health
 - County Administrative Officer
 - Environmental Health
 - General Services Administration/Information Technology
 - Human Services
 - Planning
 - Probation
 - Public Health/Emergency Prep. & Response Program Manager
 - Public Health/MHOAC
 - Public Works
 - Risk Management
- Amador County Animal Response Team (ACART)
- Amador Fire Protection District
- Amador County Transportation Commission
- Amador County Homeless Task Force
- Amador Transit
- Amador Tuolumne Community Action Agency
- Amador Water Agency
- American Legion Ambulance
- American Red Cross, Gold Country Region/Sierra-Delta Chapter
- Assist Care
- California Department of Social Services
- California Department of Forestry and Fire Protection (CALFIRE AEU)
- California Office of Emergency Services (Cal OES)
- California Department of Transportation (Cal Trans)
- Calaveras County Office of Emergency Services
- California Department of Water Resources (DWR)
- California Highway Patrol (CHP)



- FirstNet/AT&T
- Jackson Creek Homeowners Assoc.
- Jackson Police Dept.
- Pacific Gas and Electric (PG&E)
- Sutter Amador Hospital
- Sutter Health
- Volcano Telephone

The following vital documents were used as reference information in compiling this plan:

- Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, “Developing and Maintaining Emergency Operations Plans”, September 2021
- California Office of Emergency Services (Cal OES), Emergency Plan Review Crosswalk 2022 Local Government Agencies, September 2022
- Federal Emergency Management Agency, “National Incident Management System”, October 2017
- Federal Emergency Management Agency, “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action”, September 2017
- Presidential Policy Directive /PPD-8: National Preparedness, March 2011
- The Department of Homeland Security Fusion Center Engagement and Information Sharing Strategy for 2022–2026, July 2022
- National Response Framework, October 2019
- National Preparedness Goal, September 2015
- California Office of Emergency Services (Cal OES), “Foundation for the Standardized Emergency Management System” (SEMS), 2010
- California Office of Emergency Services (Cal OES), “SEMS Guidelines”, Nov. 2009
- California Office of Emergency Services (Cal OES), “California Implementation Guidelines for the National Incident Management System”, September 2006
- United States Department of Justice, Civil Rights Division, Disability Rights Section, “ADA Checklist for Emergency Shelters”, 2007
- California Government Code 8593.2, 8593.3.3, 8593.3.5.
- California Office of Emergency Services (Cal OES), Integrating Access and Functional Needs within the Emergency Planning Process, Best Practices for Stakeholder Inclusion. June 2020
- California Office of Emergency Services (Cal OES), Updates to County Emergency Plan Legislation Content, Submission, and Review Fact Sheet, July 2022
- California Office of Emergency Services (Cal OES), California Disaster Recovery Framework, January 2019
- Federal Emergency Management Agency, “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters”, 2010
- American Red Cross, “American Red Cross Sheltering Handbook”, 2013



- Amador County General Plan, 2016
- Amador County Local Hazard Mitigation Plan, May 2020

The recommendations and guidance included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Presidential Policy Directive/PPD - 8.



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Emergency Operations Plan

Introduction



Amador County, California
2024

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INTRODUCTION

PREFACE

This Amador County Emergency Operations Plan (EOP) addresses the planned response to an actual or threatened extraordinary incident, disaster, or emergency associated with natural, technological, and human caused hazards, or a national security emergency in or affecting the Amador County. This plan is not intended to address the recurrent emergency incidents that are addressed through the well-established and routine procedures used in coping with such incidents. Instead, the operational concepts reflected in this plan focus on potential large-scale incidents, disasters, or emergencies that can generate unique situations requiring extraordinary responses and resources.

The Emergency Operations Plan requires planning, training, and exercising prior to an actual or threatened extraordinary incident, disaster, or emergency in order for the county to respond effectively. This plan outlines the roles and responsibilities assigned to county employees for response and short-term recovery activities and is flexible enough for use to address all hazards. This plan is a preparedness document, which should be read, understood, and exercised prior to an incident, disaster, or emergency. It is designed to include Amador County as part of the Cal OES Inland Region. The plan incorporates concepts and principles from the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) into the County's emergency operations.

This plan provides basic planning information. County departments must prepare Standard Operating Procedures (SOPs) and, in most cases, more detailed checklists and job aids that will describe their internal operations under emergency conditions.



Table 1: Department/Agency Plan Concurrence

Department/Agency	Signature of Representative	Name/Title	Date
Director of Emergency Services		Gary Redman, Amador County Sheriff	
Assistant Director of Emergency Services		Chuck Iley, County Administrative Officer	
Chair of the Emergency Services Committee		Matt Girton, ACSO OES Sergeant	
Amador County Sheriff's Office		Jarret Benov, Undersheriff	
Amador County Sheriff's Office		Jeremy Martin, Captain	
Amador Fire Protection District		Rob Withrow, Amador Fire Protection District /Chief	
Amador County Probation Department		Mark Bonini, Chief Probation Officer	
Amador County Social Services		Anne Watts, Social Services Director	
Amador County Public Health		Joanne Hasson, Public Health Director	
Amador County Behavioral Health		Melissa Cranfill, Behavioral Health Director	
Amador County Planning Department		Chuck Beatty, Planning Director	
Amador County Dept of Transportation and Public Works		Rich Vela, Public Works Director	
Amador County General Services Administration		Jon Hopkins, GSA Director	



Department/Agency	Signature of Representative	Name/Title	Date
Amador County Auditor's Office		Tacy Rouen, Auditor	
Amador County Risk Management		Sarah Duarte, Risk Management	
County Counsel		Gregory Gillott County Counsel	
California Highway Patrol, Amador Area Office		Lt. Todd Thibodeau, Commander	
CalTrans, District 10 Maintenance		Chris Baker, Maintenance Manager	
Amador Transit		Jessica McGowan, Operations Supervisor	
Amador County Unified School District		Torie Gibson, Superintendent	
American Red Cross, California Gold Country Region		Rebecca Mich, Disaster Program Manager	
Amador County Environmental Health		Debra Larson, Environmental Health Director	
Amador Water Agency		Rick Ferriera, Operations Manager	



Table 3: EOP Distribution List

Departments/Agencies Receiving Copies of The Emergency Operations Plan	No. Of Copies
California Office of Emergency Services (Cal OES), Inland Region	1
Amador County Emergency Operations Center	1
Board of Supervisors	1
Director of Emergency Services (Sheriff/Coroner)	1
Assistant Director of Emergency Services (County Administrative Officer)	1
Amador County Sheriff’s Office of Emergency Services	1
Chairman of the Emergency Services Committee (OES Coordinator)	1
Amador County Sheriff’s Office Communications	1
Amador County Social Services	1
Amador County Public Health	1
Amador County Department of Transportation and Public Works	1
Amador County Auditor’s Office	1
Amador Fire Protection District	1



ACTIVATION CONDITIONS OF THE EMERGENCY OPERATIONS PLAN (EOP)

- Ordered by an official authorized by Amador County Code 2.64.060.
- The existence or threatened existence of a Local Emergency has been proclaimed in accordance with the County Code.
- Two or more neighboring jurisdictions or agencies within the OA proclaim a local emergency.
- Scheduled and/or unusual events that requires centralized management.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County Departments over an extended period of time.
- The Governor has proclaimed a State of Emergency in an area including the County.
- Conditions exist constituting a State of War Emergency as defined in Section 8558 of the 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, the observation of a nuclear detonation or act of terrorism.



APPROVAL AND PROMULGATION

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Section 3.0: Emergency Operations**). Upon completion of review and written concurrence by these departments/agencies, (**Table 1: Department/Agency Plan Concurrence**) the Amador County Disaster Council will submit the plan for review and recommendation to the County Board of Supervisors for approval and adoption. Upon approval, the plan will then be submitted to the California Governor's Office of Emergency Services (Cal OES) for final review. Upon concurrence by the County Board of Supervisors, the plan will be officially adopted and promulgated (**Letter of Promulgation**). The plan will be distributed to those departments/agencies listed on the EOP Distribution List (**Table 3: EOP Distribution List**).

PLAN MAINTENANCE RESPONSIBILITY

The Director of Emergency Services has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

PLAN REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually to ensure that plan elements are valid and current, with a full document update conducted minimally every five (5) years. Each responsible department, organization, or agency will review and update its portion of the EOP and/or modify its Standard Operating Procedures (SOP) as required based on identified areas of improvement experienced in drills, exercises, or actual occurrences and as required by SEMS and NIMS regulations. Additional changes occurring within the five-year cycle of review will be acted upon independently and brought to the Amador County Disaster Council and the Amador County Board of Supervisors as necessary to maintain functionality and to meet state and federal requirements.

Changes to the plan not requiring formal adoption will be published and distributed to all appropriate departments/agencies. Recommended changes will be received by the Emergency Services Committee, reviewed, and distributed for comment on a regular basis. Non-adoption elements of this plan may also be modified by the Emergency Services Committee at the direction of the Director of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once revised the Director of Emergency Services will ensure the changes to the plan are published, recorded (**Table 2: Records of Revisions**), and distributed. New editions to this plan shall supplant older versions and render them inoperable.



MULTI-YEAR INTEGRATED PREPAREDNESS PLAN

The Chair of the Emergency Services Committee is responsible for conducting regular training and exercising of County staff in the use of this plan and other specific training as required for EOC position proficiency and compliance with both SEMS and NIMS. The Chair of the Emergency Services Committee is responsible for coordinating, scheduling and documenting training, exercises, and After-Action and Corrective Action Reports consistent with the Amador County Multi-Year Integrated Preparedness Plan.

The Multi-Year Integrated Preparedness Plan (IPP) identifies the training and exercises needed to establish a foundation for the County's emergency services and build and sustain the core capabilities needed to prepare the county to respond to and recover from any actual or threatened incident, disaster, or emergency. The Multi-year IPP proposes a combination of progressively building exercises along with the associated training requirements that enables the county to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved.

The Multi-year IPP may also serve as a follow-on companion document to the Amador County Emergency Operations Plan and can provide a roadmap for Amador County to follow in accomplishing the priorities described within the Multi-year IPP.

Exercises conducted on a regular basis maintain the operational readiness and proficiency of County Emergency Services. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems that will be used in an emergency situation. Annual exercises are required by both SEMS and NIMS. The various forms of exercises are as follows:

Discussion Based Exercises

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

- **Seminars** generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.
- **Workshops**, although similar to seminars, differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product.
- **Tabletop Exercises** provide a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.



- **Games** are a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation.

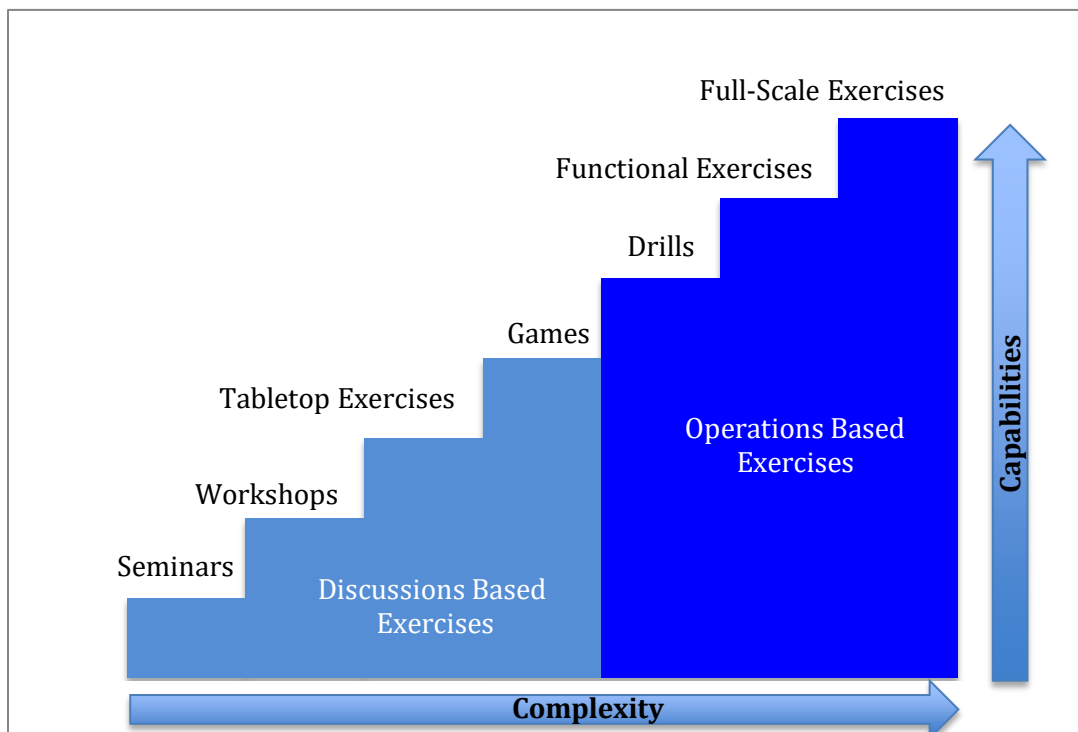
Operations Based Exercises

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps.

Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

- **Drills** are a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills.
- **Functional Exercises** are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications, or public information.
- **Full-Scale Exercises** simulate an actual emergency. These exercises typically involve the complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

Figure 1: Exercise Staircase



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Emergency Operations Plan

Basic Plan



Amador County, California
2024



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1.0 OVERVIEW

1.1 PURPOSE

The Amador County Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incident, disaster, or emergency situations associated with natural, technological, and human-caused emergencies affecting Amador County. The plan provides an overview of the operational concepts, processes, and structures; identifies components of the County's emergency management organization; and assigns roles and functional responsibilities to federal, state, and the county consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

1.2 SCOPE

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, and protocols for providing emergency response and short-term recovery.
- Is flexible enough for use in all emergencies to address all hazards.
- Describes the purpose, situation and assumptions, concept of operations, organization, assignment of responsibilities, plan development and maintenance, and authorities and references.
- Is supplemented by function-specific operational plans.
- Assigns jurisdictional and/or functional representatives to the Incident Command, Unified Command, and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.



1.3 SITUATION AND HAZARD SUMMARY

Every county faces their own unique natural, technological, and human caused threats and hazards. Amador County also faces a variety of specific threats and hazards that make it vulnerable due to its geography, population, and residential, commercial, and industrial development. This section of the Emergency Operations Plan consists of an overview threat summary based on an analysis by the Amador County Emergency Services Committee and the Local Hazard Mitigation Plan (May 2020). The purpose is to identify the specific area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

1.3.1 Situation

Geography

The County of Amador is a rural community, with a population of 40,474 residents, located in the foothills of the California Sierra Nevada Range, approximately 45 miles (72 km) southeast of Sacramento. Amador County is known as "The Heart of the Mother Lode" and lies within the historic "Gold Country" region.

Amador County is bordered by El Dorado County on the north, Alpine County on the east, Calaveras County on the south, and Sacramento and San Joaquin Counties on the west. Amador County ranges in elevation from approximately 250 feet (76 m) in the western portion of the county to over 9,000 feet (2,700 m) in the eastern portion of the county. The county is bordered on the north by the Cosumnes River and on the south by the Mokelumne River.

Amador County has a total area of 594.6 square miles (1,540 km), of which, 582 square miles (1,507 km) of it is land and 12 square miles (30 km) of it (1.94%) is water. Water bodies in the county include Lake Amador, Lake Camanche, Pardee Reservoir, Bear River Reservoir, Silver Lake, Sutter Creek, Cosumnes River, Mokelumne River, and Jackson Creek.

Amador County is home to approximately 40,474 residents from 15,394 household 13 widespread census-designated communities and 5 incorporated cities (Refer to **Table 4: Amador Communities**).² The sparse population density of 65 people per square mile of the County in relation to its geographic size poses challenges to both residents and emergency responders. The City of Jackson is the County Seat and hosts most of the County's services.



Table 4: Amador Communities (2020 Census)

Cities	Population
Amador City	158
Ione	7,873
Jackson†	4,626
Plymouth	1,055
Sutter Creek	2,497
Census-Designated Communities	Population
Buckhorn	2,090
Buena Vista	435
Camanche North Shore	791
Camanche Village	704
Drytown	138
Fiddletown	121
Kirkwood	158
Martell	140
Pine Grove	2,573
Pioneer	1,226
Red Corral	1,757
River Pines	578
Volcano	184

Transportation

State Route (SR) 49 traverses the county from north to south along the Mother Lode, connecting the cities of Plymouth, Sutter Creek, Amador City, and Jackson. SR 104 and SR 124 connect Ione with neighboring areas of Amador and Sacramento Counties, and SR 16 connects the county with Sacramento to the west. SR 88 extends from Stockton on the west, through the county to the Kirkwood ski resort, passing through Jackson, and the unincorporated communities of Martell, Pine Grove, Pioneer, Red Corral, and Buckhorn. SR 88 is an important route over the Sierra Nevada, connecting the Central Valley to U.S. 395 in the eastern Sierra Nevada.

Most residents of Amador County own or have access to a vehicle.¹ Only 1% of residents do not own a vehicle.¹ The average work commute time for residents is 31.5 minutes, which is higher than the 26.6 minute state average.¹ This fact should be considered into emergency planning should commuters become cutoff from their home or work during an emergency or disaster.



Table 5: Amador Work Commute Methods (2020 Census)

Commute Method	% of Commute Methods
Drove Alone	77.1
Carpool	8.1
Public Transit	0.2
Walk	2.0
Work at Home	11.4
Other	1.2

Amador Transit provides safe, reliable service to all residents. They provide Monday-Friday fixed route service within Amador County from our Sutter Hill Transit Center to Jackson, Sutter Creek, Plymouth, Lone, and along the Highway 88 corridor through Pine Grove and Pioneer ending at Amador Station. Amador Transit also travels twice a day to downtown Sacramento with connections to the Sacramento International Airport via Yolo Bus 42. ADA Paratransit “Dial-a-Ride” curb-to-curb service operates in the Jackson-Sutter Creek and now, Pine Grove area.

Amador Transit and American Legion Ambulance provide emergency transportation services during an emergency.

The only public airport in Amador County is Westover Field, located in Martell. Private airports in the County include the Eagle’s Nest Airport in the northwestern portion of the county, south of SR 16. The former Amador Central rail line extends from Lone to Martell, and connects to active Union Pacific lines in the Central Valley.

Population Considerations

Amador County has a higher concentration of persons aged 60 and older, 26.7% compared to the State average of 15.2%, with a median age of 47.9 years old. Of this population of residents 65 years and older, 16.3 % live alone. According to the 2020 U.S. Census data 7.9% of Amador County residents live below the poverty level. These residents may be more vulnerable during an emergency or disaster and emergency services should be considered as part of any response effort.

Table 6: Age of Population (2020 U.S. Census)

Age Group	% of Population
85 - Over	3.1
75 - 84	7.2
65 - 74	16.4
18 - 64	58.1
15 - 17	3.0
5 - 14	8.4
4 - Under	3.8



Culturally Diverse Communities

8593.3.5. California Government Code

(a) A county, including a city and county, shall, upon the next update to its emergency plan, integrate cultural competence into its emergency plan by addressing, at a minimum, how culturally diverse communities within its jurisdiction are served by the following:

- (1) Emergency communications, including the integration of interpreters and translators.
- (2) Emergency evacuation and sheltering.
- (3) Emergency mitigation and prevention.
- (4) Emergency planning, including drawing on community-based values and customs, and incorporating qualified representatives from diverse population groups in the community, during the planning process.
- (5) Emergency preparedness, including the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters.

- “Cultural competence” means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.
- “Culturally diverse communities” includes, but is not limited to, race and ethnicity, including indigenous peoples, and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location. communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.



Table 7: Ethnicity Distribution (2020 U.S. Census)

Ethnicity	Total Number	% of Population
White (non-Hispanic)	29,522	73
Hispanic	5,426	13
Black	1,236	3
Asian	582	1.5
Hawaiian/Pacific Islander	82	0.02
American Indian	757	1.5
Other	2,835	7
Two or more	34	0.08
Total	40,474	

According to the U.S. Census (2020) 17% of Amador County Residents have a disability as compared to 11.2% statewide average. Both physical and cognitive disabilities may present challenges during an evacuation or mass care and sheltering.

Table 8: Population with Disabilities (2020 U.S. Census)

Type	% of Population
Hearing difficulty	5.4
Vision difficulty	1.9
Cognitive difficulty	6.0
Ambulatory difficulty	9.1
Self-care difficulty	3.7
Independent living difficulty	7.9
Total	17

Language

2020 Census data indicates over 90.4% of residents speak English with Spanish being the most common non-English language being spoken at 7.1%. Given that the majority of residents speak English or Spanish, the majority of public messaging can be provided in English and Spanish. This requires emergency personnel to be able to provide public information in any language.

Table 9: Languages Spoken (2020 U.S. Census)

Language	% of Population
English	90.4
Spanish	7.1
Indo-European	1.0
Asian/Pacific Islander	0.9
Other	0.6



History

As early as 1843, John Sutter dispatched men - some with families - to stands of cedar and sugar pine on the ridge between today's Amador and Sutter Creeks. He called the place "Pine Woods." Sutter's men worked there sawing wood, producing charcoal, and manufacturing other items needed at Sutter's Fort. Even for a time after the gold discovery, Sutter's men still worked at Pine Woods.

Before statehood, what is now Amador was part of the San Joaquin District and in 1849 had at least three precincts - Drytown, Volcano, and Buena Vista Ranch - in the statewide elections of 1849. When California became a state in 1850, Calaveras was one of the original 27 counties organized. But citizens northerly of the Mokelumne River were quickly dissatisfied with being a stepchild province. After several years agitation, the county was finally divided in 1854 and on June 14th, Amador was born.

In later years it acquired land north of Dry Creek from El Dorado County and gave up its easterly Sierra territory when Alpine County was formed in 1863. Jackson, which had been the county seat of Calaveras for a time in 1851-1852, edged out Volcano to become county seat of the new county. Volcano threatened to wrest the honor away in 1857, but the effort was stymied in the legislature at the eleventh hour. Jackson may be the only city which has been the county seat of two counties.

Amador County is the only county in the state named after a native Californian - Jose Maria Amador, a wealthy ranchero before the gold rush, whose great ranch covered much of what is now Amador Valley near Danville. He and his employees mined along a creek in this county in 1848 and 1849. That creek became known as Amadore's Creek, and soon after, camps called Amadore Crossing and South Amadore or Amadore City were founded.

Miners in the latter camp in 1852 first petitioned that a proposed new county be called "Amador" In 1854, when legislation dividing Calaveras was debated, a motion to name the new county Amador instead of Washington was adopted.

Government

As described in the County's General Plan (Volume I, Section 1.9), Amador County is governed by a five-member Board of Supervisors (Board) elected by qualified voters residing in Amador County and a County Administrative Officer (CAO) who receives direction from the Board. This form of governance is provided for in California's constitution.

Amador County's governing structure includes a variety of departments that carry out the day-to-day business of the County. The County's departments include; County Counsel, County Administrative Officer, Assessor, Environmental Health Department, Public Health Department, Planning Department, Sheriff's Department and Office of Emergency Services, Department of Transportation and Public Works, Agricultural Commissioner, and Amador County Library.



The Sheriff's Department and Office of Emergency Services performs law enforcement functions for the County. The Sheriff's Office of Emergency Services (OES) is responsible for the administration of County emergency management; planning, coordination, response support and communications with all agencies in the event of large scale emergencies or disasters.

Amador County Office of Emergency Services has identified a primary and alternate County Emergency Operations Center, a temporary seat of government, and succession planning to ensure the continuation of government services and emergency response and recovery efforts during an emergency or disaster.⁷

Endnotes:

1. <https://data.census.gov/profile?q=0500000US06005>
2. Amador County Local Hazard Mitigation Plan, May 2020.
3. <https://datausa.io/profile/geo/Amador-county-ca/>
4. Amador County website
5. Amador County Office of Emergency Services
6. https://en.wikipedia.org/wiki/Amador_County,_California
7. Amador County General Plan

1.3.2 Hazard Summary

Amador County is home to approximately 40,474 residents from 15,394 household 13 widespread census-designated communities and 5 incorporated cities (Refer to **Table 4: Amador Communities**).² The sparse population density of 65 people per square mile of the County in relation to its geographic size poses challenges to both residents and emergency responders. The City of Jackson is the County Seat and hosts most of the County's services.

The rural, dispersed, and aged population of the County presents challenges to emergency responders. Alert, warning, and public information can be challenging for residents who do not own a smartphone or hardwired landline phone. Without power, many cordless landline phones will not operate, nor will television or radios. Therefore, door-to-door notifications by Sheriff's staff is necessary. During a fast-moving wildland fire, it may be extremely difficult to reach some residents. Public Health emergencies are also difficult to diagnose and treat with a scattered population and shut ins.

Amador County ranges in elevation from approximately 250 feet (76 m) in the western portion of the county to over 9,000 feet (2,700 m) in the eastern portion of the county. The high elevations in the eastern portion of the county is a concern for Severe Weather – Extreme Cold and Avalanche related emergencies, as well as accessibility by emergency responders. Steep terrain within the county also makes landslides a concern.



Table 10: Amador County Threats and Hazards

Natural Hazards	
1	Avalanche
2	Drought
3	Earthquake
4	Flood
5	Landslide, Mudslide, Debris Flow
6	Levee Failure
7	Public Health Emergency
8	Severe Weather - Extreme Heat
9	Severe Weather – Extreme Cold
10	Severe Weather – Rain, Hail, Lightning
11	Severe Weather High Winds
12	Wildland Fires
Technological Hazards	
13	Dam Failure
14	Hazardous Materials/CBRNE
Human Caused Hazards	
15	Civil Disorder
16	Terrorism/National Security Emergency

1.4 EMERGENCY MANAGEMENT

1.4.1 Assumptions

- Amador County is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, minimize property damage, preserve the environment, provide essential human services, maintain the local economy, and support recovery.
- Emergencies may occur at any time with little or no warning. The occurrence of one or more hazards could result in a situation that could overwhelm County resources requiring a multi-agency and multi-jurisdictional response.
- A large segment of the County has access or functional needs that will need to be addressed to ensure equitable treatment. The County’s planning, policies, strategies, operations, and tactics will make every effort to integrate the needs of the whole population including the needs of individuals with Access and Functional Needs (AFN). AFN includes:
 - Individuals who have limited English proficiency, or have limited ability to speak, see, hear, or understand.
 - Individuals who may require specific medications, supplies, services, durable medical equipment, electricity for life maintaining equipment, breastfeeding and infant/childcare, or nutrition.



- Individuals who function independently with assistance from mobility devices or assistive technology, vision and communication aids, or service animals.
 - Individuals who may need support and safety.
 - Individuals who lack access to personal transportation, are unable to drive due to decreased or impaired mobility that may come with age and/or disability, temporary conditions, injury, or legal restriction.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
 - In the event of a mandatory evacuation, some individuals may require higher level of medical care found in hospitals. In addition to controlled medication, mobility devices and/or service animals.
 - Emergency programs, services and activities must be provided at locations that all people, including those with disabilities, can access.
 - Amador County will utilize SEMS and NIMS in emergency response activities.
 - The County will use the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) for all major incidents.
 - The Director of Emergency Services (Sheriff) or the Assistant Director of Emergency Services (County Administrative Officer) will coordinate the County's disaster response in conformance with the CHAPTER 2.64: DISASTER COUNCIL (Section 2.64.010 through 2.64.110 of Amador County Code).
 - Amador County will coordinate response and recovery activities with the Cal OES Inland Region.
 - The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.
 - Public, private, and voluntary organizations active in disaster (VOAD), and the general public will have to utilize their own resources and be self-sufficient for at least 72 hours, possibly longer (up to one week following a catastrophic disaster).
 - The residents in Amador County will be expected to provide for their immediate needs following a natural or human-caused threat, crises, and/or disaster for at least 72 hours. For some services, this timeframe may be expanded to up to one week following a catastrophic event. This may include public as well as private resources in the form of lifeline services.

During or following a powerful earthquake, or other catastrophic disaster:



- Parts of the entire county may be affected by environmental and technological emergencies.
- A clear picture regarding the extent of damage, loss of life, and injuries may not be known for several operational periods.
- County EOC capabilities may be limited for several operational period if communication links to other agencies and County departments are impacted.
- Essential County services will be maintained as long as conditions permit.
- Many individuals many have transportation needs because of lack of access to personal transportation, need for accessible vehicles/transport due to mobility disabilities, age, and temporary conditions and injuries; and driving restrictions
- It may be necessary to shelter a substantial number of the county population due to either evacuation or damage to residences infrastructure damage may lead to County wide staff shortages. Consequently, impacting the number of response personnel available to staff the County EOC, or other incident management organization functions for at least the first couple operational periods
- Because of damage to the transportation infrastructure, out-of-region mutual aid, State and Federal resources, and resources from other states may not begin to arrive for several days
- Prompt and effective response and recovery operations by the entire Operational
- Area incident management organization, to include emergency management, mutual aid resources, disaster relief and volunteer organizations (including VOAD), the private sector, the elected, executive, strategic, operational, and tactical incident responders, and the whole community is needed.
- Only the emergency response personnel on duty will be available for the first
- operational period.
- Communications, electrical power, water lines, natural gas lines, sewer lines, and fuel stations could be impaired for up to 30 days.
- Transportation corridors could be severely impacted so only equipment, food, supplies, and materials on hand may be available for use during the first several days or more of emergency operations.

1.4.2 Priorities

In evaluating the Mission, Goal, Objectives, and Strategies during response to each emergency, the following priorities are evaluated.

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Monitor events and proactively take steps to eliminate or mitigate potential hazards or threats.
- Provide approved, timely, and consistent public information on conditions and suggested personal protective actions.



- Support the emergency needs of people with disabilities or access and functional needs.
- Support the rapid resumption of essential human services and support community and economic recovery.
- Support the rapid assessment and resumption of critical infrastructure and key resources.

1.4.3 Emergency Management Goals

- Provide support to County departments, Incident Command Posts, or other EOC activities throughout the County.
- Ensure Countywide and regional situational awareness to create a common operating picture.
- Coordinate effective use of County resources per situational needs and Countywide policy priorities.
- Acquire and allocate critical resources.
- Maintain coordination with County, State, Federal, Private and Non-Governmental Agencies.
- Coordinate County response actions and resources with the Operational Area and other City EOCs, Cal OES Regional Operations Center (REOC), and Multi-Agency Coordination Group.
- Provide accurate documentation and records required for cost recovery efforts.

1.4.4 Equity

Equity is defined as justice according to natural law or right; specifically: freedom from bias or favoritism; something that is equitable; equitable is having equity; dealing fairly and equally with all concerned. FEMA defines equity as “the consistent and systematic fair, just and impartial treatment of all individuals.” In other words, equity recognizes that everyone doesn’t begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is “fair” as it relates to equity isn’t a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair.



The County of Amador Office of Emergency Services has adopted the FEMA's equity definition of "the consistent and systematic fair, just and impartial treatment of all individuals." In addition, County of Amador County Office of Emergency Services acknowledges that underserved communities and individuals are often overburdened by disparities, and these are amplified during a disaster.

Therefore, County of Amador's goal is to integrate equity into all aspects of emergency management by:

- Establishing an Access and Functional Needs (AFN) and Cultural Competency Working Group that regularly meets with members of the entire Operational Area, including community members from a variety of groups to represent the diverse community living in the County.
- Conducting outreach events that focus county's diverse population and most vulnerable community members like people with access and functional needs.
- Building, engaging, and sustaining partnerships with groups that have experienced inequities. For example, individuals experiencing communication, health, independence, safety, support services and self-determination, and transportation barriers during disasters.
- Developing assessments and plans that prioritize assistance to those with the greatest needs and include vulnerable populations in the planning process.
- Identifying needs and assets, as well as pre-existing vulnerability and resilience.



1.5 AUTHORITIES AND REFERENCE

1.5.1 Defining Emergencies

These terms are often used somewhat interchangeably and, in some cases, are used to both define a situation and to describe a level of response to a situation.

Incident

An incident is an occurrence or event, natural, technical, or human-caused, which requires an emergency response to prevent, protect, or minimize loss of life or damage to property or the environment. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incidents may result in extreme peril to the safety of persons and property, and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim, “a Local Emergency.”

Incidents call for a field on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents could be wide-ranging:

- Protest demonstration
- Broken gas line
- Hostage situation
- Multi-casualty accident
- Downed utility lines
- Structure fire

Disaster

A disaster is a calamitous emergency event bringing great damage, destruction, or loss of life. Disasters may occur with advanced warning e.g., tornado, or major storm, with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more cascading incidents e.g., a minor brush fire caused by a traffic accident which results in a major wildland fire.

Major Disaster

“Major disaster” means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the [Stafford] Act to supplement the efforts and available resources of



States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Emergency

The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or the threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of the county, requiring the combined forces of other political subdivisions to combat. (2.80.010 Amador County Code)

The term emergency can also be used to define a conditional state such as proclamation of "Local Emergency." The California Emergency Services Act describes three states of Emergency:

Local Emergency

"Local emergency" means 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, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of Emergency

"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, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency

"State of war emergency" means the condition, which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning



from the federal government indicating that such an enemy attack is probable or imminent.

1.6 AUTHORITIES

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended (Public Law 93-288)(42 U.S.C. §§ 5121).
- Federal Civil Defense Act of 1950, as amended (Public Law 920).
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050).
- Homeland Security Act of 2002, as amended (Public Law 107-296) (6 U.S.C. §§ 101-557).
- Volunteer Protection Act of 1997, (Public Law 105-19) (42 U.S.C. §§ 14501-14505).
- U.S. Army Corps of Engineers - Flood Fighting (Public Law 84-99).
- Bio-terrorism Act, June 2002 (Public Law 107-188).
- Office of Homeland Security, October 8, 2001 (Executive Order 13228).
- Critical Infrastructure Protection, October 16, 2001 (Executive Order 13231).
- Citizens Prepared, November 9, 2001 (Executive Order 13234).
- U.S. Policy on Counter-terrorism, June 1995 (Presidential Decision Directive 39).
- Combating Terrorism, May 1998 (Presidential Decision Directive 62).
- Critical Infrastructure Protection, May 1998 (Presidential Decision Directive 63).
- National Strategy to Combat Weapons of Mass Destruction (National Security Presidential Directive 17).

State

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and Government Code Section 8607(a).
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- National Incident Management System Integration into the State of California (Executive Order S-2-05).
- Disaster Service Workers (California Government Code, Title 1, Chapter 4, Division 8, Section 3100).
- California Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).



- § 8593.3 CA. Gov. Code – Requires Accessibility to emergency information and services. Requires jurisdictions to incorporate considerations for People with Disabilities and Access or Functional Needs into all planning.
- § 8593.3.5 CA. Gov. Code – Requires jurisdictions to incorporate considerations for integrating cultural competence into its emergency planning.
- Physician or surgeon, etc., services in emergency (California Government Code, Title 2, Chapter 1, Division 7, Section 8659).
- Hazardous Materials (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).
- Continuity of Government (CGC, Title 1, Chapter 4, Division 8, Section 8635).
- Department of Water Resources - Flood Fighting (California Water Code (CWC), § 128).
- Orders and Regulations that may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.
- Accessibility to Emergency Information and Services; California Government Code section 8593.3.5

Local

- Amador County Code, Chapter 2.64 - Disaster Council.
- Resolution adopting the California Disaster and Civil Defense - Master Mutual Aid agreement, adopted December 4, 1950.
- Amador County and FEMA IPAWS Agreement.
- American Legion Ambulance EMS Agreement
- Amador County and American Red Cross Shelter Agreement

1.7 MUTUAL AID AUTHORITY

The basis for mutual aid is the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. Mutual aid assistance may be provided under one or more of the following authorities:

- California Disaster and Civil Defense Master Mutual Aid Agreement.
- California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- California Statewide Transit Mutual Assistance Compact.
- Federal Disaster Relief Act of 1974 (Public Law 93-288).
- American Legion Ambulance EMS Agreement
- Amador County and American Red Cross Shelter Agreement



1.8 CONTINUITY OF GOVERNMENT/OPERATIONS AUTHORITY

Continuity of Government is detailed in **Section 4.0: CONTINUITY OF GOVERNMENT**. The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.



1.9 REFERENCES

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007.
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (May 2013)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101

State

- California State Emergency Plan (As revised)
- Governor's Office of Emergency Services Disaster Assistance Procedures Manual
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Assistance Procedures Manual (Cal OES)
- Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (Cal OES)
- Weapons of Mass Destruction Guidelines for Local Government
- Hazardous Materials Incident Contingency Plan (Cal OES)
- Public Assistance Guide for Applicants (Cal OES DAP-1)
- California Master Mutual Aid Agreement (and supporting mutual aid agreements)
- Standardized Emergency Management System (SEMS) Guidelines.

County/Local

- 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 County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.
- Amador County Code, Chapter 2.64 Disaster Council.



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2.0 CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident to a major disaster, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural, technical, and human-caused emergencies. Some disasters or emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage or environmental impact. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All departments and agencies of the County must be prepared to respond promptly and effectively to any foreseeable disaster or emergency, including the provision and utilization of mutual aid (**Section 9.0 - MUTUAL AID**).

Emergency management activities are often associated with the five phases of emergency management as indicated below.

- Prevention Phase
- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

2.1 PREVENTION PHASE

As identified in the National Fire Protection Association (NFPA) Standard 1600, the addition of the prevention phase is intended to ensure that communities evaluate and develop strategies for preventing damage and life impacts from disasters. These strategies are to be based on the hazard assessments within the County and should supplement the other emergency management phases to ensure that preventative measures are appropriate with the risk.

2.2 MITIGATION PHASE

Mitigation efforts occur before, during, and after an incident. Mitigation capabilities are those necessary to reduce or eliminate long-term risk to persons or property or lessen the actual or potential effects or consequences of an incident. These include:

- Understanding, recognizing, communicating, planning for, and addressing risks.
- Building resilient systems, communities, and infrastructure to reduce vulnerability to incidents.
- Identifying, analyzing, and planning for area threats and hazards.
- County's Local Hazard Mitigation Plan, May 2020.



- County codes and statutes (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

Mitigation: FEMA Programs

FEMA's Hazard Mitigation Assistance (HMA) grant programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. FEMA administers the following HMA grant programs:

- ***The Hazard Mitigation Grant Program (HMGP)*** assists in implementing long-term hazard mitigation measures following Presidential disaster declarations.
- ***Building Resilient Infrastructure and Communities (BRIC)*** will support hazard mitigation projects, reducing the risks from disasters and natural hazards through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.
- ***Pre-Disaster Mitigation (PDM)*** provides funds for hazard mitigation planning and the implementation of mitigation projects prior to a disaster.
- ***Flood Mitigation Assistance (FMA)*** provides funds so that measures can be taken to reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP).
- ***HMGP Post-Fire Assistance*** grant programs provide funding for eligible activities that reduce or eliminate long-term risk to people and property from future disasters.
- ***Repetitive Flood Claims (RFC)*** provides funds to reduce the risk of flood damage to individual properties insured under the NFIP that have had one or more claim payments for flood damages.
- ***Severe Repetitive Loss (SRL)*** provides funds to reduce the risk of flood damage to residential structures insured under the NFIP that are qualified as severe repetitive loss structures.

2.3 PREPAREDNESS PHASE

The preparedness phase involves activities taken in advance of an emergency. These activities assist in improving operational capabilities and effective responses to a disaster. These actions include mitigation activities, emergency planning, training and exercises, and public education. Those departments and agencies identified in this plan as having either a primary or a support mission relative to response and recovery



should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

2.3.1 Routine

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing and revising hazard analyses.
- Writing mutual aid plans and agreements.
- Developing department standard operating procedures (SOPs) and checklists.
- Partner with advocacy groups to identify and ensure response capabilities to people with disabilities and other disabilities or access and functional needs.
- Registering volunteers as Disaster Service Worker Volunteers.
- Update the Multi-Year Integrated Preparedness Plan.
- Training and exercising County employees and volunteers.
- Improving public information and communications systems.
- Acquire, test and maintain equipment and technology.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Maintain and update photo documentation of pre-disaster condition of public buildings, infrastructure, vehicles and equipment.

2.3.2 Increased Readiness

Increased readiness actions will be initiated upon the receipt of a warning or the observation that a disaster or emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs, and resource lists.
- Dissemination of accurate and timely public information, warning, and desired actions.
- Accelerated training of county employees and volunteers.
- Inspection and preparation of critical facilities.
- Engage advocacy groups to identify and ensure response capabilities to people with disabilities and other access and functional needs.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing warning and communications systems.



2.3.3 Hazard Identification and Analysis

A hazard analysis has indicated that the County may be at risk to certain types of natural, technological, or human-caused incidents, disasters, or emergencies. These hazards are identified in **HAZARD ANNEX** that provides general and specific information on their possible impact on the jurisdiction. For further hazard information, also see the Amador County Local Hazard Mitigation Plan, May 2020.

2.3.4 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 improve their ability to prepare for, respond to, and recover from incidents, disasters, or emergencies.

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. Emergency Public Information procedures are addressed in the **ALERT, WARNING, AND PUBLIC INFORMATION ANNEX** and detailed in department procedures and position checklists regarding public warning.

2.3.5 Access and Functional Needs, Cultural Competence, & Equity Considerations

Emergency preparedness and response programs must be made accessible to people with disabilities and other access and functional needs and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

California Government Code § 8593.3 defines access and functional needs as individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).

It is critical that modes of available transportation are identified that can be used in the evacuation of people with disabilities and others with access and functional needs



during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans, maintained by Amador Transit may be an option. Amador County has established and maintains working relationship with public and private agencies that serve transportation-dependent populations.

Other potentially at-risk residents include those with cognitive or emotional disabilities that may impair their ability to make decisions during an emergency. It is important to note that individuals with disabilities and others with access and functional needs may not be able to reach designated transportation points without assistance.

Cultural Competence

California Government Code § 8593.3 requires the use of culturally appropriate resources and outreach techniques to provide emergency communications, evacuations, and sheltering services, including the integration of interpreters and translators for culturally diverse communities. This law also requires the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters. **(For additional information refer to Evacuation Annex: 2.14 EVACUATION OF INDIVIDUALS WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS)**

“Cultural competence” means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

“Culturally diverse communities” includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

Equity

“Equity” is defined as justice according to natural law or right; specifically: freedom from bias or favoritism; something that is equitable; equitable is having equity; dealing fairly and equally with all concerned. FEMA defines equity as “the consistent and systematic fair, just and impartial treatment of all individuals.” In other words, equity recognizes that everyone doesn’t begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is “fair” as it relates to



equity isn't a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair. **(For additional information refer to 1.4 EMERGENCY MANAGEMENT, 1.4.4 Equity)**

Included in the County's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Care and sheltering requirements.
- Accessibility to medications, refrigeration, and back-up power.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

2.3.6 Disaster Animal Care Considerations for Local Government

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals.

The Amador County Office of Emergency Services, with the assistance of the Animal Control Department, will be the lead agency in planning and response for animal care issues related to disaster preparedness, response, and recovery. The Operations Section, Law Enforcement Branch, Animal Control Unit Leader will oversee this function during an incident, disaster, or emergency and may be assisted by the Amador County Animal Control Department, and the Amador County Animal Response Team (ACART).

Emergency Animal Shelter Resources

- **Amador County Animal Control Department**
Animal Care and Shelter
12340 Airport Rd, Jackson, CA, 95642
Mailing Address: 12200B Airport Road, Jackson CA, 95642
Animalcontrol@amadorgov.org
<https://www.amadorgov.org/departments/animal-control/>
Phone: 209-223-6378
- **Amador County Animal Response Team (ACART)**
Animal Response Team/Evacuation
PO Box 352
Plymouth, CA 95669
www.amadoranimalresponse.org
Phone (209) 257-9444



2.4 RESPONSE PHASE

Response begins when an emergency is imminent or immediately after an event occurs, and encompasses the activities that address the short-term, direct effects of an incident. Response capabilities focus on saving lives, protecting property and the environment, and meeting basic human needs.

2.4.1 Pre-Emergency Operations

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Brief County officials, department heads, and appropriate EOC staff.
- Review and update Plans and department SOPs.
- Evacuation of threatened populations to safe areas.
- Engage advocacy and community groups to identify and ensure response capabilities to people with disabilities and other access and functional needs **(Refer to DAFN Guidance Documents listed in the Position Specific Checklists)**.
- Notify threatened populations of the emergency and advise them of safety measures to be implemented.
- Notify the Cal OES Inland Region of the emergency, if appropriate.
- Identifying the need for and request any needed mutual aid through the appropriate channels.
- Inspecting critical facilities and equipment.
- Test warning and communications systems.
- Mobilizing personnel and pre-positioning resources.
- Accelerating training efforts.
- Consider activating the County EOC.
- Consider a Proclamation of a Local Emergency

2.4.2 Initial Emergency Response Operations

During this phase, emphasis is placed on saving lives, property, and the environment; stabilization of the situation; meeting basic human needs; and minimizing effects of the Incident, disaster or emergency. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the County during this phase:

- The County is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions.
- The situation can be controlled without mutual aid assistance from outside the County.
- The situation requires mutual aid from outside the County.
- Evacuations of portions of the County are required due to uncontrollable immediate and ensuing threats.



The County emergency management organization will give priority to the following operations:

- Make necessary notifications and recall appropriate county employees.
- Make necessary notifications to key resources, e.g. American Red Cross, Salvation Army, and utility providers.
- Dissemination of accurate and timely information, warning, and desired actions to the public.
- Medical care and life safety operations.
- Public health operations.
- Evacuation and rescue operations.
- Identifying and assisting people with disabilities and other access and functional needs.
- Situation analysis (Damage, casualty, and impact or hazard assessments).
- Resource allocation and control.
- Care and shelter operations.
- Access and perimeter control.
- Coroner operations.
- Photographic documentation of all disaster damage to public property.
- Maintenance or restoration of vital services, utilities and critical facilities.

When local resources are committed or anticipated to be and additional resources are required, requests for mutual aid will be initiated through the Cal OES Inland Region or State Operations Center (SOC). Fire and Law Enforcement agencies will request or render mutual aid directly through established channels. Any action that involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the Director of Emergency Services or designated local official (Amador County Code Chapter: 2.64.070).

Depending on the severity of the disaster or emergency, the County Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. The Cal OES Inland Region (916) 657-9210 or the State Operations Center (SOC) must be advised, via the State Warning Center (916) 845-8911, when the EOC is activated.

2.4.3 Extended Emergency Operations

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.

In addition to continuing operations to save lives, protect property and the environment, provide mass care and shelter, relocation and registration of displaced persons, and damage assessment operations, the following actions taken during extended operations may include:



- Preparing and reporting detailed damage and casualty assessments.
- Providing life safety, rescue, and emergency medical needs.
- Operating mass care and shelter facilities.
- Providing for the needs of people with disabilities and other access and functional needs.
- Protecting, controlling, and allocating vital resources.
- Conducting coroner operations.
- Restoring vital utilities and services.
- Developing and implementing EOC Action Plans for extended operations (first 24 hours and beyond).

2.6 RECOVERY PHASE

Recovery is both a short-term activity intended to return critical systems to operation and a long-term activity designed to return life as close to normal pre-emergency conditions in the community as possible. (*Cal OES, California Disaster Recovery Framework, January 2019*)

The County will provide local government leadership in developing economic recovery plans, mitigation plans, and local legislative strategies necessary to promote recovery. County departments will review impacts on programs, and the County will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations may provide some short-term assistance to disaster victims. Local Assistance Centers (LAC) or telephone call centers may also be established and maintained by the County, providing a "one-stop" service to begin the process of receiving federal, state, and local recovery assistance for the community.

Local Assistance Centers (LAC), may be established to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

LACs have proven to significantly contribute to a streamlined recovery process and have been field-tested in numerous disasters and emergency events. (*Cal OES, A Guide for Establishing a Local Assistance Center, June 2013*)

When a Presidential Declaration of Emergency or Major Disaster is made, FEMA may establish Disaster Recovery Centers (DRC) to provide direct disaster assistance to victims. The DRC may be co-sponsored by Cal OES and will be self-sufficient, requiring no county support.



The recovery period has major objectives that may overlap, including:

- Reinstatement of personal or family autonomy.
- Reinstatement of essential health and public services.
- Restoration and stabilization of vital services, utilities and critical facilities.
- Restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.

Although recovery is primarily a responsibility of local government, if the emergency or disaster receives a Presidential declaration, a number of assistance programs may be available under the Stafford Act.

- **Public Assistance** is for repair of infrastructure, public facilities, and debris removal, and may include repair or replacement of non-Federal roads, public buildings, and bridges and implementation of mitigation measures.
- **Individual Assistance** is for damage to residences and businesses or for personal property losses, and may include: grants to individuals and families for temporary housing, repairs, replacement of possessions, and medical and funeral expenses; Small Business Administration (SBA) loans to individuals and businesses; crisis counseling for survivors and responders; legal services; and disaster unemployment benefits.

Under a Presidential Declaration the following assistance becomes available:

Presidential Declaration of Emergency

IHP – Assistance to Individuals & Households Program
SSGP – State Supplemental Grant Program
SBA – Small Business Administration
USDA – US Department of Agriculture

Presidential Declaration of Major Disaster

IHP – Assistance to Individuals & Households Program
SSGP – State Supplemental Grant Program
SBA – Small Business Administration
USDA – US Department of Agriculture
CCP – Crisis Counseling Programs
DUA – Disaster Unemployment Assistance
DLS – Disaster Legal Services
DCM – Disaster Case Management
D-SNAP – Disaster Supplemental Nutrition Assistance Program

The following recovery issues are addressed in **Section 10.0: DISASTER RECOVERY:**

- The recovery organization.



- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process)

2.6 INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

Taken together the National Recover Framework (NRF), California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. It should be understood that field level emergency responders, Department Operations Center (DOC) staff, Emergency Operations Center (EOC) staff, department executives, elected officials, and public information officers all have a vital role in successful comprehensive incident management and make up the Incident Management.



Table 11: Local, State, and Federal Integration Crosswalk

Emergency Support Function (ESF)	EOC Position (Amador County)	Primary Responsibility (PR)	Support Responsibility (SR)	State Agency Integration	Federal Agency Integration
ESF 1: Transportation	Logistics Section, Transportation Unit Operations Section, Law Enforcement Branch, Evacuation Unit	Amador Transit (AT) Amador General Services Amador Co. Sheriff's Office	Transportation and Public Works	ESF 1: Transportation PR: CA. Governor's Office of Emergency Services (Cal OES) SR: CA Transportation Agency (Caltrans) SR: CA Highway Patrol (CHP)	ESF 1: Transportation PR: U.S. Dept of Transportation (DOT) SR: Dept. of Homeland Security(DHS)/Federal Emergency Management Agency (FEMA)
ESF 2: Communications	Logistics Section, Communications/Information Systems Unit	Information Technology	Amador General Services Amador Co. Sheriff's Office	ESF 2: Communications PR: Cal OES	ESF 2: Communications PR: Dept of Homeland Security (DHS)/National Protection and Programs Directorate/Office of Cybersecurity and Communications SR: FEMA
ESF 3: Construction and Engineering	Operations Section, Public Works Branch	Transportation and Public Works	City Public Works	ESF 3: Construction and Engineering PR: CA Dept of General Services (DGS)	ESF 3: Public Works and Engineering



Emergency Support Function (ESF)	EOC Position (Amador County)	Primary Responsibility (PR)	Support Responsibility (SR)	State Agency Integration	Federal Agency Integration
					PR: Dept of Defense (DoD)/US Army Corps of Engineers (USACE)
ESF 4: Fire and Rescue	Operations Section, Fire Branch	Amador Fire Protection District	Local Events: Responding local or County Fire Agency	ESF: 4 Fire and Rescue PR: CA Dept. of Forestry and Fire Protection (CALFIRE) FR: US Department of Forestry SR: Cal OES	ESF: 4 Fire Fighting PR: U.S. Forest Service/Dept of Agriculture (USDA)
ESF 5: Management	EOC Director Policy Group	Amador Sheriff Amador Sheriff's Office OES	County Administrative Officer (CAO) County Council	ESF 5: Management PR: CalOES	ESF 5: Information and Planning PR: DHS/FEMA
ESF 6: Care and Shelter	Operations Section, Care and Shelter Branch	Amador Co. Social Services American Red Cross (ARC)	Amador Co. Public Health Amador Co. Behavioral Health Amador General Services Amador Co. Sheriff's Office	ESF 6: Care and Shelter PR: CA Dept of Social Services (CDSS) SR: Cal OES SR: CA. Dept. of Public Health (CDPH) SR: Emergency Medical Services Authority (EMSA)	ESF 6: Mass Care, Emergency Assistance PR: DHS/FEMA SR: American Red Cross (ARC) SR: US Dept. of Housing, and Human Services
ESF 7: Resources	Logistics Section	County General Services	Information Technology	ESF 7: Resources PR: Dept. of General Services (DGS)	ESF 7: Logistics PR: US General Services Administration (GSA)



Emergency Support Function (ESF)	EOC Position (Amador County)	Primary Responsibility (PR)	Support Responsibility (SR)	State Agency Integration	Federal Agency Integration
				SR: CA. Dept. of Water Resources (DWR)	
ESF 8: Public Health and Medical	Operations Section, Medical and Health Branch	Amador Co. Public Health/Medical/Health Operational Area Coord. (MHOAC) Amador Co. Behavioral Health	Amador Co. Emergency Medical Services (EMS) Regional Disaster Medical/Health Coord. (RDMHC)	ESF: 8 Public Health and Medical PR: CDPH SR: EMSA	ESF: 8 Public Health and Medical Services PR: US Dept of Health and Human Services (HHS)
ESF 9: Search and Rescue	Operations Section, Law Enforcement Branch	Amador Sheriff's Office Search & Rescue Unit	OA Events: Any OA Law Rep Local Events: Responding local Law or County Agencies	ESF 9: Search and Rescue PR: CalOES SR: County Law/CHP SR: CAL FIRE	ESF 9: Search and Rescue PR: DHS/FEMA SR: FEMA Urban Search and Rescue (USAR)
ESF 10: Hazardous Materials Response	Operations Section, Fire Branch, HAZMAT Unit	County Fire	OA Events: Any OA Fire Rep Local Events: Responding local Fire Agency or County Fire	ESF 10: Hazardous Materials PR: CA Environmental Protection Agency (CalEPA)	ESF 10: Oil and hazardous Materials PR: Environmental Protection Agency (EPA)
ESF 11: Food and Agriculture	Operations Section, Environmental Health Unit	Amador County Environmental Health		ESF 11: Food and Agriculture	ESF 11: Agriculture and Natural



Emergency Support Function (ESF)	EOC Position (Amador County)	Primary Responsibility (PR)	Support Responsibility (SR)	State Agency Integration	Federal Agency Integration
		Amador County Dept. of Agriculture		PR: CA Dept of Food and Agriculture(CDFA)	Resources PR: USDA
ESF 12: Utilities	Operations Section, Public Works Branch, Utilities Unit	Transportation and Public Works	PG&E	ESF 12: Utilities PR: Cal OES SR: CA Utilities Emergency Association (CUEA)	ESF 12: Energy PR: Dept of Energy
ESF 13: Law Enforcement	Operations Section, Law Enforcement Branch	Amador Co. Sheriff's Office	City and other County Law Enforcement	ESF 13: Law Enforcement PR: CalOES/Master Mutual Aid SR: CA. Dept. of Justice (DOJ)	ESF 13: Public Safety and Security PR: Federal Bureau of Investigation (FBI) SR: Dept of Justice/Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
ESF 14: Recovery	Finance and Administration Section, Recovery Unit	County Administrative Officer (CAO)	All Amador County Departments PG&E ARC	ESF 14: Recovery PR: Cal OES SR: Other State Departments and Agencies	ESF 14: Cross Sector Business and Infrastructure PR: DHS/Cybersecurity and Infrastructure Security Agency (CISA)
ESF 15: Public Information	Management Section, Public Information Officer	Amador Co. Sheriff's Office Public Information Officer	CAO and Other Amador County Departments	ESF 15: Public Information PR: CalOES	ESF 15: External Affairs PR: DHS/FEMA
ESF 16: No Longer Used					



Emergency Support Function (ESF)	EOC Position (Amador County)	Primary Responsibility (PR)	Support Responsibility (SR)	State Agency Integration	Federal Agency Integration
ESF 17: Volunteer and Donations Management	Logistics Section, Personnel/Volunteer Unit	Amador Co. Sheriff's Office	Amador County Social Services	ESF 17: Volunteers and Donations Management PR: California Volunteers SR: Cal OES	ESF: NA
ESF 18: Cyber Security	Logistics Section, Communications/Information Systems Unit	Information Technology	Amador Co. Sheriff's Office Amador General Services	ESF 2: Cyber Security PR: FBI SR: Cal OES	ESF 18: N/A SR: DHS/National Protection and Programs Directorate/Office of Cybersecurity and Communications SR: FEMA



3.0 EMERGENCY OPERATIONS

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on Amador County emergency management structure and how the Emergency Operations Center and EOC staff is activated.

The County Disaster Council, chaired by the Sheriff/Director of Emergency Services in coordination with the Board of Supervisors, is responsible for overall emergency management and coordination of all hazards preparedness, mitigation, response, and short-term recovery efforts, through the combined efforts of county departments, other governmental agencies, non-governmental agencies, and private or volunteer organizations.

3.1 EMERGENCY MANAGEMENT ORGANIZATION

3.1.1 County Emergency Services Organization

The County Disaster Council establishes the County's Emergency Services (including emergency preparedness, mitigation, response, and recovery), which is directed by the Sheriff who serves as the Director of Emergency Services and has the responsibility for:

- Implementing the Emergency Operations Plan.
- Working with the Board of Supervisors, Disaster Council, and appropriate County staff, to execute the powers and duties prescribed per the County Code Chapter 2.64 DISASTER COUNCIL
- Proclaim the existence or threatened existence of a local emergency.
- Request the Board of Supervisors ratify the proclamation of local emergency within 7 days and reviewed every 30 days until terminated.
- Represent the County in all dealings with public and private agencies on matters pertaining to emergencies.
- Control and direct the effort of the emergency organization of the County.
- Oversee all County emergency preparedness, mitigation, response, and short-term recovery efforts.
- Activate the Policy Group or Multi-Agency Coordination Group.

The Emergency Services Director may serve as the EOC Director or may appoint the Office of Emergency Services Coordinator or another qualified County employee to serve in this capacity.



3.1.2 County Disaster Council

In accordance with the California Emergency Services Act, the State of California Emergency Council accredited Amador County as having a Disaster Council. The County disaster council is empowered to review and recommend for adoption by the Board of Supervisors, emergency services, mutual aid plans and agreements, ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.

The membership of the Disaster Council is designated in Amador County Code 2.64: Disaster Council. The membership of the Disaster Council is as follows:

- The Chairman of the Disaster Council – Director of Emergency Services/Sheriff
- The Vice-Chairman of the Disaster Council – Chair of the Board of Supervisors.
- The Office of Emergency Services Coordinator - Appointed by Director of Emergency Services with the approval of the board of supervisors.
- Such Chiefs (Coordinators) of Emergency Services as are provided for in the current Emergency Plan of the County, adopted pursuant to the provisions of this chapter.
- Such representatives shall be one representative appointed by: the city council of each of the cities within the county; the Fire Chief's association; the Chiefs of Police; the school district; each of the special districts; the department or agency head of county departments having disaster responsibility or their designees. Such representatives of other organizations, either civic, business, labor, veterans, professionals or other organizations having an official group or organization having disaster responsibility; and the emergency services coordinator.

The disaster council shall meet at least annually upon the call of the chairman or, in his absence from the County or inability to call such meeting, upon the call of the vice-chairman. Given the role assigned to the Disaster Council by State law, it should be convened when a significant change is made to the County's emergency services organization or emergency plans or in the event of a major disaster.

3.1.3 Employee Emergency Responsibilities as Disaster Service Workers

California Labor Code §3211.92(b) identifies all public agency employees as Disaster Service Workers. All Amador County employees were sworn in as Disaster Service Worker as part of their employment process.

In the event of an emergency or major disaster, all County employees are eligible to be called upon to assume an emergency assignment (California Government Code 3100, 3101, and 3108). Should that become necessary, the Sheriff/Director of Emergency Services or County Administrative Officer/Assistant Director of Emergency Services may suspend normal County business activities. The EOC Director will coordinate recruiting, orienting, and assigning County employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.



3.1.4 Disaster Service Workers Volunteer Program

California law requires Disaster Service Workers register with an accredited Disaster Council, the Governor's Office of Emergency Services, or an authorized State agency.

A disaster service worker volunteer is "...any person registered with an accredited Disaster Council...for the purpose of engaging in disaster service... without pay or other consideration." Registered DSW volunteers are persons who have chosen to volunteer their time to assist a disaster or emergency services agency in carrying out the responsibilities of that agency.

The person must:

- Be officially registered with the accredited Disaster Council; and,
- Not receive any pay, monetary or otherwise, for the service being provided.

The Emergency Services Act (§8657) provides DSW volunteers with limited immunity from liability while providing disaster service as it is defined in §§2570.2 and 2572.2 of the Disaster Service Worker Volunteer Program Regulation (Cal. Code of Regs., Title 19). Additionally, U.S. Public Law 105-19, Volunteer Protection Act of 1997, provides limited protection. Immunity from liability protects the political subdivision or political entity, and the DSW volunteer in any civil litigation resulting from acts [of good faith made by the political subdivision or political entity, or the DSW volunteer, while providing disaster service (e.g., damage or destruction of property; injury or death of an individual). Immunity from liability does not apply in cases of willful intent, unreasonable acts beyond the scope of DSW training, or if a criminal act is committed.

The State Compensation Insurance Fund (SCIF) may provide compensation for Disaster Service Worker Volunteers who sustain injuries while performing specific disaster services.

Amador County Disaster Service Worker Volunteer Programs include:

1. Search and Rescue (SAR)
2. Amador County Auxiliary Communications Service (ACS)
3. Sheriff's Office Chaplain Program
4. Sheriff's Office Posse
5. Amador County Animal Response Team (ACART)
6. Amador County Public Health Department - Disaster Healthcare Volunteers

(APPENDIX F: DISASTER SERVICE WORKER VOLUNTEER PROGRAM)



3.2 EMERGENCY OPERATIONS CENTER (EOC) PURPOSE

In a preplanned event or an actual or threatened incident, emergency or disaster, the County will use an Emergency Operations Center to provide a central location of authority and information from which the county may provide coordinated emergency operations, interagency coordination, and executive decision making in support of the response and short-term recovery efforts. The EOC allows for face-to-face coordination among personnel who must make emergency decisions. The level of EOC staffing will vary with the specific situation and positions within the EOC will be staffed as needed. **(Section 6.0 - SEMS)**

The EOC does not command or control the on-scene response, but rather carries out the coordination and support function through:

- Overall management, coordination, and prioritization of emergency response and recovery operations and resources.
- Assess the need for, order, dispatch, and track resources. Establish priorities and resolve any conflicting demands for support or resources.
- Develop emergency policies and procedures, however, when appropriate, consult with the policy group and the Director of Emergency Services .
- Coordinate, communicate, and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies as appropriate.
- Control and coordinate, within established policy, the operational and logistical support of department resources committed to the emergency.
- Receive, prepare, and disseminate emergency public information to inform, alert, warn and direct the public.
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- Compile, evaluate, disseminate, and report damage and casualty information, intelligence, and other essential situational information and reports as required.
- Maintain general and specific maps, information display boards, and other situational data pertaining to operations.



3.3 CONCEPT OF OPERATIONS

The County will operate under the following policies during an actual or threatened incident, disaster, or emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All county and departmental operating procedures will be adhered to unless modified by the County Board of Supervisors or the Director of Emergency Services.
- 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 the county's policies and the county emergency plan (**3.5 EOC Activation and Employee Recall Authority**).
- While the Emergency Operations Center is activated, extended operational periods will be 12 ½ hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m. The length of the work shifts includes 30 minute overlap between shifts to facilitate the EOC Operational Period Briefings and may be adjusted to meet operations conditions or needs.

County emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the incident (**Table 12 – Amador Emergency Operations Center Staffing Guidelines**).



3.4 SEMS/NIMS RESPONSIBILITIES

Management Section

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency/disaster response through implementation of the county's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating, and disseminating information; coordinating the development of the county's EOC Action Plan in coordination with other sections; initiating and preparation.

Logistics Section

Responsible for providing and managing communications, facilities, services, personnel, equipment, supplies, and materials. Responsible for setting up and ensuring the readiness of the EOC and Alternate EOC.

Finance/Administration Section

Responsible for financial activities and other administrative services.

The EOC organization should include representatives from utilities, special districts, non-governmental organizations, volunteer agencies, and private agencies with significant response roles.

EOC 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 or units within sections. The types of activated functions and their relationship to one another will depend upon the size, scale, scope, and nature of the incident. Only those specific functional positions that are required to meet current objectives will be activated. Those functional positions that are needed but not staffed will be the responsibility of the next higher functional position in the EOC organizational structure. **(Section 6.0 - SEMS)**



3.5 EOC ACTIVATION AND EMPLOYEE EMERGENCY RECALL AUTHORITY

The County Emergency Operations Center (EOC) may be set up and activated when field responders need support or to assist with coordination between multiple agencies; either during a preplanned event or an actual or threatened emergency situation **(Figure 2 – Amador County Emergency Operations Center Organizational Chart)**.

The EOC allows departments and agencies to better communicate and coordinate with each other. It centralizes operations for a lengthy event that involves multiple agencies or county departments. An activated EOC may be partially or fully staffed to meet the demands of the situation.

The EOC may be activated when:

- Ordered by an official authorized by the Amador County Code 2.64: Disaster Council.
- The existence or threatened existence of a Local Emergency has been proclaimed in accordance with the Amador County Code 2.64: Disaster Council.
- Scheduled and/or unusual events that requires centralized management.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County Departments over an extended period of time.
- The Governor has proclaimed a State of Emergency in an area including the County.
- Conditions exist constituting a State of War Emergency as defined in Section 8558 of the 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, the observation of a nuclear detonation or act of terrorism.

The **Emergency Operation Center may be activated when directed by one of the following** County officials:

- Director of Emergency Services (Sheriff)
- Undersheriff or any member of the Sheriff Command Staff
- Office of Emergency Services Coordinator



3.6 EOC ACTIVATION LEVELS

Level 1 - Centralized Coordination and Direction (Full Activation)

Level 1 activation may be a **major local or regional disaster** wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency will be proclaimed by the City and/or County, a State of Emergency may be proclaimed, and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled as necessary to support response and recovery efforts.

Level 2 - Centralized Coordination and Decentralized Direction (Partial Activation)

Level 2 activation may be a **moderate to severe** emergency wherein local resources are not adequate and mutual aid may be required on a regional or statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed by the City and/or County, and a State of Emergency may be proclaimed.

Level 3 - Decentralized Coordination and Direction (Monitor/Limited Activation)

Level 3 activation may be a **minor to moderate** incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed by the City and/or County. The County EOC may be activated to monitor threatening or emerging conditions. Off-duty personnel may be recalled.



Table 12: Amador Emergency Operations Center Staffing Guidelines

Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> Major County wide or regional emergency, Multiple departments with heavy resource involvement. Major Earthquake. Terrorism threat or incident. Extraordinary incidents with a potential for significant impact on the health and safety of the public and/or environment. 	One	<ul style="list-style-type: none"> All/Most EOC Positions.
<ul style="list-style-type: none"> Moderate Earthquake. Major wind or rainstorm. Major scheduled event. Two or more large incidents involving two or more departments. Imminent Earthquake Alert. Local emergency declared or proclaimed. The county requests a governor's proclamation of a state of emergency. A state of emergency is proclaimed by the governor for the county. Terrorism threat or incident. Extraordinary incidents with a potential for significant impact on the health and safety of the public and/or environment. 	Two	<ul style="list-style-type: none"> Office of Emergency Services Coordinator/EOC Director. All Section Coordinators. Branches and Units as appropriate to situation. Agency Representatives as appropriate.
<ul style="list-style-type: none"> Severe Weather Advisory. Incident Monitoring or Watch within the county. Significant incidents involving 2 or more County departments. Earthquake Advisory. Flood Watch. Terrorism threat or isolated incident. Extraordinary incidents with a potential for significant impact on the health and safety of the public and/or environment. 	Three	<ul style="list-style-type: none"> Office of Emergency Services Coordinator/EOC Director. Other Command and General Staff as required.



3.7 EOC ACTIVATION

When it becomes necessary to activate the Emergency Operations Center and additional off-duty County employees are needed to staff it, the Employee Emergency Recall procedure may be initiated. The County Employee Emergency Recall procedure is carried out by the Amador County Sheriff's Office Dispatch and Communications Center Staff or the OES Coordinator and will only be implemented when directed by one of the following County officials:

- Director of Emergency Services (Sheriff)
- Undersheriff or any member of the Sheriff Command Staff
- Office of Emergency Services Coordinator

The authorizing County official will identify who will assume the role of EOC Director and determine to what level the EOC will be activated (refer to **3.6 EOC ACTIVATION LEVELS**) and communicate this to the Amador County Sheriff's Office Dispatch and Communications Center the OES Coordinator to initiate the activation of the EOC.

*The Amador County Sheriff's Office Dispatch and Communications Center must also notify the Amador County Office of Emergency Services (209) 223-6384 upon activation of the EOC.

The Inland Regional Emergency Operations Center (916) 657-9210 or the State Warning Center (916) 845-8911 must be notified upon activation of the EOC.

For details of the EOC activation procedures refer to the **APPENDIX EOC QUICK ACTIVATION GUIDE**.

3.8 EOC ACTIVATION AND EMPLOYEE EMERGENCY RECALL PROCEDURE

Once an EOC activation or County employee emergency recall is requested and properly authorized, the Amador County Sheriff's Office Dispatch and Communications Center will implement the employee emergency recall procedure. The "County Employee Emergency Recall List" is usually maintained by the Amador County Sheriff's Office Dispatch and Communications Center for 24-hour access.

When an EOC activation or County employee emergency recall is necessary, the authorized activating person will advise the Amador County Sheriff's Office Dispatch and Communications Center at (209) 223-6513 or the OES Coordinator and instruct them to send out an activation notification via the CodeRED Emergency Alerts, text, or telephone, to the appropriate EOC staff or County employees required for emergency recall.

The recall notification will include:

- The reason for the activation (e.g., wildfire, severe flooding, major earthquake)



- The location to report (e.g., Primary EOC, Alternate EOC, primary work assignment)

Either the authorizing County official or the appointed EOC Director will determine the EOC activation level and who will serve as EOC Section Coordinators. The Amador County Sheriff's Office Dispatch and Communications Center or the OES Coordinator will notify the EOC Director and EOC Section Coordinators of the EOC activation.

Either the EOC Section Coordinators will notify their own EOC Section staff of the EOC activation and direct them to respond to the EOC **or** the EOC Section Coordinators will instruct the Amador County Sheriff's Office Dispatch and Communications Center to make these notifications for them using the "County Employee Emergency Recall List".

3.9 NOTIFICATION OF EOC ACTIVATION AND EMERGENCY RECALL

Once the activation of the EOC or the employee emergency recall of County employees is requested, the authorized activation authority will, as soon as practical, notify the Director of Emergency Services (Sheriff) or if unavailable, the Undersheriff. The Sheriff, when appropriate, will contact and inform the Board of Supervisors of the situation.

Notifications will include a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided, the Director of Emergency Services or the Assistant Director of Emergency Services will determine to what Level the primary or alternate EOC will be activated and appoint an EOC Director who will determine which positions within the EOC will be activated, and which staff will be directed to respond.

Once personnel arrive at the EOC, they will begin setting up the EOC in accordance with prescribed procedures. EOC staff will initiate and sign in on the Form EOC 211- EOC Check-in List, don their position vest, set up their workstation, begin an EOC 214 – Activity Log, review and follow their position checklists, and prepare for the initial briefing.

3.10 EMPLOYEE EMERGENCY RESPONSIBILITIES AND ASSIGNMENT

In the event of an emergency or major disaster, it is the responsibility of all employees to report to the EOC (when directed to assume a position within the EOC), or report to their primary work assignment for emergency/disaster service, provided they are physically able to do so. 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 or contact their supervisor or the Sheriff watch commander in accordance with their individual department plan guidelines. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.



All County employees shall realize as disaster service workers they may need to report to their primary work assignment in the event of an emergency or major disaster. County employees shall attempt to contact their supervisor.

When telephone lines are down and no other means of communication is available, employees should listen to the radio, as the County will utilize CodeRED Emergency Alerts, website, social media, text message, and the Amador County designated Emergency Alert System (EAS) on television and radio (KCBS 740 AM) to broadcast information relative to the recall of County employees. If no emergency instructions are available, employees should report for their next scheduled shift.

In the event of an emergency or major disaster, all County employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the Director of Emergency Services may suspend normal County business activities. The Personnel Branch in the County EOC Logistics Section will coordinate recruiting, orienting, and assigning County employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.

In addition to being available for an emergency assignment, it is the responsibility of all County staff to:

- Be familiar with the County emergency services organization, emergency operations, concept of operations and the procedures outlined in this Emergency Operations Plan.
- Be familiar with department emergency procedures.
- Be familiar with the Multi-Year Intergraded Preparedness Plan and participate in required emergency training and exercises.
- Maintain proficiency in any special skills needed for emergency assignment.

3.11 MAINTENANCE OF THE COUNTY EMPLOYEE EMERGENCY RECALL LIST

An Emergency Operations Center County Employee Emergency Recall List has been established providing the names, contact information, and positions within the EOC for each individual assigned to the EOC. The Office of Emergency Services Coordinator maintains the County Employee Emergency Recall List and ensures that Amador County Sheriff's Office Dispatch and Communications Center staff, the Director of Emergency Services, and the Assistant Director of Emergency Services have current copies of the County Employee Emergency Recall List.

3.12 EOC DEACTIVATION PROCEDURES

- The EOC Director will determine which units, branches, or sections are no longer needed and order EOC deactivation to begin.
- Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch, or section.



- As EOC deactivation continues, this process will repeat itself.
- The deactivation should be overseen by the Demobilization Unit to ensure procedures are followed.

Notify the Inland Regional Emergency Operations Center (916) 657-9210 or the State Warning Center (916) 845-8911 upon deactivation of the EOC.

3.13 EOC LOCATION AND DESCRIPTION

**PRIMARY EOC: Amador County General Services Administration
Training Room
12200-B Airport Road Jackson, CA 95642**

This location is also equipped to handle most EOC activations. This location is able to handle a large incident, disaster, or emergency or effectively coordinate large operations requiring Mutual Aid, or centralized coordination and decentralized direction efforts with other emergency operation centers, governmental agencies, non-governmental agencies, and private or volunteer organizations.

This location is approximately 3.8 miles north/west of the County Administrative Building and Alternate Emergency Operations Center. It is located at Amador County General Services Administration, 12200-B Airport Road Jackson, CA 95642 off Highway 49. The Primary EOC is built to Americans with Disabilities Act standards of accessibility. The Primary EOC is in the training room and has the capability for secured and controlled access, a kitchen and breakroom, and meeting space.

**ALTERNATE EOC: Amador Administrative Building
Conference Room C
810 Court Street Jackson, CA 95642**

This location is equipped to handle all incidents or preplanned events requiring the EOC activation within the Incident Command Structure. Spatial constraints limit this location's ability to handle a large incident, disaster, or emergency or effectively coordinate large operations requiring Mutual Aid, or centralized coordination and decentralized direction efforts with other emergency operation centers, governmental agencies, non-governmental agencies, and private or volunteer organizations. The Alternate EOC is location within the County Administrative Building, Conference Room C and may be quickly activated for most incidents or events.

This location should be utilized when the primary EOC is not available, is damaged, or the nature of the incident or event may be better handled within the County Administrative building.



The **County's Emergency Services Responsibility Matrix** is contained in **Table 13**.
The **Amador County Emergency Operations Center Organizational Chart** is
contained in **Figure 2**.



2024 Amador County Emergency Operations Plan

Amador County EOC Organizational Matrix		Administration/ County Admin. Ofc.	Animal Services	County Council	County Clerk	Community Development	Community Services	Economic Development	EMS/ Ambulance	Finance	Fire/ Amador FPD	Human Resources Risk Management	Information Systems	Sheriff's Office	Public Works	Recreation	Amador Unified School District	Utility Companies
MAC/Policy Group		P		S	S		S	S		S	S	S	S	S		S		
Management	EOC Director	S		S	S		S		S	S	S	S	S	P	S	S		
	Public Information Officer	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S
	Liaison Officer	S	S				S	S	S	S	S	S	S	P	S	S	S	S
	Safety Officer	S		S			S		S		S	S		S	S	P		
	DAFN Officer	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S
Operations	Operations Section	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S
	Law Enforcement Branch	S	S	S			S		S		S	S	S	P	S	S	S	
	Security/Traffic Control Unit													P	S			
	Evacuation Unit	S	S	S			S		S		S		S	P	S	S	S	S
	Animal Control Unit		P											S				
	Fire Branch	S									P	S	S	S	S	S		S
	Fire & Rescue Unit	S		S					S		P		S	S	S	S		S
	Public Works Branch	S		S	S	S	S	S				S	S	S	P			S
	Utilities Unit					S		S		S	S		S	S	P			S
	Debris Removal Unit	S		S	S	S	S	S		S		S		S	S	S		S
Safety/Damage Assess Unit	S				P							S						
Care & Shelter Branch	S	S	S			S	S	S		S	S	S	S	S	S	S	S	
Planning	Planning Section	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	Situation Unit	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	Documentation Unit	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
	Damage Assessment Unit	S			S	P		S	S	S	S			S	S			
	Tech. Systems/GIS Unit	S			S		S	S					P	S	S	S		
	Demobilization Unit	P											S				S	
	Advanced Planning Unit	P		S	S	S	S	S	S		S		S	S	S	S	S	S
Recovery Unit	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Logistics	Logistics Section	S	S	S	S		P	S	S	S	S	S	S	S	S	S	S	S
	Supply Unit	S		S	S		S	S		S			S	S	S	S		S
	Resource Unit	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
	Transportation Unit	S	S	S			P	S	S		S	S	S	S	S	S	S	S
	Facilities Unit	S		S		S	S	S	S	S	S	S	S	S	P	S	S	
	Personnel/ Volunteers Unit	P					S					S	S			S		S
	Clerical Support Unit	P		S	S	S	S	S		S	S	S		S	S	S		
Comm./Info. Systems Unit	S			S		S	S					P	S	S	S			
Finance/Admin.	Finance/ Admin. Section	S		S	S		S	S		P	S	S	S	S	S	S		
	Purchasing Unit	S		S	S		S	S		S	S	S	S	S	S	S		
	Time Recording Unit	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S		
	Cost Recovery Unit	S								P								
	Comp./ Claims Unit	S								S		P						
Cost Analysis Unit	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S		

Table 13: County's Emergency Services Responsibility Matrix

P= Primary Agency S=Support Agency



3.14 EOC SECURITY

Effective EOC security measures include the ability to guard the EOC against potential threats and protect operations from a physical attack or the unauthorized disclosure of sensitive information. The objective is to protect the facility, its occupants, and communications equipment and systems from relevant threats and hazards. Protection can include a wide range of activities, such as hardening facilities, building resilience and redundancy, incorporating threat and hazard resistance into facility design, initiating active or passive countermeasures, installing security systems, promoting workforce access control programs, implementing cyber security measures, training and exercises, governmental continuity planning, and restoration and recovery actions.

Upon activation, only authorized personnel are permitted in the EOC. The Security/Traffic Control Unit Leader in the Law Enforcement Branch, Operations Section, will coordinate security for the EOC. Access shall be granted to all personnel identified as EOC staff or County officials, and those persons having legitimate business in the EOC. Authorized EOC staff, visitors, and the media shall be issued identification for EOC access. The identification shall distinguish the bearer as a member of the EOC staff or as a visitor. The identification should include the bearer's name, agency or organization, and an expiration date.

3.15 EOC DISPLAYS

The ability to identify, process, and comprehend critical information about what is happening during the incident, disaster, or emergency is an essential part of developing situational awareness. Simply put, "Situational Awareness" is "knowing what is going on around you." Sharing this information with everyone in the EOC will ensure a coordinated and timely emergency response. Information may be shared in a variety of ways to include status boards, maps, GIS, charts, data, and displays that help create a common operating picture within the EOC. All EOC sections must maintain displays so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the impact of the event. The Planning/Intelligence Section is responsible for coordinating display of information.

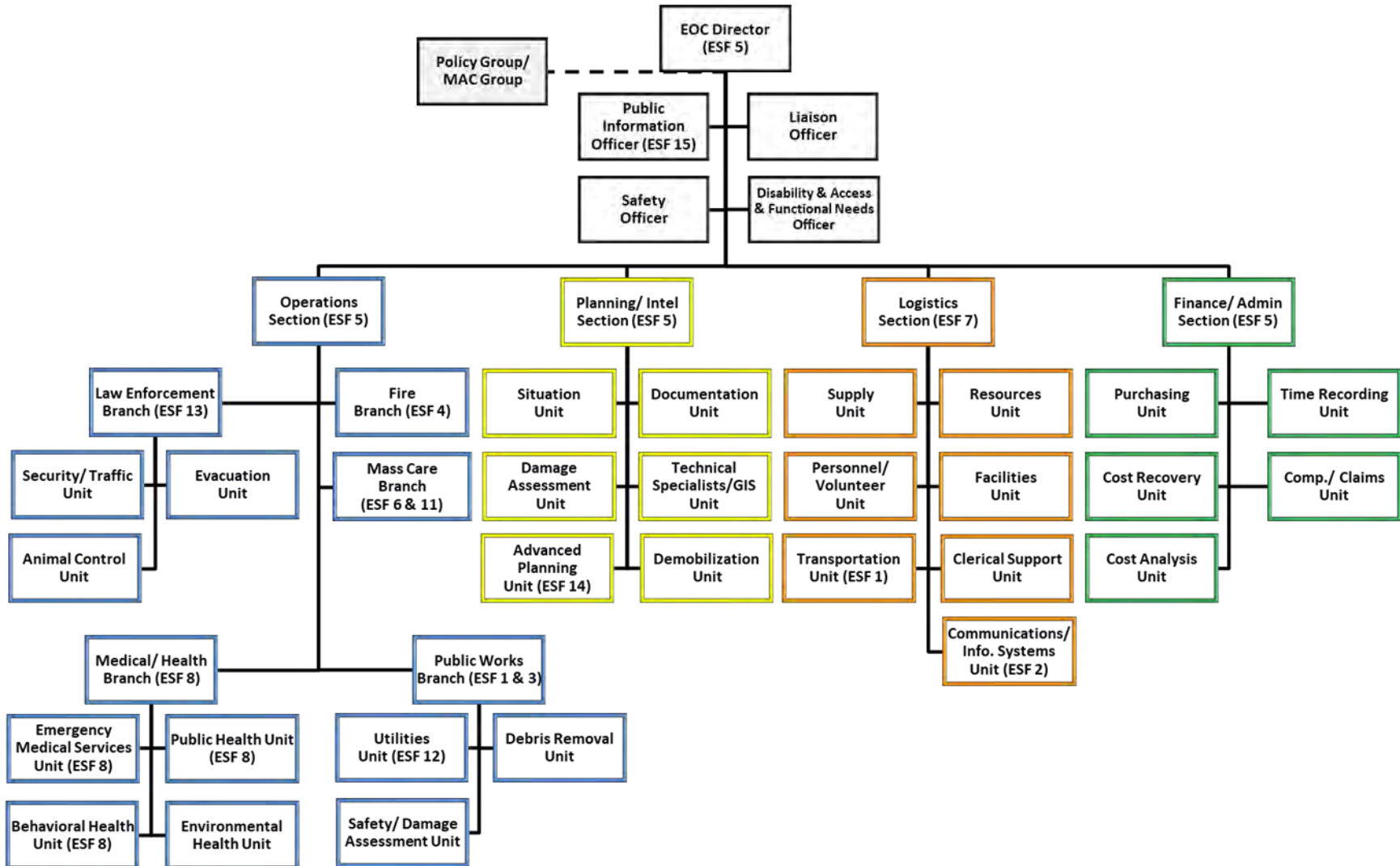
All EOC displays, charts, maps, boards, and materials are stored in secured storage areas within the EOC in the EOC Supplies Storage Room.

3.16 EOC COMMUNICATIONS

Like displays, communication is an essential part of developing situational awareness and a common operating picture. Communications within and outside the EOC are necessary to share information, coordinate activities, and provide direction and feedback. Communication capabilities include the Amador County Sheriff's Office Dispatch and Communications Center, landline telephone, smartphone, text, social media, satellite phone, videoconferencing, closed-circuit tv, fax, computers, amateur radio, and data. Either County staff or volunteers will continuously staff communication facilities during emergencies. The Logistics Section is responsible for communications.



Figure 2: Amador County Emergency Operations Center Organizational Chart





3.17 MUTUAL AID COORDINATION

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

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

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

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

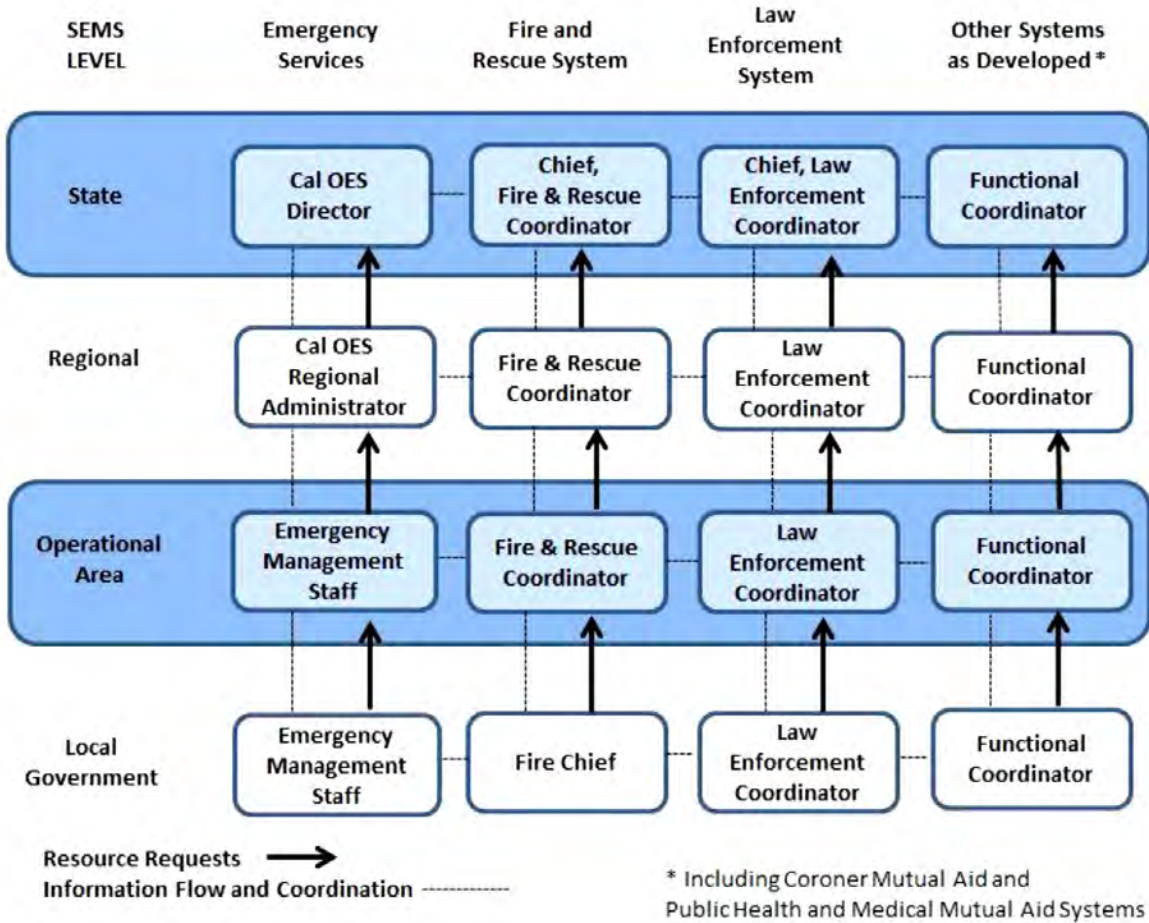
Region Level Requests: The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator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

State Level Requests: On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

Figure 1.3: Discipline-Specific Mutual Aid Systems Illustrates the flow of information, resource requests, and resources within specific mutual aid agreement relative to the SEMS organization levels.



Figure 3: Discipline-Specific Mutual Aid Systems



3.18 MUTUAL AID REGION EMERGENCY MANAGEMENT

The Amador Operational Area is within the California Governor’s Office of Emergency Services (Cal OES) Mutual Aid Region IV (4), (**Figure 4 - California Office of Emergency Services Regional Mutual Aid Map**) and the Cal OES Inland Administrative Region (**Figure 5 - California Office of Emergency Services Inland Region Map**). The primary mission of Inland Region’s emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

3.19 STATE EMERGENCY MANAGEMENT

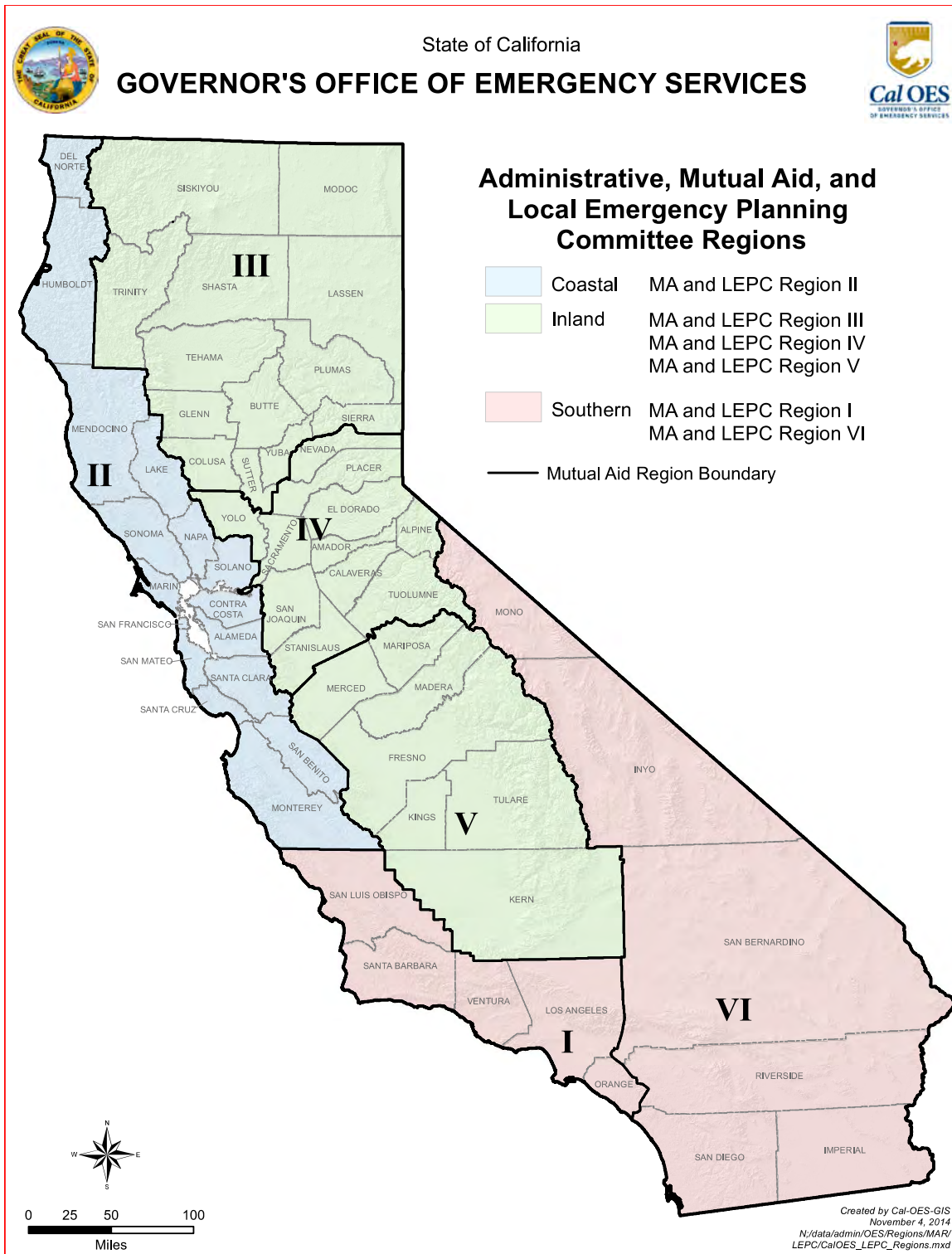
The Governor, through the California Governor’s Office of Emergency Services (Cal OES) and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Director, assisted by



State agency directors and their staff and identified volunteer agency staff, will constitute the State emergency management staff.



Figure 4: California Office of Emergency Services Regional Mutual Aid Map





4.0 CONTINUITY OF GOVERNMENT

A major disaster, emergency, or national security emergency could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the loss of public and private records essential for continued operations of government and industry.

4.1 RESPONSIBILITY

Amador County takes serious its responsible to provide continuity of leadership and authority necessary to direct emergency response and recovery operations. 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.

4.2 PRESERVATION OF LOCAL GOVERNMENT

The California Government Code Section 8643(b), Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

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 ensure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The Emergency Services Act provides for the preservation of city or county government in the event of a major disaster.

4.3 LINES OF SUCCESSION FOR OFFICIALS WITH EMERGENCY RESPONSIBILITIES

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, human-caused or national security emergency.



4.3.1 County Board of Supervisors

Should a member of the County Board of Supervisors be unable to fulfill their role in office, that vacancy will be filled pursuant to Article 15, Sections 8638 and 8642 - 8644 of the Emergency Services Act.

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision. Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

4.3.2 Director of Emergency Services

A successor to the director of emergency services is appointed as detailed in Chapter 2.64 of the Amador County Code:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the director of emergency services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the county will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the director and will serve until the director is again able to serve, or until a successor has been appointed.

First Alternate: Assistant Director of Emergency Services, County Administrative Officer

Second Alternate: Undersheriff

Third Alternate: Emergency Services Coordinator

Notification of any successor changes shall be made through the established chain of command.

4.3.4 Department Heads

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.



4.4 SUSPENSIONS AND APPOINTMENTS

Section 8621 of the Government Code:

The code specifies that during a State of War Emergency, in the event that any officer of a political subdivision or employee of a state agency refuses or willfully neglects to obey an order or emergency regulation, the Governor may suspend that person and designate a replacement.

4.5 TEMPORARY COUNTY SEAT AND COUNTY BOARD OF SUPERVISORS MEETING

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternative county seats, which may be located outside county boundaries.

In the event the primary location is not usable because of emergency conditions, the temporary seat of county government will be as follows:

First Alternate: **City of Jackson City Hall
City Council Chambers
33 Broadway Jackson, CA 95642**

Second Alternate: **Calaveras County Board of Supervisors Chambers
891 Mountain Ranch Road
Andreas, CA 95249**

4.6 PRESERVATION OF VITAL RECORDS

The following individuals are responsible for the preservation of vital records in the County:

1. Assessor-Recorder
2. County Clerk

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

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include contracts, legislative actions, land and tax records, license registers, birth and death records 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 operations 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 here.

- Protect and preserve the historical documents and records of Amador County.

Each department within the county should identify, maintain and protect its own essential records. The vital records of the County of Amador are routinely stored pursuant to each department Standard Operating Procedures (SOP).

Maintenance of administrative records continues through all phases of an emergency. The Planning/Intelligence Section shall collect and maintain vital response and recovery records. For reference refer to **Position Specific Annex: Planning and Intelligence Section, Vital Records Retention**.

4.7 CONTINUATION OF GOVERNMENT AUTHORITY

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.



4.8 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)



5.0 EMERGENCY PROCLAMATION PROCESS

The California Emergency Services Act provides the basic authority 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. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency.

5.0 LOCAL EMERGENCY (COUNTY)

A Local Emergency may be proclaimed by the Chair of the Disaster Council, by the Director of Emergency Services, or their designee as specified by Chapter 2.64: Disaster Council of the Amador County Code and Section 8558 (c) of the California Emergency Services Act.

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 . . .” (California Government Code (Govt. Code) section 8558 (c)). The type of disaster, date of occurrence and area affected are to be identified.

Purpose (Govt. Code sections 8625 and 8634):

- Authorizes the promulgation of orders and regulations necessary to protect life and property (e.g., special purchasing or emergency contracting).
- Describes the circumstances that exist that may support the need for issuance of a State of Emergency Proclamation and/or Executive Order.
- Supports request for a Director’s Concurrence, Governor’s Proclamation of a State of Emergency, Executive Order, California Disaster Assistance Act (CDAA) funding, and/or a Presidential Declaration of an Emergency or Major Disaster.*

*When a local government requests a Gubernatorial State of Emergency Proclamation, Director’s Concurrence, and/or California Disaster Assistance Act funding, local government should provide information describing local response efforts and identify the specific type and extent of state emergency assistance needed, including regulatory waivers necessary to facilitate the protection of life and property during response efforts. 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 U.S. Small Business Administration or the U.S. Department of Agriculture.

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

- Request, if necessary, that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities).

Deadlines:

- **Issuance:** A Local Emergency must be proclaimed within 10 days after the actual occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA), (Govt. Code section 8685.2).
- **Ratification:** A Local Emergency proclaimed by the Director of Emergency Services or by official designated by ordinance must be ratified by the Board of Supervisors within 7 days (Govt. Code section 8630(b)).
- **Renewal:** The Board of Supervisors must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated (Govt. Code section 8630(c)).
- If the Board of Supervisors meets weekly, the need to continue the proclamation should be reviewed every 14 days until terminated.
- **Termination:** The Local Emergency must be terminated at the earliest possible date that conditions warrant (Govt. Code section 8630(d)).

Notification:

- Local governments should notify the Operational Area (OA) and provide a copy of the local emergency proclamation as soon as possible.
- OA shall notify Cal OES and provide a signed copy of the proclamation as soon as possible.



- The Amador County Operational Area (OA) shall notify the Cal OES Inland Region and provide a copy of the proclamation.
- Cal OES Inland Region will notify the Cal OES Director and Deputy Directors; and shall be the primary contact between the Cal OES Director, OA and the local jurisdiction for updates on any requests for assistance
- Cal 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.

When the County proclaims a local emergency, they may request that:

- The Director of Cal OES concur with the local proclamation,
- The Governor proclaim a State of Emergency, and/or
- The Governor requests a Presidential Declaration of an Emergency or Major Disaster.

Reference document: Cal OES. *Emergency Proclamations; A quick reference guide for Local Government*, October 2022.

5.1 STATE CONCURRENCE OF A LOCAL EMERGENCY

Director's Concurrence:

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Cal OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA).

Purpose: The CDAA authorizes the Cal OES Director, at his discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

Deadline: Cal OES must receive request from local government within 10 days of incident (Govt. Code section 8685.2).

Supporting Information Required:

- Local Emergency Proclamation (see Exhibits 1, 2 or 3).
- Initial Damage Estimate (IDE) prepared and submitted in "CalEOC".
- A request from the County Board of Supervisors.
- The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid.

The following financial assistance is available through Cal OES under the CDAA:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;



- Indirect costs; and
- Direct costs of grant administration.

5.2 STATE OF EMERGENCY

Governor’s Proclamation of State of Emergency:

Purpose: Provides Governor with powers authorized by the Emergency Services Act; authorizes Cal OES Director to provide financial relief under the California Disaster Assistance Act for emergency actions, restoration of public facilities and infrastructure, and hazard mitigation; prerequisite when requesting federal declaration of a major disaster or emergency.

After a proclamation of a Local Emergency, the governing body of the city or county, having determined that local resources are unable to mitigate the situation, may request by resolution that the Governor proclaim a State of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA.

Deadline:

Cal OES must receive request from local government within 10 days of incident (Govt. Code section 8685.2).

Supporting Information Required:

- Certified copy of the Local Emergency proclamation (see Exhibits 1, 2 and 3).
- A request from the City Mayor, or Administrative Officer, or County Board of Supervisors.
- Initial Damage Estimate (IDE), to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested, prepared in CalEOC.
- Financial assistance available:
- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

The Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor’s Proclamation, Cal OES prepares the proclamation.

5.3 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, plus: 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 authority as provided for in the Emergency Services Act.

5.4 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 becomes apparent, but no longer than 30 days after the occurrence of the incident (Title 44 of the Code of Federal Regulations (44 CFR) section 206.35(a)).

Supporting Information Required:

- All of the supporting information required under a Governor’s Proclamation.
- 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
 - Extent of federal emergency assistance needed.

In some circumstances, a Presidential Declaration may allow for the termination of public works contracts (California Government Code 4410-4412).

Assistance Programs available:

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Small Business Administration (SBA)
- U.S. Department of Agriculture (USDA)

(For details of these programs refer to **Section 10.0: DISASTER RECOVERY**)

5.5 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.

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see Exhibit 5) asking the Cal OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Deadline:

Governor must request federal declaration of a major disaster within 30 days of the occurrence of the incident (44 CFR section 206.36(a)).

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.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

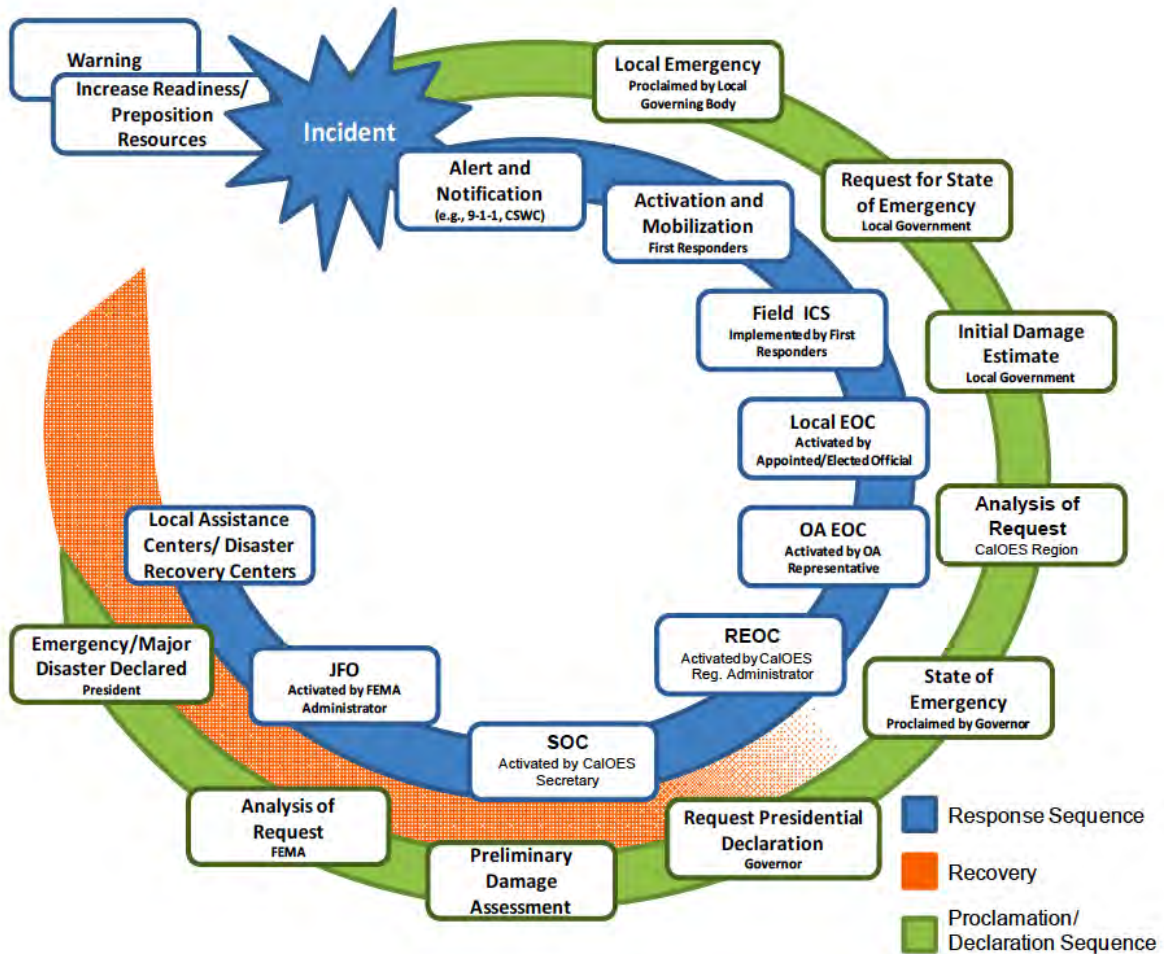
Assistance Programs available:

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Small Business Administration (SBA)
- U.S. Department of Agriculture (USDA)
- Crisis Counseling Programs (CCP)
- Disaster Unemployment Assistance (DUA)
- Disaster Legal Services (DLS)
- Disaster Case Management (DCM)
- Disaster Supplemental Nutrition Assistance Program (D-SNAP)



(For details of these programs refer to **Section 10.0: DISASTER RECOVERY**)

Figure 6: Proclamation/Response Phase Sequence of Events





**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by Board of Supervisors)**

WHEREAS, Amador County Code Section No. 2.64 of the County of Amador County empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity; and

WHEREAS, said Board of Supervisors has been requested by the Director of Emergency Services of said county to proclaim the existence of a local emergency therein; and

WHEREAS, said Board of Supervisors does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____;

commencing on or about _____.m. on the _____ day of _____, 20____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said county; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services* and the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and approved by the Board of Supervisors on _____, 20_____.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of _____, State of California.

Dated: _____

BOARD OF SUPERVISORS

ATTEST: _____

County of Amador

Exhibit 1



**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by Director of Emergency Services)**

WHEREAS, Amador County Code Section No. 2.64 of the County of Amador empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity and the is Board of Supervisors not in session; and

WHEREAS, the Director of Emergency Services of the County of Amador does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____; and;

That the of Board of Supervisors of the County of Amador 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 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 county shall be those prescribed by state law, by ordinances, and resolutions of this county, and by the County of Amador Emergency Operations Plan, as approved by the Board of Supervisors on _____, 20____.

Dated: _____

By: _____

Sheriff Gary W. Redman
Director of Emergency Services
Amador County



RESOLUTION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Amador County Code Section No. 2.64 of the County of Amador empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said county is affected or likely to be affected by a public calamity and the is Board of Supervisors not in session, subject to ratification by the Board of Supervisors within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this county,
caused by _____

commencing on or about _____ .m. on the _____ day of _____, 20____, at which time the Board of Supervisors of the County of Amador was not in session; and

WHEREAS, said Board of Supervisors does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the County of Amador did proclaim the existence of a local emergency within said county on the _____ day of _____, 20____;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Amador, State of California.

Dated: _____

BOARD OF SUPERVISORS
County of Amador

ATTEST: _____



**RESOLUTION REQUESTING GOVERNOR TO
PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the Board of Supervisors of the County of Amador found that due to _____;

a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the Board of Supervisors proclaimed an emergency did exist throughout said County; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the County of Amador to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____,
(Title)_____,
is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance of the County of Amador for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated : _____

BOARD OF SUPERVISORS

ATTEST: _____

County of Amador

Exhibit 4



A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF AMADOR, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY; AND (2) REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Section 2.64 of the Amador County Code empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when the county is affected or likely to be affected by a public calamity; and

WHEREAS, the Board of Supervisors has been requested by the Director of Emergency Services of the county to proclaim the existence of a local emergency therein; and

WHEREAS, the Board of Supervisors does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the county, arising as a result of

_____ ;
commencing on or _____ (a.m./p.m.) on
about _____ the _____
day _____, _____ ; and that these conditions of
of _____
extreme peril warrant and necessitate the proclamation of the existence of a local
emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a local emergency now exists throughout the county, and the local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Amador, State of California; and

IT IS FURTHER ORDERED that during the existence of the local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and approved by the Board of Supervisors.

WHEREAS, it has been found that local resources are unable to cope with the effects of the emergency;

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Governor of California with the request to proclaim the existence of a State of Emergency throughout the County of Amador and further that the Governor request a Presidential Declaration³; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Secretary of the California Governor’s Office of Emergency Services⁴; and



**IT IS FURTHER
RESOLVED** that

(NAME),

(TITLE),

_____ is designated as the local Hazard
Mitigation

Coordinator of the County of Amador for the purpose of assessing damage within the
county and consulting with Federal/State survey teams about hazard mitigation
actions; and

IT IS FURTHER RESOLVED

(NAME)

_____ is hereby designated as the

that

authorized representative for public assistance and the

(TITLE)

_____ is hereby designated as the authorized representative for individual assistance of the County of Amador for the
purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available
State and federal assistance.

INTRODUCED, APPROVED AND ADOPTED this _____ day of _____.

Chair of the Board of Supervisors

ATTEST:

County Clerk

APPROVED AS TO FORM:

COUNTY COUNSEL

BY:

¹ Cause of emergency, such as air pollution, civil disturbance, drought, earthquake, energy shortage, epidemic, fire, flood, hazardous materials release, insect infestation, severe weather, or other (specify).

² Section 8630 of the Government Code provides that “whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency. The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

³ Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Title IV Section 401 (Public Law 93-288, as amended; 42 U.S.C. 5170). If the President declares a major disaster or emergency, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75 percent of the eligible costs.

⁴ Section 8585(a)(1), (e) of the Government Code.



**LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF
EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES**

WHEREAS, on _____, 20____, the Board of Supervisors of the County of Amador found that due to _____;

a condition of extreme peril to life and property did exist within said county; and

WHEREAS, in accordance with state law the Board of Supervisors now proclaims an emergency does exist throughout said County;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____,
(Title) _____,
is hereby designated as the authorized representative of the County of Amador for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Dated: _____

BOARD OF SUPERVISORS

ATTEST: _____

County of Amador

* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

Note: Attach list of damaged Public Facilities showing location and estimated cost of repairs.



RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the County of Amador in accordance with the resolution thereof by the Board of Supervisors on the _____ day of _____, 20____,

or

Director of Emergency Services on the _____ day of _____, 20____, and its ratification by the Board of Supervisors on the _____ day of _____, 20____,

as a result of conditions of extreme peril to the safety of persons and property caused by

; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said County of _____;

NOW, THEREFORE, the Board of Supervisors of the County of Amador, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

BOARD OF SUPERVISORS
County of Amador

ATTEST: _____



6.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. Under Government Code Section 8607(a), SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS), a statewide Master Mutual Aid Agreement system (MMAA), the Operational Area concept (OA), and Multi-Agency or inter-agency Coordination System (MACS).

The California Emergency Services Act (ESA) requires the use of SEMS for managing multiagency and multijurisdictional responses to emergencies in California. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency/disaster response and recovery. Local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

The Amador County has adopted SEMS for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

6.1 SEMS ORGANIZATIONAL LEVELS

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

Field Response Level

The field response level is where emergency response personnel and resources carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency/disaster management are: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

When the County's EOC is activated, it will coordinate and manage the overall response and recovery effort, while the Incident Commander uses the Incident Command System to direct field responders. Incident Commanders may report directly to the EOC, usually the Operations Section. Requests for any resources or support that cannot be obtained at the field level are sent to the County EOC.



Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities within their jurisdiction.

Local governments are required to use SEMS when their Emergency Operations Center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency response and recovery operations through mutual aid (Government Code Section 8618).

Cities request all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators (**Section 9.0 - MUTUAL AID**). All local governments are responsible for coordinating with the field response level, other local governments, and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Special District Involvement

Special districts are defined as local governments in SEMS. The 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 emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in emergency response and recovery, other local governments, and the operational area. This may be accomplished in various ways depending on the local 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 should work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is entirely contained within a City or County, the special district should have a liaison representative at the City or County OA EOC and direct communications should be established between the special district EOC and the City or County OA EOC. An exception may occur when there are many special districts within the County.



Typically, special district boundaries cross jurisdictional 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 Operational Area EOC to facilitate coordination and communication with the various entities it serves.

When there are many special districts within the County, it may not be feasible for the County OA EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the County should work with the special districts to develop alternate ways of establishing coordination and communications.

Nongovernmental, Private, and Volunteer Organizations

In emergency preparedness, response, and recovery, the County partners with nongovernmental agencies, private sector business, and volunteer organizations.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.
- Volunteer Organizations may work directly with the County as Disaster Service Workers or augment response and recovery efforts as directed. **(Disaster Service Worker Volunteer Program Annex).**

The County OA EOC will generally be a focal point for coordination of response activities with many of these nongovernmental organizations and key businesses. The OA EOC should establish communication with private and volunteer agencies providing services within the County.

Organizations that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. 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. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC. County volunteer organizations or Disaster Service Worker Volunteers such as the Sheriff's Community Organized Policing Effort (SCOPE) may be assigned several other support tasks or may have representatives located in a specific functional element such as the Search and Rescue (SAR) volunteers within the Search and Rescue Unit, while other representatives report to the Liaison Officer to be assigned as needed.



Cities or Counties served by a large number of private and volunteer organizations may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Jurisdictions should develop alternate means of communicating with these agencies when liaison representation is not practical.

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

Operational Area Level

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within that county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law.

The operational area is responsible for:

- Coordinating information, resources, and priorities among local governments within the operational area.
- Coordinating information, resources, and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

The Amador County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.



- 7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.

Resource Request Process

Regional Level

Because of its size and geography, the State has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency/disaster related activities.

State Cal OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which State Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations. Amador County is within Cal OES Mutual Aid Region IV and the Cal OES Inland Administrative Region, which includes thirty-one counties. **(Section 9.0 - MUTUAL AID, Figure 4 - Cal OES Administrative and Mutual Aid Regions)**

The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the State level. The regional level also coordinates overall State agency support for emergency/disaster response activities within the region.

State Level

The State level of SEMS manages state resources in response to the emergency/disaster needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The State level also serves as the coordination and communication link between the State and the Federal disaster response system.

Federal Level

U.S. Department of Homeland Security (DHS)

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

- Secure the United States from terrorist threats or attacks.



- Reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

National Response Framework (NRF)

The Department of Homeland Security has provided the National Response Framework as a guide to how the Nation conducts all-hazards response. The National Response Framework provides structures for implementing nationwide response policy and operational coordination for all types of domestic incidents. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the resources needed, and an appropriate level of coordination.

Incidents include actual or potential emergencies or all-hazards events that range from accidents and natural disasters to actual or potential terrorist attacks. They include events wholly contained within a single jurisdiction and others that are catastrophic in nature and national in their scope or consequences.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management. **(Section 8.0 - NIMS)**

Federal Emergency Management Agency (FEMA)

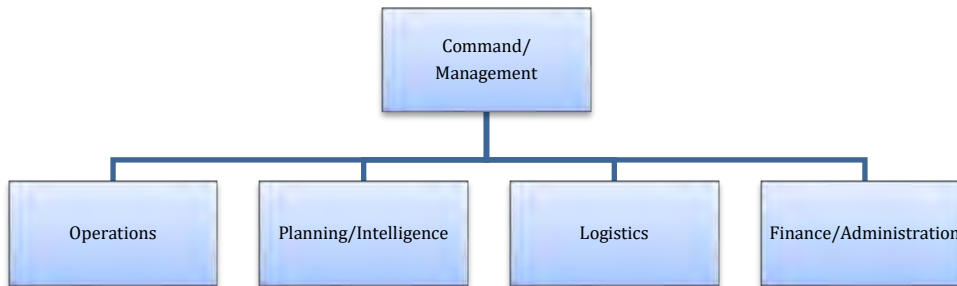
The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. 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 County contact with FEMA and other federal agencies.



6.2 SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below in Figure 7 – SEMS Functions. These functions must be applied at each level of the SEMS organization.

Figure 7: SEMS Functions



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

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

Management: The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response,
- Implements the policies established by the governing bodies,
- Facilitate the activities of the Multi-Agency Coordination (MAC) Group



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

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

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

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



Figure 8: Comparison of Field and EOC SEMS Functions

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



6.3 MAJOR CONCEPTS OF SEMS

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 - Unity of Command and Span-of-Control

The position title “Section Coordinator” refers to the lead person of each section in the EOC. The position title “Director” refers to the lead person of each organizational branch in the EOC. The position title “Leader” refers to the lead person of each organizational unit in the EOC. Each activated function will have only one person in charge of it (i.e. report to), 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.

The Section Coordinator for Operations, Planning/Intelligence, Logistics, and Finance/Administration constitute the EOC General Staff. The Management Section and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section.
- 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 give direction and provide a basis for measuring achievement of objectives and overall performance. Action planning is an important management tool that involves a process for:

- Identifying priorities, objectives, and assignments for emergency response or recovery efforts.
- Documentation of the priorities, objectives, tasks, and personnel assignments in a formal plan.



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

Action plans are developed for a specified operational period that may range from a few hours to 12 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the **Planning/Intelligence Support Documentation - Action Planning. Also Refer Figure 9: Action Planning Process “Planning P”**.

Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination inside and outside the EOC is important for:

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

Inter-agency coordination is an integral part of the EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the emergency response and recovery. Agency representatives from special districts, community based organizations, volunteer services, and private organizations, may also participate with EOC functional elements in coordinating the response and recovery effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

Emergency response is coordinated at the EOC through:

- Representatives from the Amador County departments and agencies.
- Representatives from outside agencies including special districts, non-governmental organizations, volunteer agencies, and private organizations.
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

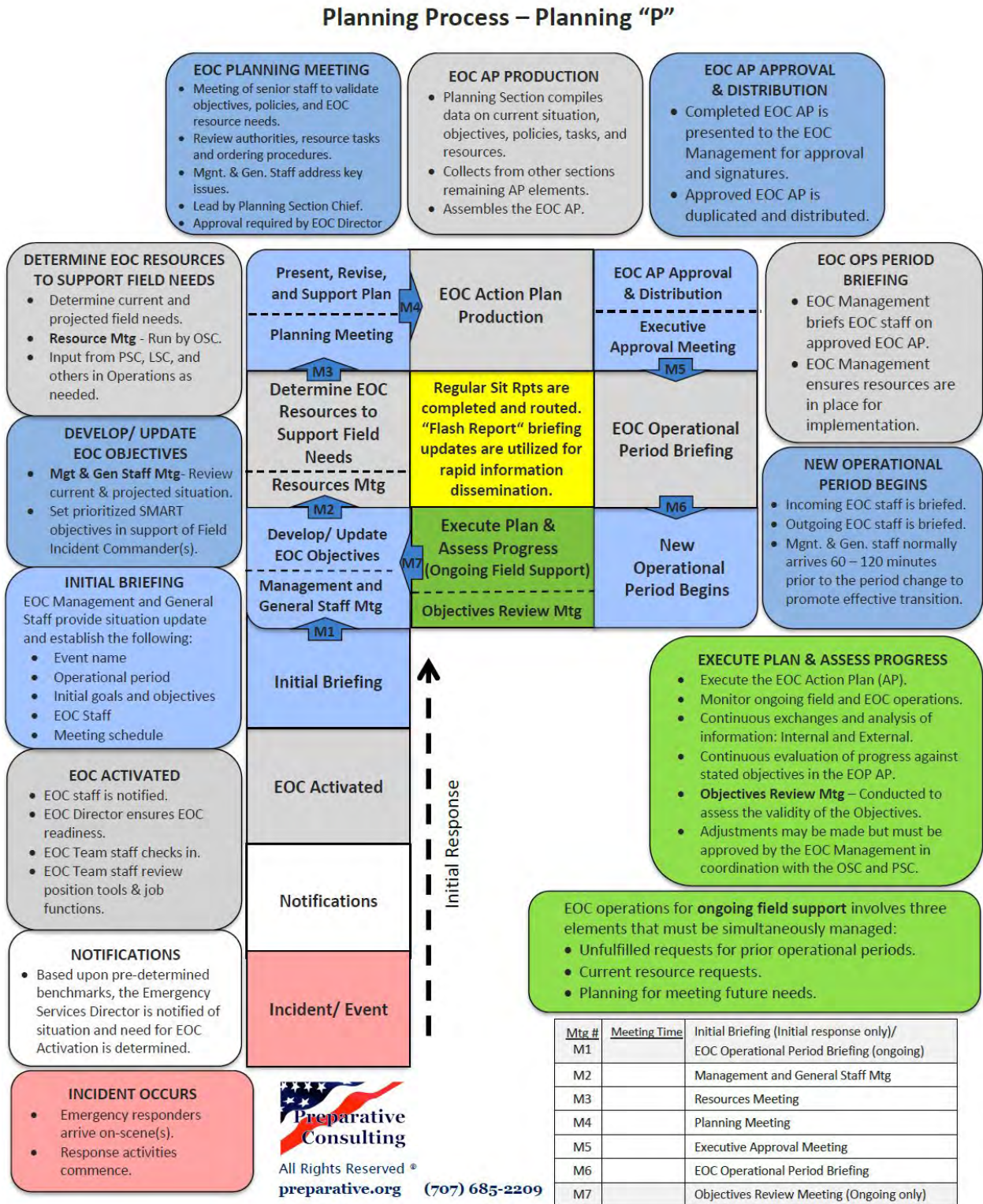


Multi-Agency or Inter-Agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocation, and response strategies.
- May function within the EOC, at another location or through conference calls - but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- Amador County may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area, or regional level.



Figure 9: Action Planning Process “Planning P”





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7.0 INCIDENT COMMAND SYSTEM (ICS)

One of the primary components of NIMS/SEMS is the Incident Command System (ICS), which was developed during the 1970s by an inter-agency working group of local, state, and federal fire services in California.

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

7.1 USE OF ICS AT THE FIELD LEVEL

The concepts, principles, and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel using the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the ICS Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from County, State and Federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

7.2 FIELD/EOC COMMUNICATIONS AND COORDINATION

The County's communication plan outlines the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.



The County OA EOC will communicate situation and resource status information to the Inland Region and other outside agencies via designated countywide emergency reporting systems.

7.3 FIELD/EOC DIRECTION AND CONTROL INTERFACE

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the county level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

7.4 FIELD/EOC COORDINATION WITH DEPARTMENT OPERATIONS CENTERS

If a department (Sheriff's Office, Health, Public Works, Human Services etc.) within the County establishes a Department Operations Center (DOC) to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the County EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the County EOC.

7.5 ICS FUNCTIONS

- A standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of



government—Federal, State, local, and tribal—as well as by many private sector and nongovernmental organizations.

ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

7.6 INCIDENT COMPLEXITY

“Incident complexity” is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy. Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources

7.7 ICS FEATURES

Standardization:

- Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

Command:

- Establishment and Transfer of Command: The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
- Chain of Command and Unity of Command: Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to



whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

- **Unified Command:** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Planning/Organizational Structure:

- **Management by Objectives:** Includes establishing overarching objectives; developing strategies based on incident 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 defined strategies; and documenting results to measure performance and facilitate corrective action.
- **Modular Organization:** The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

Facilities and Resources:

- **Incident Locations and Facilities:** Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.
- **Communications/Information Management**



- Integrated Communications: Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- Information and Intelligence Management: The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Professionalism:

- Accountability: Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
 - Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
 - Incident Action Plan: Response operations must be directed and coordinated as outlined in the IAP.
 - Unity of Command: Each individual involved in incident operations will be assigned to only one supervisor.
 - Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.
 - Span of Control: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
 - Resource Tracking: Supervisors must record and report resource status changes as they occur.
- Dispatch/Deployment: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

7.8 MODULAR ORGANIZATION

Standardization of the ICS organizational chart and associated terms does not limit the flexibility of the system. A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.

When an ICS position is not staffed, the responsibility for the tasks associated with that position are assumed by the supervisor over that position. (i.e. if the Finance/Administration position is not filled, the Incident Commander is responsible for all tasks associated with the Finance/Administration position.)

7.9 POSITION TITLES



At each level within the ICS organization, individuals with primary responsibility positions have distinct titles. Titles provide a common standard for all users. The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. For example, in deploying personnel, it is important to know if the positions needed are Unit Leaders, clerks, etc.

Listed below are the standard ICS titles:

Table 1.14: ICS Titles

Organizational Level	Title	Support Position
Incident Command/EOC Director	Incident Commander/EOC Director	Deputy
Command/Management Staff	Officer	Assistant
General Staff (Section)	Chief /Coordinator	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

Figure 10: Basic ICS Organization for the Amador County



(Incident Command Post or limited EOC Activation)

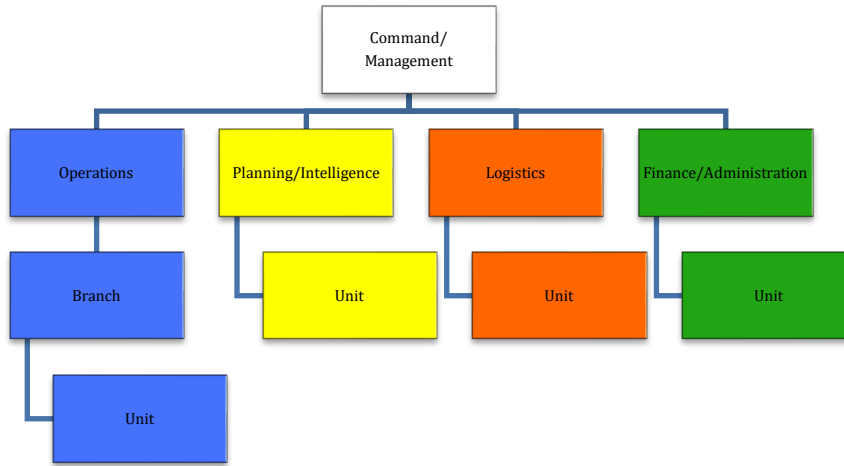
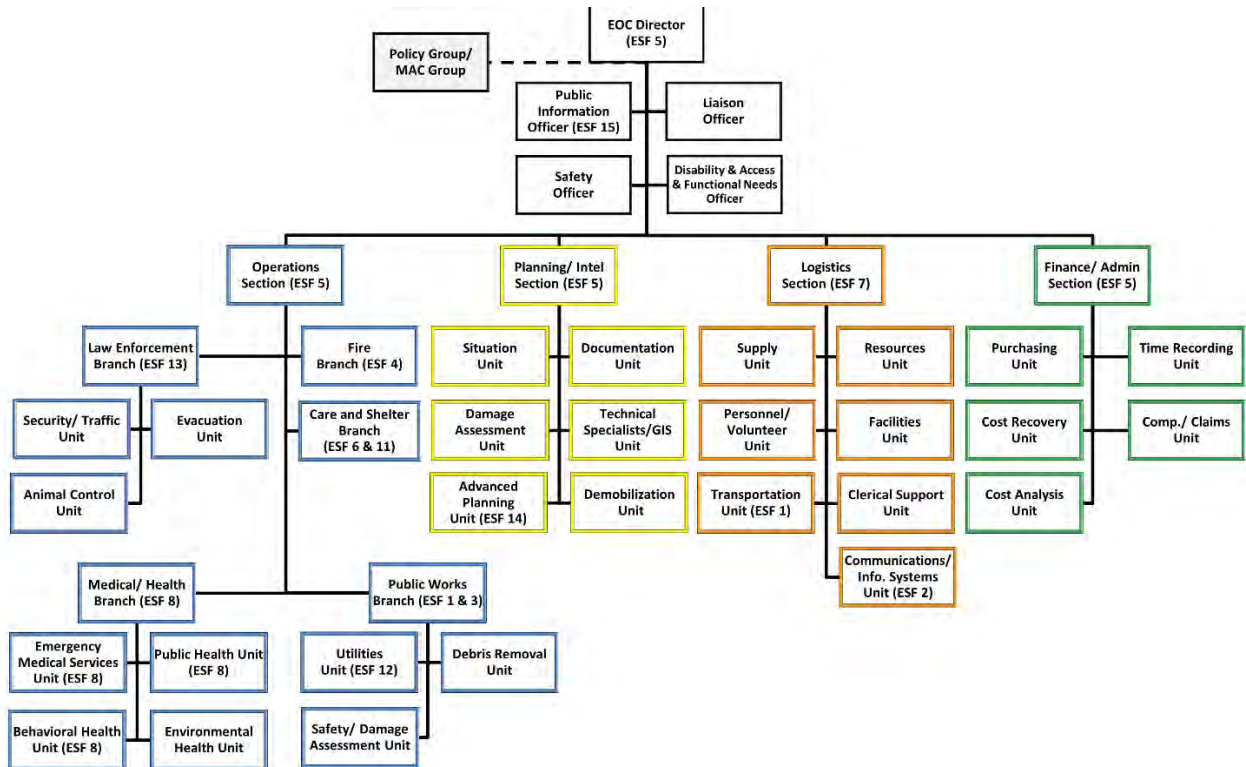


Figure 11: Expanded ICS Organization for Amador County
(Full EOC Activation)





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8.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive (HSPD)-5 called for a single, comprehensive system to enhance the ability of the United States to manage domestic incidents. The National Incident Management System (NIMS) was created to provide a consistent nationwide template to enable all levels of government, the private sector, and non-governmental organizations (NGOs) to work together during an incident.

Integrating these NIMS principles into all phases of an incident and throughout all levels of government ensures that all stakeholders have a common set of principles from which to operate during an incident.

NIMS is foundationally based on SEMS and ICS, which reflect standardized best practices in incident and emergency management techniques and principles that have been applied effectively for many years. Therefore, the techniques and principles of SEMS and ICS are incorporated into NIMS, making them NIMS compliant.

8.1 NIMS COMPONENTS

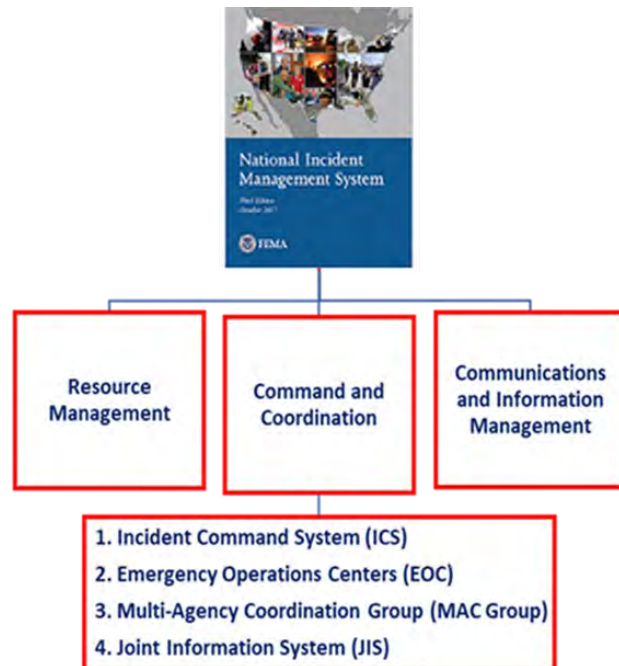
The National Incident Management System (NIMS) is a systematic, proactive approach to guide all levels of government, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides a consistent foundation for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

Figure 12: NIMS Components

Jurisdictions and organizations involved in the management of incidents vary in their authorities, management structures, communication capabilities and protocols, and many other factors. The major Components of NIMS provide a common framework to integrate these diverse capabilities and achieve common goals.

- Resource Management
- Command and Coordination
- Communications and Information Management

The application of all three components is vital to successful NIMS implementation.

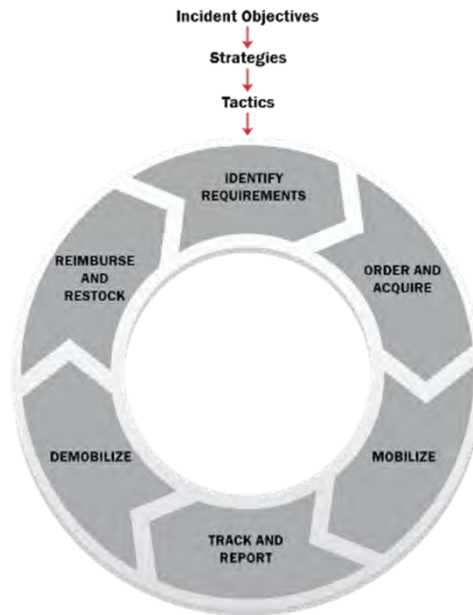


8.1.1 NIMS Framework - Major Components

Resource Management

Resource Management describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents to allow organizations to share resources more effectively when needed.

Figure 13: NIMS Resource Management



Command and Coordination

Command and Coordination describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.

NIMS standard incident command structures are based on three key organizational systems:

The Incident Command System (ICS) – ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Emergency Operations Centers (EOC) – Off site locations where staff from multiple agencies come together to address imminent threats and hazards and provide



coordinated support to incident command, on-scene personnel and/or other EOCs. EOCs provide the following primary functions:

- Collecting, analyzing and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs
- In some cases providing coordination and policy direction.

Multi Agency Coordination Systems (MACS) – Provides coordination for incident prioritization, critical resource allocation, communications systems and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures, and communications.

Public Information Systems (PIS) – These refer to processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management. These elements are briefly described as follows:

Incident Management Communications – Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

Information Management – Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.



Ongoing Management and Maintenance

This component provides strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

National Integration Center (NIC) - The NIC provides strategic direction, oversight, and coordination of NIMS development of compliance criteria and implementation activities with Federal, State, tribal, and local partners. It provides guidance and support to jurisdictions and also oversees and coordinates the publication of NIMS and its related products. This oversight includes the review and certification of training courses and exercise information.

NIMS Compliance

The State of California's NIMS Advisory Committee issued "California Implementation Guidelines for the National Incident Management System" to assist State agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The County is following this document to ensure NIMS compliance.

Additional information on the National Incident Management System, including training, credentialing and compliance requirements can be found on the FEMA NIMS web site at <http://www.fema.gov/nims/>. A complete copy of the NIMS manual in Adobe PDF format is available from the FEMA NIMS web site and is also located in the electronic version of this plan.

As NIMS standards and practices are further defined and refined, this emergency plan will be updated to incorporate them as required. The Cal OES maintains current SEMS/NIMS Integration guidance. For updates reference the Cal OES website at: <https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/national-incident-management-system/>



8.2 NATIONAL RESPONSE FRAMEWORK (NRF)

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

The National Response Framework is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents of all size, scale, or scope. The NRF is intended to strengthen, organize, and coordinate response actions across all levels. The doctrine of tiered response emphasizes that response to incidents should be handled at the lowest jurisdictional level capable of handling the work.

Preparedness is essential for effective response. The NRF identifies the six essential activities for responding to an incident:

- Planning
- Organizing
- Training
- Equipping
- Exercising
- Evaluating and Taking Corrective Action

Figure 14: Preparedness Cycle



Planning

Planning makes it possible to manage incidents, determine capability requirements, and identify roles. It includes the collection and analysis of intelligence and information, as well as the development of policies, plans, procedures, mutual aid and assistance agreements, and strategies to perform missions and tasks. Governments at all levels have a responsibility to develop detailed, robust, all-hazards response plans. These plans should have clearly defined leadership roles and responsibilities. They should be integrated, operational, and incorporate the whole community.

Organizing

Organizing to execute response activities includes developing an overall organizational structure, strengthening leadership at each level, and assembling well-qualified teams of paid and volunteer staff for essential response and recovery tasks. The National Incident Management System (NIMS) provides standard command and management structures that apply to response. This common system enables responders from different jurisdictions and disciplines to work together to respond to incidents.



Governments at all levels should organize to support effective response and use the NIMS resource management principles as follows to enhance response capabilities.

Individual Resources. Resources are organized by category, kind, size, capacity, skill, and other characteristics. This organization makes resource management more efficient and ensures that similar resources from different agencies are organized according to standard principles.

Emergency Support Functions. The Federal Government and many State governments organize much of their resources and capabilities under 15 Emergency Support Functions (ESFs). ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. ESF coordinators and primary agencies are identified on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area. ESFs provide the greatest possible access to Federal department and agency resources regardless of which organization has those resources. **(Table 15: Federal Emergency Support Functions and Table 16 California Emergency Functions).**

Pre-Scripted Mission Assignments. The Federal Government uses pre-scripted mission assignments to assist in planning and to reduce the time it takes to deploy response resources. Pre-scripted mission assignments identify resources or capabilities of government organizations that are commonly called upon during response to an incident. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that can be tailored to develop, train, and exercise rosters of deployable response personnel.

Advanced Readiness Contracting. While the Federal Government has tremendous resources on hand to support local governments, certain resources are more efficiently deployed when procured from the private sector. Advanced readiness contracting ensures that contracts are in place before an incident for commonly needed commodities and services.

Pre-Positioned Resources. The Federal Government pre-positions resources close to those localities most at risk for particular types of events.

Training

Building essential response capabilities nationwide requires a systematic program to train individual teams and organizations – to include governmental, nongovernmental, private-sector, and voluntary organizations – to meet a common baseline of performance and certification standards. Professionalism and experience are the



foundation upon which successful response is built. Rigorous, ongoing training is thus imperative.

Equipping

Jurisdictions at all levels need to establish a common understanding of the capabilities of distinct types of response resources. This facilitates planning before an incident, as well as rapid scaling and flexibility in meeting the needs of an incident. A critical component of preparedness is the acquisition of equipment that will perform to established standards, including the capability to be interoperable with equipment used by other jurisdictions and/or participating organizations.

Exercising

Exercises provide opportunities to test plans and improve proficiency in a risk-free environment. Exercises assess and validate proficiency levels. They also clarify and familiarize personnel with roles and responsibilities. Well-designed exercises improve interagency coordination and communications, highlight capability gaps, and identify opportunities for improvement.

Evaluating and Taking Corrective Action

Evaluation and continual process improvement are cornerstones of effective preparedness. Upon concluding an exercise, jurisdictions should evaluate performance against relevant capability objectives, identify deficits, and institute improvement plans. Improvement planning should develop specific recommendations for changes in practice, timelines for implementation, and assignments for completion.



Table 15: Federal Emergency Support Functions

<p>ESF 1 – Transportation ESF Coordinator: Department of Transportation</p>
<p>Aviation/airspace management and control Transportation safety Restoration and recovery of transportation infrastructure Movement restrictions Damage and impact assessment</p>
<p>ESF 2 – Communications ESF Coordinator: DHS (National Communications System)</p>
<p>Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within the Federal incident management and response structures</p>
<p>ESF 3 – Public Works and Engineering ESF Coordinator: Department of Defense (U.S. Army Corps of Engineers)</p>
<p>Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for lifesaving and life-sustaining services</p>
<p>ESF 4 – Firefighting ESF Coordinator: Department of Agriculture (U.S. Forest Service)</p>
<p>Coordination of Federal firefighting activities Support to wildland, rural, and urban firefighting operations</p>
<p>ESF 5 – Information and Planning ESF Coordinator: DHS (FEMA)</p>
<p>Coordination of incident management and response efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management</p>
<p>ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services ESF Coordinator: DHS (FEMA)</p>
<p>Mass care Emergency assistance Disaster housing Human services</p>



<p>ESF 7 – Logistics ESF Coordinator: General Services Administration and DHS (FEMA)</p>
<p>Comprehensive, national incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.)</p>
<p>ESF 8 – Public Health and Medical Services ESF Coordinator: Department of Health and Human Services</p>
<p>Public health Medical Mental health services Mass fatality management</p>
<p>ESF #9 – Search and Rescue ESF Coordinator: DHS (FEMA)</p>
<p>Life-saving assistance Search and rescue operations</p>
<p>ESF 10 – Oil and Hazardous Materials Response ESF Coordinator: Environmental Protection Agency</p>
<p>Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short- and long-term cleanup</p>
<p>ESF 11 – Agriculture and Natural Resources ESF Coordinator: Department of Agriculture</p>
<p>Nutrition assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection Safety and well-being of household pets</p>
<p>ESF 12 – Energy ESF Coordinator: Department of Energy</p>
<p>Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast</p>
<p>ESF 13 – Public Safety and Security ESF Coordinator: Department of Justice</p>
<p>Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control</p>



ESF 14 – Cross-Sector Business and Infrastructure

ESF Coordinator: DHS (FEMA) and Cybersecurity and Infrastructure Security Agency (CISA)

Coordination of cross-sector operations, including stabilization of key supply chains and community lifelines.

Provide analytic support on cross-sector vulnerabilities and critical nodes for pre-event planning and assist during incidents.

Enable information sharing between the public and private sectors.

Analyzes the requirements for stabilizing lifelines and restoring critical supply chains.

ESF 15 – External Affairs

ESF Coordinator: DHS

Emergency public information and protective action guidance

Media and community relations

Congressional and international affairs

Tribal and insular affairs



Table 16: California Emergency Functions

CA-ESF Title	Definition	Lead Agency	Federal ESF
ESF 1- Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF 1 – Transportation
ESF 2- Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor’s Reorganization Plan.	Office of Chief Information Officer	ESF 2 – Communications
ESF 3 - Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF 3 – Public Works and Engineering
ESF 4 - Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Office of Emergency Services	ESF 4 – Firefighting
ESF 5 - Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During	California Office of Emergency Services	ESF 5 – Information and Planning



CA-ESF Title	Definition	Lead Agency	Federal ESF
	emergencies, serves in an advisory capacity to the EOC Director.		
ESF 6 - Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 - Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF 7 – Logistics Management and Resource Support
ESF 8 - Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF 8 – Public Health and Medical Services
ESF 9 - Search and Rescue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Cal OES Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Cal OES Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench,	California Office of Emergency Services	ESF 9 – Search and Rescue



CA-ESF Title	Definition	Lead Agency	Federal ESF
	confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.		
ESF 10 - Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	Department of Food and Agriculture	ESF 10 – Oil and Hazardous Materials Resources
ESF 11 - Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF 11 – Agriculture and Natural Resources
ESF 12 - Utilities	Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Resources Agency	ESF 12 – Energy
ESF 13 - Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner’s Mutual Aid Plans.	California Office of Emergency Services	ESF 13 – Public Safety and Security
ESF 14 - Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies	SCSA and BTHA	ESF 14 - Cross-Sector Business and Infrastructure



CA-ESF Title	Definition	Lead Agency	Federal ESF
	and disasters.		
ESF 15 - Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Office of Emergency Services	ESF 15 – External Affairs
ESF 16 - Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A
ESF 17 - Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	N/A
ESF 18 – Cybersecurity	Cyber incident coordination including cyber terrorism, cyber incidents involving critical infrastructure information systems, technological emergencies, or other emergencies or disasters with impacts on information technology (IT) capabilities.	California Office of Emergency Services	N/A



9.0 MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system that is structured to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the State, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist in:

- Law Enforcement /Coroners
- Fire Services
- Medical
- Public Health
- Emergency Management
- Hazardous Materials
- Public Utilities
- Engineers

9.1 STATEWIDE MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from local governments, operational areas, regions, and State to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 15: Mutual Aid System Flow of Requests and 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 SEMS and NIMS 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) that allows the State of California to participate with the other states in a nationwide mutual aid system. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies (www.emacweb.org).



9.2 MUTUAL AID REGIONS

Mutual aid regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Amador County is in Mutual Aid Region IV, which is in the Cal OES Inland Administrative Region. **Figures 17-19** depict the State mutual aid and administration regions.

9.3 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 Operational Area, this would be coordinated through the Amador County Office of Emergency Services. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figures 15: Mutual Aid System Flow of Requests and Resources** and **Figure 16: Discipline-Specific Mutual Aid Systems Flow Chart**. The discipline-specific mutual aid is coordinated through the Inland Regional Mutual Aid Coordinators for the specific discipline as illustrated in **Figure 19: Inland Region Operational Area Mutual Aid Coordinator Map**.

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.

9.4 EMERGENCY MANAGEMENT MUTUAL AID

The purpose of Emergency Management Mutual Aid (EMMA) is to provide emergency management personnel and technical specialists to support the disaster operations of affected jurisdictions during an emergency.

California's EMMA program:

- Provides emergency management personnel and technical specialists (collectively, "EMMA resources") from unaffected areas to support local jurisdictions, Operational Areas (OAs), and regional emergency operations during emergencies in other parts of the state.
- Provides a system, including an organization, information, and forms necessary to coordinate the formal request, reception, assignment, training, and demobilization of assigned personnel.
- Provides for the coordination of training for EMMA resources, including



level of government (State and Local) as a State coordinated resource.

- All resources deployed under this Plan are public employees.
- The EMMA Plan and Annexes do not apply to fire and law enforcement agencies which maintain their own mutual aid systems.
- EMMA does not supersede any government agency's internal deployment policies or procedures but should be used when deploying personnel outside of their organization.

9.5 VOLUNTEER, NON-GOVERNMENTAL, AND PRIVATE ORGANIZATIONS

Volunteer, non-governmental, and private organizations 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. The County's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Sheriff's Office volunteer programs, 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 and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Amador County coordinates and maintains five Pre-Registered DSW Volunteer Classification programs: Search and Rescue (SAR), and Amador County Auxiliary Communications Service (ACS), Amador County Public Health Department - Disaster Healthcare Volunteers, Amador County Sheriff's Office Posse, and Amador County Animal Response Team (ACART)

- Ready to assist in any emergency, under various types of conditions, the **Search and Rescue (SAR) Team** is a highly trained group of volunteers. Because the county is diverse in terrain, members have the skills and knowledge to rescue persons in the white water of the local rivers, off the cliffs and mountains and in the back country of several National Forests. Parts of the Search and Rescue Team are also trained in Dive Rescue and Cliff Rescue. Many of the situations encountered by Search and Rescue require personnel to have a strong emergency, medical and technical background. Search and Rescue members respond quickly to emergencies, epitomizing the meaning of teamwork.



- **Amador County Auxiliary Communications Service (ACS)** is comprised of volunteer, registered Disaster Service Workers attached to the Amador County Sheriff's Office of Emergency Services. Their mission is to provide auxiliary communications support and services to Amador County government agencies in the event of a disaster or communications emergency.

They can provide amateur radio emergency communications, operation of conventional land-mobile radio, phone, and fax services, and support for the new RoadRunnR Portable Advisory Radio System. They have a fully-equipped communications trailer with government VHF and amateur HF, VHF, and UHF capabilities. Members are also enrolled in ARES, a non-government emergency communications organization that supports the American Red Cross and other non-government disaster response organizations.

- **Amador County Public Health Department - Disaster Healthcare Volunteers** are volunteers who, when activated, assist the Amador County Public Health Department during a disaster response team. Local medical and non-medical volunteers form an Amador County Disaster Healthcare Volunteer response unit. Serving Amador communities during a disaster and helping neighbors can be an exciting and rewarding experience. Volunteers are registered on our secure website, their credentials will be validated — before an emergency — so that they can be deployed quickly and efficiently.
- **Amador County Sheriff's Office Posse** is a team that was designed to develop and sustain partnerships with the residents of our community by offering volunteer opportunities in support of the mission of the Sheriff's Office by helping the citizens of Amador County. Posse Positions are available to assist with administrative support, field operations, and public events.

The Posse is supervised, as a collateral duty assignment, by a lieutenant and a sergeant. Posse members receive training in leadership, community policing and crime prevention. Posse members are encouraged to attempt to qualify for all prospective duties; however, individuals that wish to limit their participation to a singular type of assignment are also permitted.

- **Amador County Animal Response Team (ACART)** works with the Office of Emergency Services and the Amador County Animal Control to provide emergency assistance to Amador County residents and their domestic animals. Providing animal shelter and care for those animals when their owners are forced to evacuate their homes because of a declared disaster.

Liaisons should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.



9.6 SAFETY ASSESSMENT PROGRAM (SAP)

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:

- Volunteers.
- Public Resources.
 - Local government employees.
 - State government employees.

All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Inland Region or State Operating Center.

9.7 EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below.

Marshaling Area

Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center

Off-incident location at which emergency or disaster service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.



Incident Facilities/Staging Areas

Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

9.8 FEDERAL AID

National Response Framework (NRF)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The *Framework* defines the key principles, roles, and structures that organize the way we respond as a Nation. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The National Response Framework is always in effect, and elements can be implemented at any level at any time.

This Overview supports and provides additional guidance concerning the *Framework*. In particular, this document focuses on the essential processes for requesting and receiving Federal assistance and summarizes the key response capabilities and essential support elements provided through the Emergency Support Function (ESF) Annexes and Support Annexes.

The Overview includes the following topics:

1. **Key Players:** Organizations and entities that may either need assistance or provide assistance.
2. **Federal Assistance:** Descriptions of the processes for requesting and obtaining Federal assistance in support of States, tribes, local jurisdictions, and other Federal partners.
3. **Emergency Support Function Annexes:** Summaries of the 15 ESF Annexes, which group Federal resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level.
4. **Support Annexes:** Summaries of the 8 Support Annexes, which describe essential supporting aspects that are common to all incidents.

Additional information on the National Response Framework is addressed in the **Basic Plan: SECTION 8.0 - NIMS; National Response Framework (NRF) and Table 15:**



Federal Emergency Support Functions and Table 16: California Emergency Functions.

9.9 POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- Law and Fire Mutual aid requests will be made through established regional reporting systems (**See Figure 19: Inland Region Operational Area Mutual Aid Coordinator Map**).
- The County will make all non-law and non-fire mutual aid requests via the Inland Region IV mutual aid systems or the State Operations Center (SOC). Requests should specify, at a minimum:
 - Number and type of personnel needed.
 - Type and amount of equipment needed.
 - Reporting time and location.
 - To whom resources should report.
 - Access routes.
 - Estimated duration of operations.
 - Risks and hazards.

9.10 AUTHORITIES AND REFERENCES

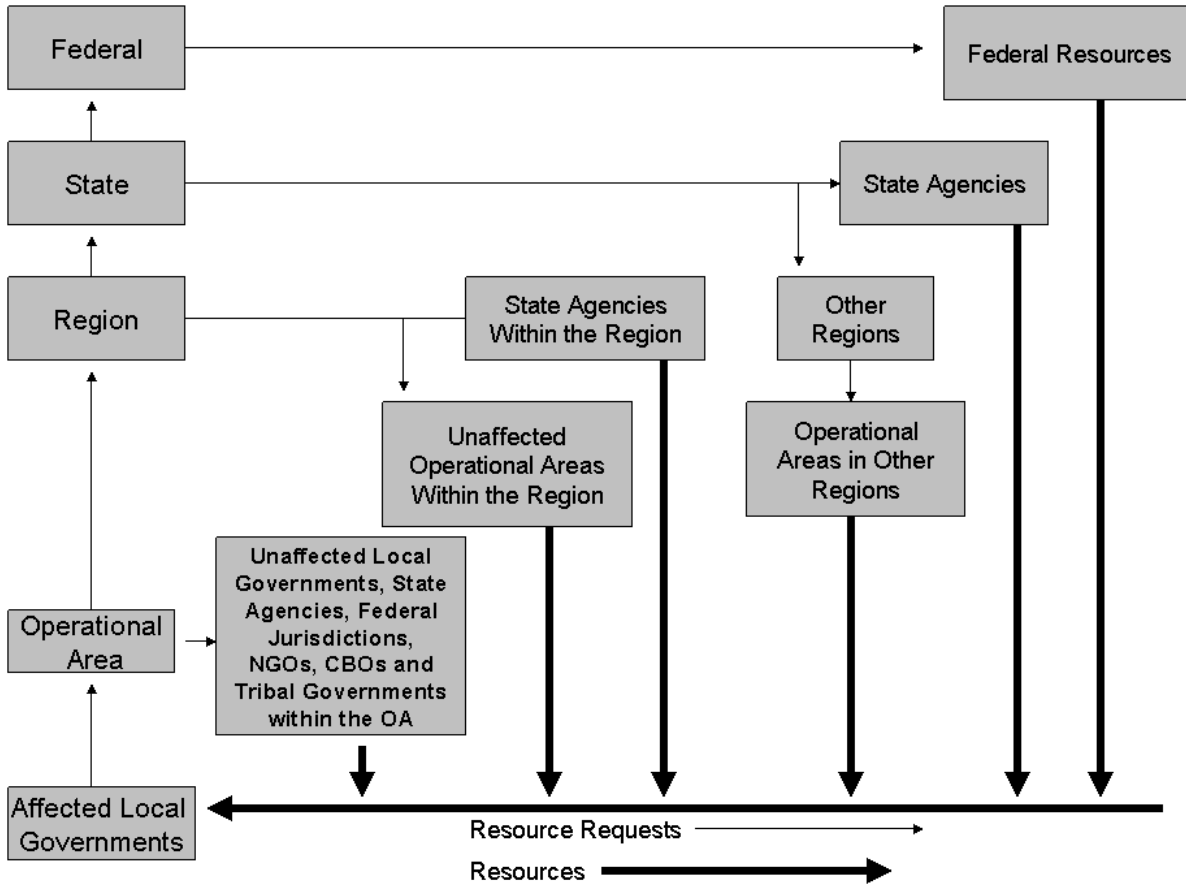
Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Law Enforcement Guide for Emergency Operations.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, as amended: provides federal support to state and local disaster activities).
- Emergency Management Assistance Compact, September 2005.



Figure 15: Mutual Aid System Flow of Requests and Resources

Flow of Requests and Resources



OA- Operational Area
 NGO-Non-Governmental Organization
 CBO-Community Based Organization

Notes: Local governments may request mutual aid directly from other local governments where local agreements exist.



Figure 16: Discipline-Specific Mutual Aid Systems Flow Chart

Exhibit 10-2 – Discipline-Specific Mutual Aid Systems

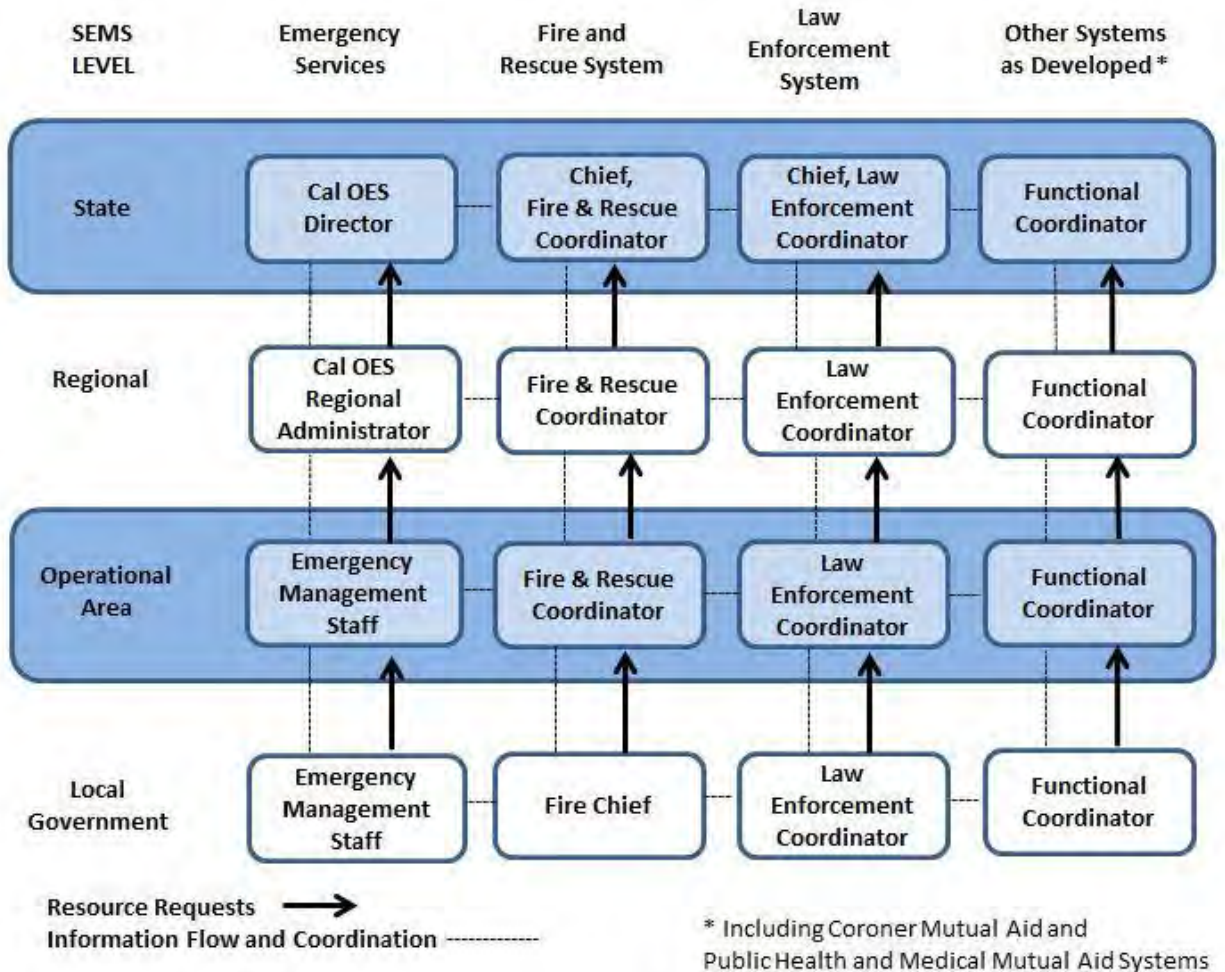




Figure 17: State Cal OES Administrative Regions Map





Figure 18: State Mutual Aid Regions Map

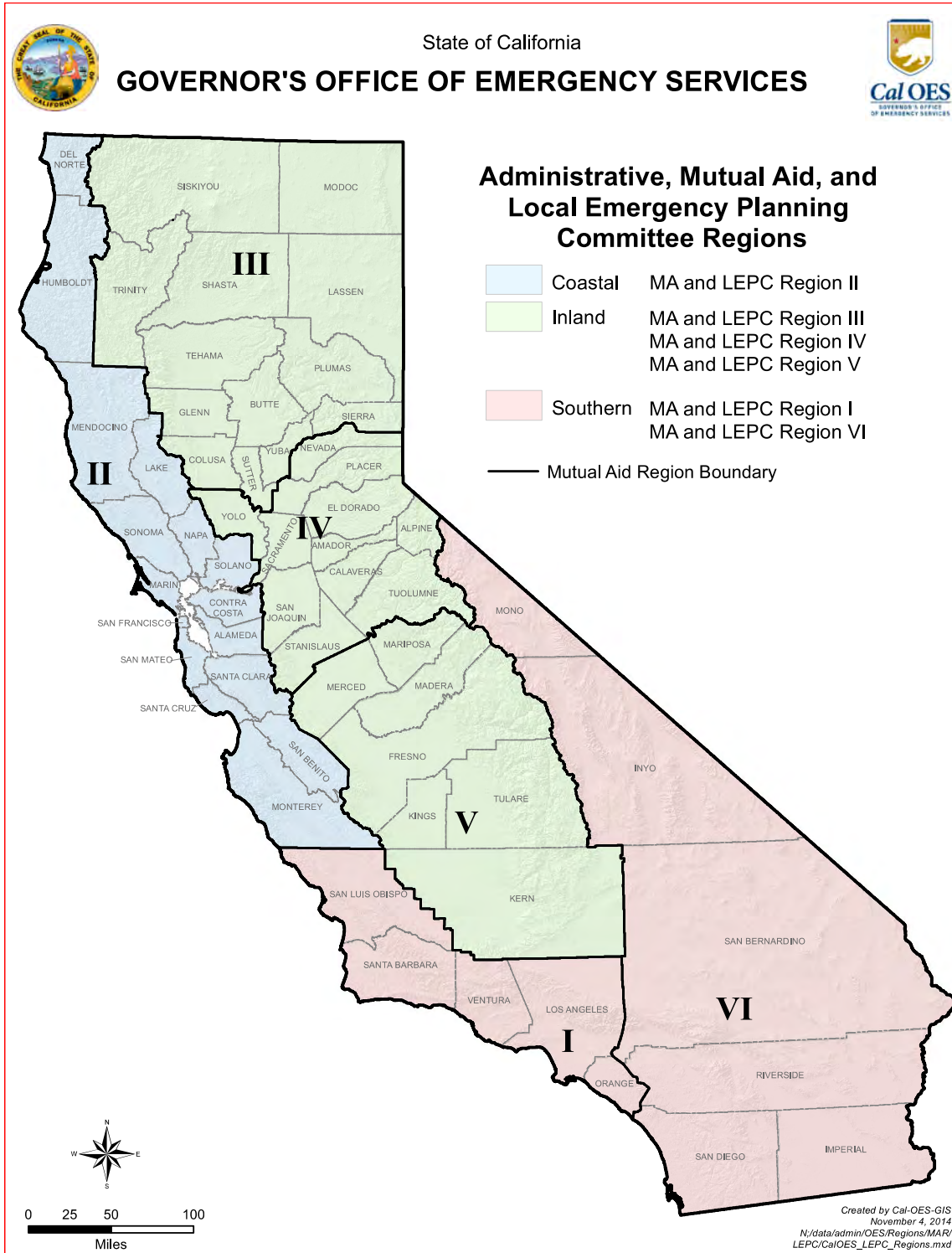
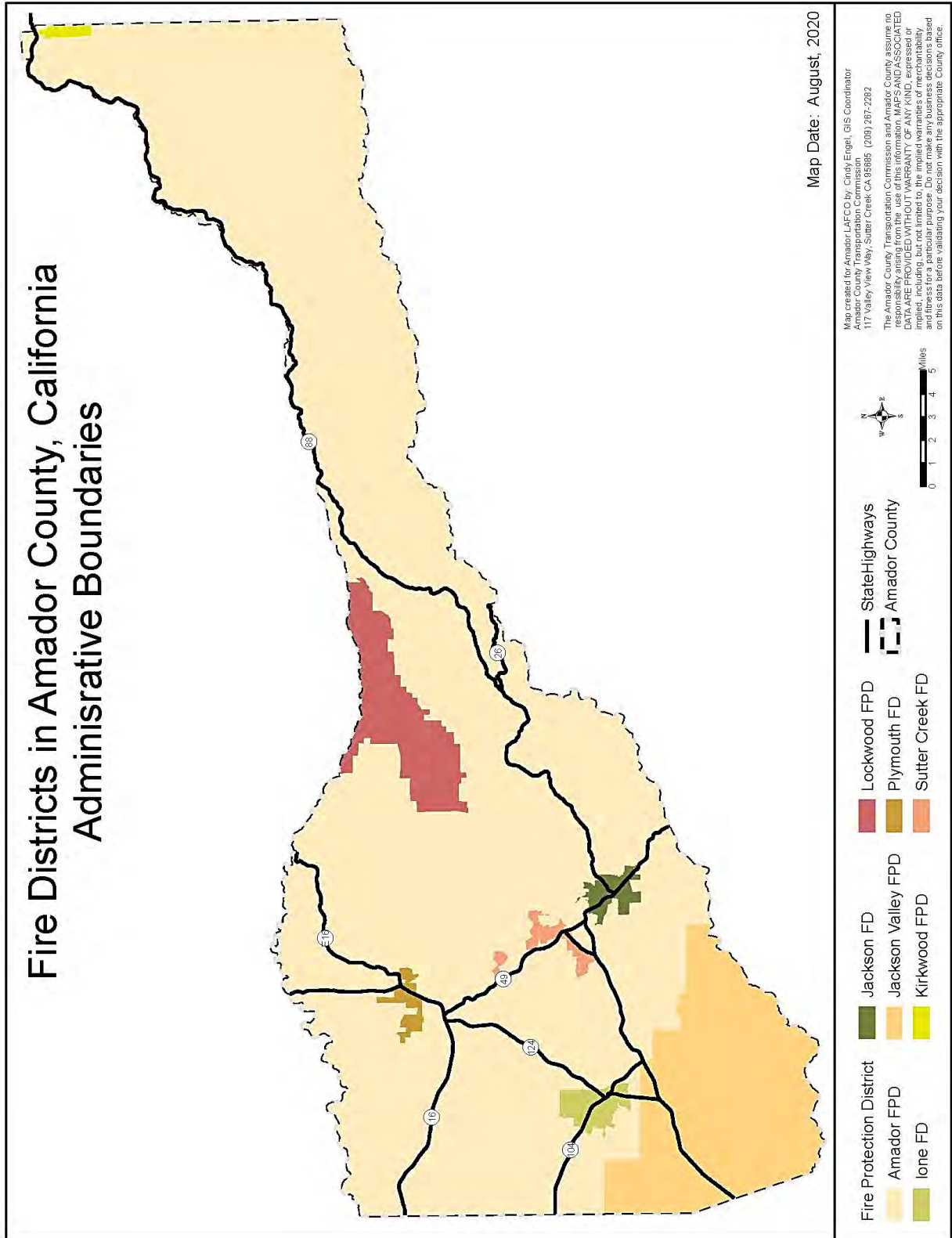




Figure 20: Amador Fire Protection District Map





10.0 DISASTER RECOVERY

The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected communities. The location, type, magnitude and effects of the incident will determine the specific approach to recovery operations following a disaster.

Immediately after the onset of an emergency or disaster, the Advanced Planning Unit within the Planning/Intelligence Section, with the support and coordination of the Finance/Administration Section, will begin the initial recovery planning.

As the incident progresses and begins to shift from the response phase to the actual recovery phase, the Emergency Services Director will determine the appropriateness of establishing a separate section from the EOC to focus on recovery operations. The Emergency Services Director and the Management Section within the EOC will determine which units should be activated for the recovery effort. The following Recovery functions may be established as the need arises and their primary responsibilities include:

- Planning/Intelligence Section
 - Land use and zoning for redevelopment of damaged areas
 - Environmental assessment
 - Housing programs and assistance
- Public Works Branch
 - Building and safety inspections
 - Demolition and debris removal
 - Restoration of utility services
- Finance/Administration Section
 - Accounting and claims processing
 - Contracting for recovery service and supplies
 - Applications for disaster financial assistance
 - Liaison with assistance providers

Staffing for these units will be provided from other Sections within the EOC. In most incidents, pre-existing positions within other Sections, Branches, and Units will simply transition into these positions as the incident progresses from the response phase to the recovery phase.



10.1 RECOVERY COMPONENTS

10.1.1 Transition to Recovery

While the immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and governments in meeting basic needs and returning to self-sufficiency.

10.1.2 Short Term Recovery

Short-term recovery operations begin during or shortly after the response operations. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Rapidly remove debris and cleanup.
- Restore essential services.
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.

10.1.3 Long Term Recovery

Long-term recovery continues the short-term recovery actions but focuses on community restoration. Long-term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities, infrastructure and essential services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes and other land use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through federal grant programs.
- Complete after-action reporting and improvement plan reports.



10.1.4 Individuals and Households

Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for federal assistance and obtaining insurance proceeds.

10.1.5 The Private Sector

The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance and obtaining insurance proceeds. In coordination with Cal OES and local governments, businesses also may play a key role in donating goods and services for community recovery.

10.1.6 Non-Government Organizations

Non-Government Organizations (NGO's) and community-based organizations, such as the American Red Cross and the Salvation Army, will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include churches, neighborhood health clinics and food distribution agencies. NGO and community based organizations may provide a range of services such as donations management, emergency food, clothing and shelter, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state and local efforts.

10.1.7 Local Governments Actions

The county organizes recovery operations according to established priorities and mechanisms for conducting business. The county may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. The county may undertake the following actions to stimulate recovery:

- Conduct damage and safety assessment.
- Assess the housing situation, identify potential solutions and request support.
- Assess damage to public facilities and initiate temporary repairs.
- Assess damage to private property and issue permits for repairs and demolition.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer and transportation.



- Activate Local Assistance Centers to assist individuals and households.
- Coordinate program assistance to individuals, businesses, farmers and ranchers.
- Document disaster-related costs for reimbursement through federal grant programs.
- Work with state and federal officials to assess damage, identify needs and secure financial assistance.
- Resume governmental functions.
- Begin planning for long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.
- Assist with the identification of temporary housing and business space.

10.1.8 State Government Actions

When a State of Emergency is proclaimed in the impacted counties, Cal OES will lead California's recovery operations and coordinate assistance provided by other state agencies and the federal government. When federal assistance is required, Cal OES will work together with the FEMA and other federal agencies to ensure effective delivery of services.

10.1.9 Safety Assessment Program (SAP)

It is necessary to plan for increased assistance to building inspection by local government in order to rapidly assess facility safety following a disaster. Mutual aid and volunteer assistance through the Safety Assessment Program is part of this planning.

Safety assessment is the evaluation of facilities following a disaster to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety.

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:

- Volunteers
- Public Resources
 - Local government employees



- State government employees

All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Amador Operational Area or Inland Region Emergency Operational Center (REOC).

10.1.10 State Coordinating Officer

The Governor appoints a State Coordinating Officer (SCO) to coordinate the state's requests for federal assistance.

10.1.11 Federal Coordinating Officer

In accordance with the Stafford Act, the President appoints a Federal Coordinating Officer (FCO) to manage federal operations and coordinate recovery programs.

10.1.12 State Operations Center (SOC) and Regional Emergency Operations Center (REOC) Operations

Initially, Cal OES coordinates recovery operations through the SOC and its REOC. The recovery organization will include functions added to the existing EOC organization.

10.1.13 Local Assistance Centers (LAC)

Cal OES often encourages local governments to establish Local Assistance Centers (LACs) in which services for disaster survivors can be centralized. LACs are staffed with representatives of local and state agencies and NGOs and provide a convenient "one-stop shop" for disaster survivors who can access recovery assistance and referrals to other programs and assistance that may not be represented. LACs may also host representatives of organizations that provide other services such as the U.S. Postal Service, utilities and property tax officials who can help survivors begin the process of recovery. Federal agencies may also provide representatives who can provide information regarding federal disaster assistance programs.

LACs are managed by the local government and are staffed by Private non-Profit (PNPs), local, state and federal government, as appropriate. In addition to assisting local governments with the establishment of LACs, Cal OES coordinates the participation of state agency personnel. Cal OES publishes "**A Guide for Establishing Local Assistance Centers**", June 2013.

10.1.14 FEMA Disaster Recovery Centers (DRC)

FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs and to



supplement LAC operations. DRC's are managed by FEMA and are staffed by FEMA, Cal OES, Small Business Administration (SBA), and other federal, state and local agencies as appropriate. Cal OES, FEMA and the local jurisdiction(s) coordinate on the locations of LAC and DRC to best meet the needs of the communities affected by the disaster. Establishment of a DRC is recommended for Presidential Declared disasters.

10.1.15 Transition to the Joint Field Office (JFO)

As resources and conditions allow, Cal OES and FEMA establish the JFO to manage and coordinate recovery operations. In general, all Emergency Support Functions (ESFs) that support federal response and recovery efforts operate from the JFO once it is activated. Cal OES and other state agencies deploy staff to the JFO to ensure effective coordination with federal counterparts as part of the joint state/federal operation.

10.1.16 JFO Operations

State and federal officials will coordinate directly with other state agencies, other states and FEMA to provide recovery resources requested by local governments. Under the direction of the SCO, Cal OES will implement Stafford Act assistance programs with FEMA and coordinate the implementation of long-term recovery operations. Cal OES is responsible for:

- Requesting federal assistance.
- Setting priorities for federal assistance in conjunction with local government requirements.
- Ensuring effective implementation of assistance programs.
- Managing grants under the Public Assistance Program, and Coordinating with state agencies that have responsibility for managing grant programs.

10.1.17 Multi-agency Coordination (MAC) Groups

The JFO may establish a Multiagency Coordination (MAC) Group to facilitate coordination among various agencies, technical groups, private sector and NGO. The MAC will develop recommendations on criteria for prioritizing limited resources, the need for technical specialist groups and will provide these recommendations to the SOC and REOC Directors, FCO and SCO as appropriate.

10.1.18 State Agency Assistance

Other state agencies may provide support to local governments under their respective authorities, or under other federal programs. These state agencies coordinate their activities with Cal OES but may direct operations from their respective Department Operations Centers.



10.1.19 Long-Term Recovery Efforts

Cal OES will coordinate long-term recovery efforts within the state. Long-term recovery may include the implementation of Emergency Support Function (ESF) #14, Long-Term Community Recovery whereby federal agencies help affected communities identify recovery needs and potential sources of recovery funding and provide long-term community recovery planning support, as appropriate.

10.2 PUBLIC ASSISTANCE PROGRAMS (PAP)

Public Assistance, oriented to public entities, can fund the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster. Eligible applicants include State governments, local governments and any other political subdivision of the State, Native American tribes and Alaska Native Villages.

Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide “critical services” (power, water--including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA/EPR for a disaster grant. All other PNPs must first apply to the Small Business Administration (SBA) for a disaster loan. If the PNP is declined for a SBA loan or the loan does not cover all eligible damages, the applicant may reapply for FEMA/EPR assistance.

As soon as practicable after the declaration, the State, assisted by FEMA/EPR, conducts the Applicant Briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. A Request for Public Assistance must be filed with the State within 30 days after the area is designated eligible for assistance. Following the Applicant’s Briefing, a Kickoff Meeting is conducted where damages will be discussed, needs assessed, and a plan of action put in place. A combined Federal/State/local team proceeds with Project Formulation, which is the process of documenting the eligible facility, the eligible work, and the eligible cost for fixing the damages to every public or PNP facility identified by State or local representatives. The team prepares a Project Worksheet (PW) for each project.

Projects fall into the following categories:

- Category A: Debris removal
- Category B: Emergency protective measures
- Category C: Road systems and bridges
- Category D: Water control facilities



- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other

For insurable structures within special flood hazard areas (SFHA), primarily buildings, assistance from FEMA/EPR (Emergency Preparedness and Response) is reduced by the amount of insurance settlement that could have been obtained under a standard NFIP policy. For structures located outside of a SFHA, FEMA/EPR will reduce the amount of eligible assistance by any available insurance proceeds.

FEMA/EPR reviews and approves the PWs and obligates the Federal share of the costs (which cannot be less than 75 percent) to the State. The State then disburses funds to local applicants.

Projects falling below a certain threshold are considered 'small.' The threshold is adjusted annually for inflation. For fiscal year 2022, that threshold is \$139,800. For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA/EPR is required. For large projects, payment is made on the basis of actual costs determined after the project is completed; although interim payments may be made as necessary. Once FEMA/EPR obligates funds to the State, further management of the assistance, including disbursement to subgrantees is the responsibility of the State. FEMA/EPR will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance and compliance with the law and regulations.

10.2.1 State Assistance

The California Disaster Assistance Act (CDAA) authorizes the state to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented in circumstances when local resources are exceeded but the President does not declare an emergency or major disaster under the Stafford Act. In general, the state's share of work that is eligible under CDAA is no more than 75 percent of total state eligible costs. However, funding may vary with the type of disaster at the discretion of the Legislature.

There are two levels of CDAA assistance:

- Director's Concurrence: Under CDAA, the Cal OES Director may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Director's Concurrence is limited to eligible permanent repair work. There is generally a 75%-25% cost share between state and local governments.
- Governor's Proclamation of State of Emergency: When the Governor proclaims a State of Emergency, both emergency and permanent work are eligible for assistance. Again there is generally a 75%-25% cost share between state and local governments.



10.2.2 Federal Assistance

Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA).

Major assistance programs available under the Stafford Act are managed by FEMA.

- **FEMA Public Assistance Grant Program:** FEMA provides state agencies, local governments, tribal governments and certain private non-profit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent. The State of California shares the remaining cost with the applicant. Federal share 75%, state share 18.75% and local share 6.25%. Eligible costs must be associated with:
 - Debris removal.
 - Emergency work necessary to save lives, protect public health and safety and protect property.
 - Restoration of damaged facilities, including buildings, equipment and infrastructure and also to pre-disaster design and function.
 - Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities.
- **Assistance to Tribal Governments:** In accordance with the National Response Framework, the state coordinates with impacted tribal governments within the State and initiates requests for a Stafford Act Presidential declaration of an emergency or major disaster on behalf of an impacted tribe when appropriate. Within California, tribal governments may submit Requests for Public Assistance to Cal OES, which reviews the requests and submits them to FEMA. FEMA may then work directly with the tribal governments as grantees.

10.2.3 Non-Stafford Act Programs

The federal government provides recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another state agency besides Cal OES. Examples include:

- **The Fire Management Assistance Grant (FMAG) program** was authorized by the Disaster Mitigation Act of 2000 and provides for the mitigation, management, and control of fires that threaten such destruction as would constitute a major disaster. The purpose of FMAG is to provide supplemental federal assistance to states and local government to fight fires burning on public (non-federal) or privately-owned forest or grassland. A Local or State fire agency must request an FMAG through the Cal OES Fire and Rescue Branch or the California State Warning Center (CSWC) while the fire is



burning uncontrolled. There are four criteria used to evaluate the threat posed by a fire or fire complex:

- Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
- Availability of State and local firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
- Potential major economic impact.

The entire process is accomplished on an expedited basis and a decision is rendered in a matter of hours.

- Federal Highway Administration: Under the Emergency Relief Program, the Federal Highway Administration (FHWA) provides assistance to the Department of Transportation (Caltrans) and local governments for damage to roads, bridges and other facilities on the federal-aid system. Caltrans implements this program on behalf of FHWA.
- Natural Resources Conservation Service: Under the Emergency Watershed Protection Program, the Natural Resources Conservation Service (NRCS) provides assistance to state agencies and local governments for emergency work necessary to protect life, property and public health and safety in watersheds that have been damaged by a disaster, such as a wildfire or flood.
- U.S. Army Corps of Engineers: Under the Rehabilitation and Inspection Program, the United State Army Corps of Engineers (USACE) provides assistance for flood fighting, emergency repair and repairs to damaged facilities. The USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program.
- U.S. Department of Housing and Urban Development: The United States Department of Housing and Urban Development's (HUD) Community Development Block Grants may be requested by state, local and tribal governments for a wide range of recovery purposes.
- Congressional Appropriations: The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs. State coordination of this assistance depends on the nature of the appropriation and the federal agency that is charged with its implementation.

10.3 INDIVIDUAL ASSISTANCE PROGRAM (IAP)

- Non-Governmental Organizations Assistance: Many NGOs, such as the American Red Cross, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may



include assistance for shelter, food, clothing, and housing reconstruction.

- **State Assistance:** The state does not have authority to offer financial assistance to private sector disaster victims under the California Disaster Assistance Act (CDAA). However, Cal OES actively coordinates with federal, state, local and NGOs to provide other types of recovery assistance to individuals, households, businesses and the agricultural community. Under the Welfare and Institutions Code, the California Department of Social Services (CDSS) is authorized to assist those who receive the maximum grant under the Federal Individuals and Households Program (IHP) and still have eligible losses as identified by the FEMA inspector.

The State also has a variety of other programs and services to assist individuals, businesses, and farmers in recovering from a disaster.

- **FEMA Assistance:** Under the Stafford Act, FEMA provides a wide range of programs for individuals and households. This assistance includes:

The Individuals and Households Program (IHP)

The Individuals and Households Program - is a combined FEMA/EPR and State program. The IHP provides financial and direct assistance to eligible homeowners and renters displaced from their pre-disaster primary residence. When a major disaster occurs, this program provides money and services to people in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, the disaster victim must register for assistance and establish eligibility. The toll-free telephone registration number is 1-800-621-FEMA (or TTY 1-800-462-7585 for the hearing or speech impaired). FEMA/EPR (or the providing agency) will verify eligibility and need before assistance is offered.

- **Housing Assistance:**
 - The IHP - Housing Assistance assures that people whose homes are damaged by disaster have a safe place to live. The IHP - Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster-related necessary expenses or serious needs and do not qualify for a low interest loan from Small Business Administration (SBA). These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are United States citizens, non-citizen nationals, or qualified aliens affected by the disaster. The following is a list of the types of assistance available through this program and what each provides.
 - **Temporary Housing** - homeowners and renters receive funds to rent a different place to live or a temporary housing unit when rental properties are not available.



- Repair - homeowners receive grants to repair damage from the disaster that is not covered by insurance. The goal is to make the damaged home safe and sanitary.
- Replacement - under rare conditions, homeowners receive limited funds to replace their disaster damaged home.
- Permanent Housing Construction - homeowners and renters receive direct assistance or a grant for the construction of a new home. This type of assistance occurs only in very unusual situations, in insular areas or remote locations specified by FEMA/EPR where no other type of housing is possible.
- Other Needs Assistance (ONA): The IHP provides financial assistance for uninsured disaster related necessary expenses and serious needs, including personal property, medical, dental, and transportation expenses. Applicants receive grants for necessary and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that FEMA/EPR approves. The homeowner may need to apply for a SBA loan before receiving assistance.

U.S. Small Business Administration (SBA)

Low-Interest Loans: The U.S. Small Business Administration provides low-interest disaster loans to homeowners, renters, businesses and private non-profit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses and other properties, or for economic losses. Following Presidential disaster declarations, SBA implements its program in conjunction with FEMA's IA Stafford Act programs. When a Presidential disaster declaration is not viable or warranted or does not include IA due to the scope of the disaster, it may be appropriate for Cal OES to coordinate requests for SBA assistance, since this can be done independently of a FEMA declaration. In order to pursue SBA assistance, the damage incurred by the community must meet certain minimum thresholds. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property,
- Business physical disaster loans to business owners to repair or replace disaster-damaged property, including inventory, and supplies; and
- Economic injury disaster loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

For many individuals the SBA disaster loan program is the primary form of disaster assistance.



Agricultural Assistance

The U.S. Department of Agriculture (USDA) provides low interest loans to farmers, ranchers, and agriculturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. This designation may also follow a Presidential disaster declaration. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private non-profit organizations of any size.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance program provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential declaration date. These benefits are made available to individuals not covered by other unemployment compensation programs, such as self-employed, farmers, migrant and seasonal workers, and those who have insufficient quarters to qualify for other unemployment compensation.

All unemployed individuals must register with the State's employment services office before they can receive DUA benefits. However, although most States have a provision that an individual must be able and available to accept employment opportunities comparable to the employment the individual held before the disaster, not all States require an individual to search for work.

Disaster Legal Services (DLS)

When the President declares a disaster, FEMA/EPR, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. Legal advice is limited to cases that will not produce a fee (i.e., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service.

The assistance that participating lawyers provide typically includes:

- Assistance with insurance claims (life, medical, property, etc.)
- Counseling on landlord/tenant problems
- Assisting in consumer protection matters, remedies, and procedures
- Replacement of wills and other important legal documents destroyed in a major disaster



Disaster legal services are provided to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their needs as a consequence of a major disaster.

Crisis Counseling Programs (CCP)

The Crisis Counseling Assistance and Training Program (CCP), authorized by §416 of the Stafford Act, is designed to provide supplemental funding to States for short-term crisis counseling services to people affected in Presidentially declared disasters.

There are two separate portions of the CCP that can be funded: immediate services and regular services. A State may request either or both types of funding. The immediate services program is intended to enable the State or local agency to respond to the immediate mental health needs with screening, diagnostic, and counseling techniques, as well as outreach services such as public information and community networking.

The regular services program is designed to provide up to nine months of crisis counseling, community outreach, and consultation and education services to people affected by a Presidentially declared disaster. Funding for this program is separate from the immediate services grant.

To be eligible for crisis counseling services funded by this program, the person must be a resident of the designated area or must have been located in the area at the time the disaster occurred. The person must also have a mental health problem which was caused by or aggravated by the disaster or its aftermath, or he or she must benefit from services provided by the program.

Disaster Supplemental Nutrition Assistance Program (D-SNAP)

Through the Disaster Supplemental Nutrition Assistance Program (D-SNAP), the USDA Food and Nutrition Service (FNS) is able to quickly offer short-term food assistance benefits to families suffering in the wake of a disaster. Eligible households receive one month of benefits, equivalent to the maximum amount of benefits normally issued to a SNAP household of their size. Benefits are issued via an electronic benefits transfer (EBT) card, which can be used to purchase food at most grocery stores.

Through D-SNAP, affected households use a simplified application. D-SNAP benefits are issued to eligible applicants within 72 hours, speeding assistance to disaster victims and reducing the administrative burden on State agencies operating in post-disaster conditions. Households not normally eligible for SNAP may qualify for D-SNAP as a result of their disaster-related expenses, such as loss of income, damage to property, relocation expenses, and, in some cases, loss of food due to power outages. When States operate a D-SNAP, ongoing SNAP clients can also receive disaster food assistance. Households with disaster losses whose SNAP benefits are less than the monthly maximum can request a supplement. The supplement brings their benefits up



to the maximum for the household size. This provides equity between D-SNAP households and SNAP households receiving disaster assistance.

FNS approves D-SNAP operations in an affected area under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act when the area has received a Presidential disaster declaration of Individual Assistance (IA) from the Federal Emergency Management Agency (FEMA). State agencies request FNS approval to operate a D-SNAP within the disaster area. FNS approves program operations for a limited period of time (typically 7 days) during which the State agency may accept D-SNAP applications.

Disaster Case Management (DCM)

Technical assistance for the development of the State DCM Grant Program application may be requested, in writing, to the Individual Assistance Branch Director (IABD) in the JFO. A pre-application of the grant request may be submitted to FEMA within 45 days of the date of declaration for technical review and negotiation. This option will allow the State to avoid potential delays in the grant award process caused by incomplete information, inaccurate budgets or the need to revise the State's DCM plan. The final DCMP grant application must be submitted by the State within 60 days of the Presidential declaration. Pre-application and final applications should be submitted to the IABD in the JFO.

Once the State submits the application, it is forwarded to the FCO for review. The FCO will provide a written recommendation of approval/denial to the FEMA Regional Office for concurrence and then will forward the package to FEMA HQ. FEMA HQ DCM staff will review and approve/disapprove the State's DCMP application. The HQ review will include the programmatic approval/disapproval as well as the grant business review carried out by a Regional Grants representative to ensure compliance with grant administration standard requirements and to ensure the review is documented in the official grant file via the Grant Application Checklist.

If the application is approved, FEMA HQ will notify the Senate Appropriations Committee for the statutorily required notification process for grants over \$1M. Once the notification is complete, the FEMA Regional Office grants staff will complete an award package to include the Notice of Grant Award (NOGA) either via eSystem (e.g. NEMIS) or manually following standard grant administrative practices.

A State DCM Grant Program Application package should include the following:

- Completed application, including budgets
- Standard Form 424, Application for Federal Assistance
- Standard Form 112-0-3, Standard Assurances (Non-construction)
- Standard Form 112-0-8, Budget Information (Non-construction)
- FEMA Form 089-0-9, Budget Detail Worksheet



- State Administrative Plan for Disaster Case Management Services

Special Tax Considerations

Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on the federal income tax return for the year in which the casualty actually occurred, or elect to deduct the loss on the tax return for the preceding tax year. In order to deduct a casualty loss, the amount of the loss must exceed 10 percent of the adjusted gross income for the tax year by at least \$100. If the loss was sustained from a federally declared disaster, the taxpayer may choose which of those two tax years provides the better tax advantage.

The Internal Revenue Service (IRS) can expedite refunds due to taxpayers in a federally declared disaster area. An expedited refund can be a relatively quick source of cash, does not need to be repaid, and does not need an Individual Assistance declaration. It is available to any taxpayer in a federally declared disaster area.

10.4 DEBRIS MANAGEMENT PROGRAMS

Disasters may create significant quantities of debris that must be removed and disposed of to reduce threats to public health and safety and allow for the recovery of the community. Debris management poses challenges for state, local and tribal agencies in terms of available resources for: debris management operations, appropriate Purchasing and management of contractors, reduction of debris volume, disposal and segregation, handling and disposal of household hazardous waste and other hazardous materials. There are also legal requirements to recycle applicable waste streams and specific environmental issues that need to be evaluated for compliance issues.

- Local Responsibility: Debris management operations are the responsibility of the affected jurisdiction; however, at the request of the state, the federal government may provide assistance for debris management following a Presidential declaration of emergency or major disaster.
- State Assistance: Cal OES can provide Debris Management Technical Assistance to local governments in the development of pre-disaster debris management plans. When a disaster occurs, Cal OES coordinates requests for federal assistance with debris removal and provides state agencies and local governments with guidance regarding requirements that must be met to ensure eligibility of debris management activities for funding.
 - Recycling of Debris: To conserve California's landfill capacity and, in keeping with state policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the state's intent that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. The Integrated Waste Management Disaster Plan provides guidance



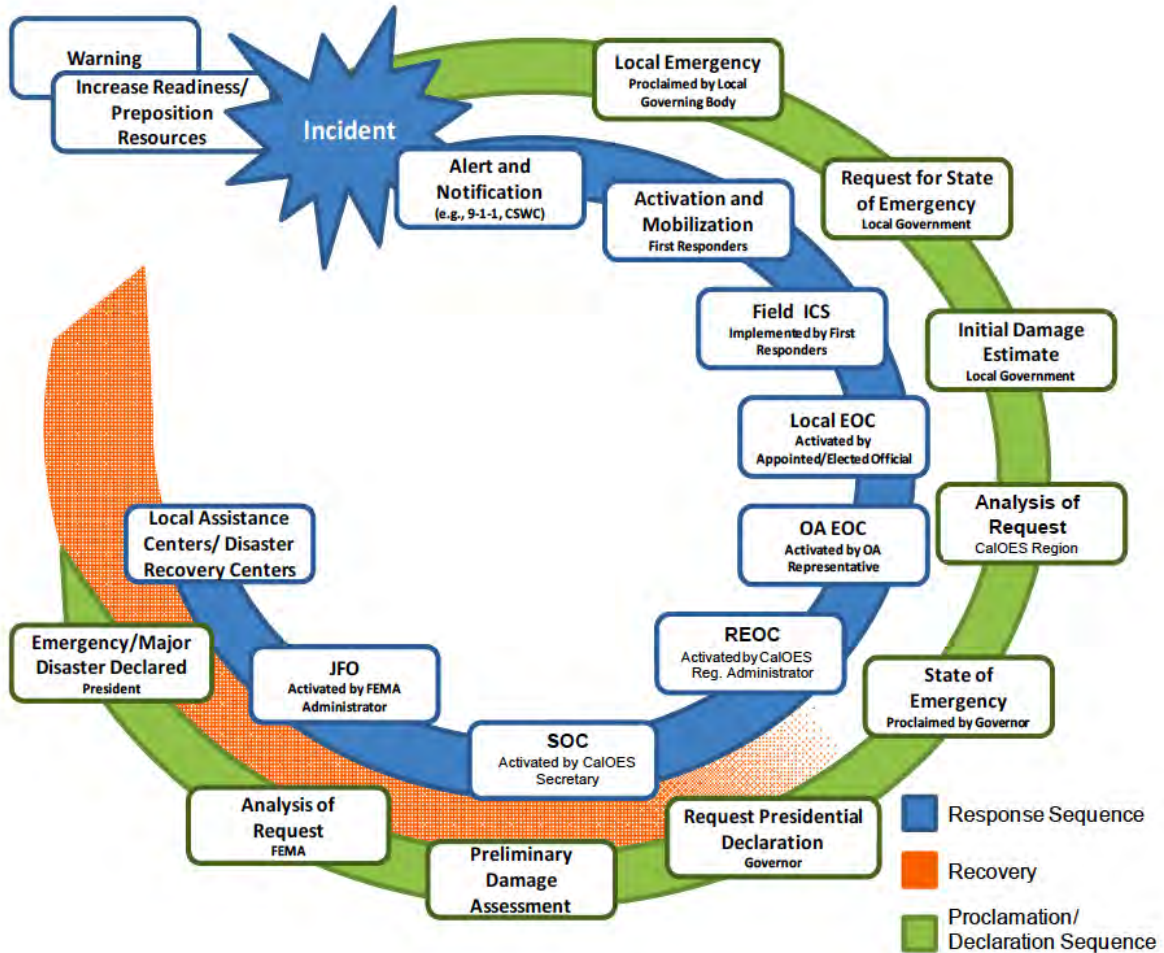
on this topic.

- State Environmental Requirements: FEMA is responsible for ensuring compliance with federal laws, regulations and Executive Orders for Stafford Act programs. At the state level, Cal OES ensures that the state's management of these programs proceeds in accordance with these requirements, as well as with applicable state environmental laws and regulations. Cal OES provides guidance to communities regarding the California Environmental Quality Act (CEQA). Additionally, the Cal OES provides technical assistance to Cal OES Environmental Compliance Program applicants.
- Federal Assistance: The following federal debris management assistance programs are coordinated by FEMA:
 - Technical Assistance: The federal, state, local and tribal governments coordinate as a team to identify, evaluate and provide the most appropriate technical assistance available. FEMA may be requested to task another federal agency to provide specific technical expertise to accomplish debris management tasks.
 - Direct Federal Assistance: FEMA, coordinating directly with the FCO, SCO and the Public Assistance Officer (PAO), may task another federal agency, such as the U.S. Army Corps of Engineers (USACE) to perform debris management activities directly on behalf of the state, local government, or tribe when that entity does not have the resources for the work.
 - Financial Assistance: Under the Public Assistance Program (PA), FEMA provides financial assistance to state, local and tribal governments for eligible debris management activities completed by those entities. Cal OES is responsible for providing the technical program assistance for those entities eligible to apply for reimbursement assistance.
 - Federal Environmental Requirements: FEMA and other federal agencies that provide assistance must ensure that all actions comply with applicable federal environmental laws, regulations and Executive Orders (EO). For Stafford Act assistance programs, FEMA ensures compliance with the following, depending on the type and scope of the project:
 - National Environmental Policy Act (NEPA)
 - National Historic Preservation Act
 - Endangered Species Act
 - Clean Water Act
 - Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands
 - Executive Order 12898, Environmental Justice
 - Exemptions: The Stafford Act and its implementing regulations in 44 Code of



Federal Regulations (CFR) Part 9 provide FEMA with exclusions that exempt certain actions from the NEPA review process, including debris removal, emergency protective measures, repairs of damaged facilities to pre-disaster condition and minor mitigation measures. Although a project may be excluded from NEPA review, compliance with other laws, such as the Endangered Species Act and the National Historic Preservation Act, is still required. Additionally, the project must comply with all applicable state environmental laws and regulations.

Figure 21: Response Phase Sequence of Events





11.0 HAZARD MITIGATION

11.1 OVERVIEW

Hazard Mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters.

Two sections of the Stafford Act, §404 and §406, can provide hazard mitigation funds when a Federal disaster has been declared. In each case, the Federal government can provide up to 75 percent of the cost, with some restrictions.

Through the Hazard Mitigation Grant Program (HMGP), authorized by §404 of the Act, communities can apply for mitigation funds through the State. The State, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The applicant, or subgrantee carries out approved projects. The State or local government must provide a 25 percent match, which can be fashioned from a combination of cash and in-kind sources. Federal funding from other sources cannot be used for the 25 percent non-federal share with one exception. Funding provided to States under the Community Development Block Grant program from the Department of Housing and Urban Development can be used for the non-federal share.

The amount of funding available for the HMGP under a disaster declaration is finite and is limited to 7.5 percent of FEMA/EPR's estimated total disaster costs for all other categories of assistance (less administrative costs). Section 322 of the Disaster Mitigation Act of 2000 emphasizes the importance of planning in reducing disaster losses. States will be required to develop a State Mitigation Plan that provides a summary of the hazards facing them, an assessment of the risks and vulnerabilities to those hazards, and a strategy for reducing those impacts. These plans will be required by November 1, 2004 as a condition of non-emergency assistance under the Stafford Act, and must be reviewed and updated every three years. States may choose to develop an Enhanced State Mitigation Plan in order to receive an increased amount of 20 percent for Hazard Mitigation Grant Program funding. By November 1, 2004, local jurisdictions also must develop mitigation plans in order to be eligible for project grant funding under the Hazard Mitigation Grant Program. In addition, States may use a set-aside of up to five percent of the total HMGP funds available for mitigation measures at their discretion. To be eligible, a set-aside project must be identified in a State's hazard mitigation plan and fulfill the goal of the HMGP, this is, to reduce or prevent future damage to property or prevent loss of life or injury.

Eligible mitigation measures under the HMGP include acquisition or relocation of property located in high hazard areas; elevation of flood prone structures; seismic rehabilitation of existing structures; strengthening of existing structures against wildfire;



dry floodproofing activities that bring a structure into compliance with minimum NFIP requirements and State or local code. Up to seven percent of the HMGP funds may be used to develop State and/or local mitigation plans.

All HMGP projects, including set-aside projects, must comply with the National Environmental Policy Act and all relevant Executive Orders. HMGP grants cannot be given for acquisition, elevation, or construction purposes if the site is located in a designated SFHA and the community is not participating in the NFIP.

FEMA/EPR's primary emphasis for HMGP funds, where appropriate, is the acquisition and demolition, relocation, elevation, or floodproofing of flood damaged or floodprone properties (non-structural measures).

- Acquisition and demolition: Under this approach, the community purchases the flood-damaged property and demolishes the structure. The property owner uses the proceeds of the sale to purchase replacement housing on the open market. The local government assumes title to the acquired property and maintains the land as open space in perpetuity.
- Relocation: In some cases, it may be viable to physically move a structure to a new location. Relocated structures must be placed on a site located outside of the 100-year floodplain, outside of any regulatory erosion zones, and in conformance with any other applicable State or local land use regulations.
- Elevation/Floodproofing: Depending upon the nature of the flood threat, elevating a structure or incorporating other floodproofing techniques to meet NFIP criteria may be the most practical approach to flood damage reduction. Floodproofing techniques may be applied to commercial properties only; residential structures must be elevated. Communities can apply for funding to provide grants to property owners to cover the increased construction costs incurred in elevating or floodproofing the structure.

Funding under §406 that is used for the repair or replacement of damaged public facilities or infrastructure may be used to upgrade the facilities to meet current codes and standards. It is possible for mitigation measures to be eligible for funding under both the HMGP and §406 programs; however, if the proposed measure is funded through §406, the project is not eligible for funds under the HMGP as well.

11.2 AMADOR COUNTY LOCAL HAZARD MITIGATION PLAN

Amador County is required to have a Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan to be eligible for certain disaster assistance and mitigation funding. The Amador County Local Hazard Mitigation Plan document fulfills FEMA requirements and provides direction and guidance on implementing hazard mitigation action items on a hazard-level, probability, and cost-priority basis. The overall goal of the Local Hazard Mitigation Plan is to reduce the potential for damage to critical



assets from natural hazards. In addition, the plan describes past and current hazard mitigation activities and philosophies and outlines future mitigation goals and strategies.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables Amador County to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Local Hazard Mitigation Plan included developing a baseline understanding of the natural hazards, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

The “**Amador County Local Hazard Mitigation Plan**”, **May 2020** is a document maintained as an appendix of this Emergency Operations Plan.

Emergency Operation Plan

Position Specific Checklists



Amador County, California
2024

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POSITION SPECIFIC CHECKLISTS

POLICY GROUP/MAC GROUP

Chair of the Board of Supervisors Position Checklist
Board of Supervisors Member Position Checklist
Legal Advisor Position Checklist

MANAGEMENT SECTION

EOC Director Position Checklist
Public Information Officer Position Checklist
Liaison Officer Position Checklist
Safety Officer Position Checklist
Disabilities and Access and Functional Needs Officer Position Checklist

OPERATIONS SECTION

Law Enforcement Branch Director Position Checklist

Security/Traffic Control Unit Leader Position Checklist
Evacuation Unit Leader Position Checklist
Animal Services Unit Leader Position Checklist

Fire Branch Director Position Checklist

Public Works Branch Director Position Checklist

Utilities Unit Leader Position Checklist
Debris Removal Unit Leader Position Checklist
Safety/Damage Assessment Unit Leader Position Checklist

Medical/Health Branch Director Position Checklist

Emergency Medical Services Unit Leader Position Checklist
Public Health Unit Leader Position Checklist
Behavioral Health Unit Leader Position Checklist
Environmental Health Unit Leader Position Checklist

Care and Shelter Branch Director Position Checklist

PLANNING AND INTELLIGENCE SECTION

Situation Unit Leader Position Checklist
Documentation Unit Leader Position Checklist
Damage Analysis Unit Leader Position Checklist
Technical Specialists/GIS Unit Leader Position Checklist
Demobilization Unit Leader Position Checklist
Advanced Planning Unit Leader Position Checklist



LOGISTICS SECTION

- Supply Unit Leader Position Checklist
- Resources Unit Leader Position Checklist
- Personnel/Volunteer Unit Leader Position Checklist
- Facilities Unit Leader Position Checklist
- Transportation Unit Leader Position Checklist
- Clerical Support Unit Leader Position Checklist
- Communications/Information Systems Unit Leader Position Checklist

FINANCE AND ADMINISTRATION SECTION

- Purchasing Unit Leader Position Checklist
- Time Recording Unit Leader Position Checklist
- Cost Recovery Unit Leader Position Checklist
- Compensation/Claims Unit Leader Position Checklist
- Cost Analysis Unit Leader Position Checklist



POLICY GROUP

PURPOSE

The Policy Group/MAC (Multi-Agency Coordination) Group will play an important role in interpreting County policy and procedures and providing vital political guidance to the EOC Director. Although their role is very important, it is not a formal position within the Incident Command System or Emergency Operations Center structure. The EOC Director does not report to them nor do they report to the EOC Director. Their role is advisory only. For this reason, during a Level 1 or 2 EOC activation, they are located outside the actual Emergency Operations Center but within close proximity. This will allow them to be fully accessible to the EOC Director and make it convenient for the EOC Director to consult and brief them regarding emergency operations.

The Policy Group/MAC Group evaluates the situation and considers:

- Proclamation and/or ratification of a local emergency
- Approval of emergency orders
- High-level policy decisions
- Fiscal authorizations
- Strategic prioritization
- Strategic policy and direction for recovery and resumption of County operations
- Providing legal advice
- Communications with other elected officials and media when appropriate
- Serving as County Official

The Policy Group/MAC Group does not:

- Report to the EOC Director nor does the EOC Director report to the Policy Group/MAC Group
- Direct field or EOC operations
- Make tactical decisions
- Direct emergency response or recovery operations

PRIORITIES

When establishing the Mission, Goal, Objectives and Strategies during emergency response operations, the following priorities are considered.

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Eliminate or mitigate hazards.



- Provide for the rapid resumption of essential human services and support community and economic recovery.
- Provide emergency public information on conditions and suggested personal protective actions.
- Provide accurate documentation and records required for cost recovery efforts.

CONCEPT OF OPERATIONS

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- 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 or contact their supervisor or the Sheriff's Office shift supervisor in accordance with their individual department plan guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.
- Amador County will coordinate response and recovery activities with the Cal OES Inland Region.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.

POLICY GROUP ACTIVATION PROCEDURES

The Director of Emergency Services is authorized to activate the Emergency Operations Plan (EOP) and the Emergency Operations Center (EOC). Upon activation of the EOC and the appointment of the EOC Director, the EOC Director may activate the Policy Group/MAC Group and all necessary Sections or positions within the EOC.

When to Activate

The Policy Group/MAC Group positions may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Upon activation of the EOC and the appointment of the EOC Director, the Policy Group/MAC Group will make themselves available on-call to the Director of Emergency Services and EOC Director for all Level 3 EOC activations. Upon a Level 1 or 2 EOC



activation, the Policy Group/MAC Group may assemble in the Policy Group/MAC Group Conference Room at Amador County Board of Supervisors Chambers, 810 Court Street Jackson, CA 85642

Where to Report

Upon activation of the EOC and the appointment of the EOC Director, the Policy Group/MAC Group will make themselves available on-call to the Director of Emergency Services and EOC Director for all Level 3 EOC activations. Upon a Level 1 or 2 EOC activation, the Policy Group/MAC Group may assemble in the Policy Group/MAC Group Conference Room at Amador County Board of Supervisors Chambers, 810 Court Street Jackson, CA 85642

The Policy Group/MAC Group Conference Room is large enough for the Policy Group/MAC Group to meet and deliberate and provides them with full briefing and teleconferencing/videoconferencing capabilities.

POLICY GROUP STAFF

When staffed, the Policy Group/MAC Group may include each of the following positions.

- Chair of the Board of Supervisors Position Checklist
- Board of Supervisors Position Checklist
- Legal Advisor Position Checklist

The Sheriff shall serve as the Director of Emergency Services for Amador County. The Director of Emergency Services is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental organizations, and private organizations. The Director of Emergency Services (Sheriff) works closely with the Board of Supervisors and Department Heads. The Board of Supervisors, County Counsel or any Department Heads not assigned to an EOC Position will make up the Policy Group/MAC Group. The Legal Advisor is the County Counsel who provides legal advice to the other members of the Policy Group/MAC Group, Director of Emergency Services and the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency. The Undersheriff shall serve as first alternate, and the Office of Emergency Services Coordinator shall serve as second alternate to the Director of Emergency Services. The Director of Emergency Services will direct the activation of the Emergency Operations Plan and Emergency Operations Center. Operating outside the EOC, the Director of Emergency Services will keep the Policy Group/MAC Group apprised of situation status, request a proclamation and/or ratify a local emergency, approve emergency orders and serve as a County Official.



Chair of the Board of Supervisors

Proclaim and/or ratify a local emergency, approve emergency orders, provide high-level policy decisions, and serve as a County Official.

Board of Supervisors Member

Proclaim and/or ratify a local emergency, approve emergency orders, provide high-level policy decisions, and serve as a County Official.

Legal Advisor

Act as the County Counsel; provide legal advice to the other members of the Policy Group/MAC Group, Director of Emergency Services and EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.

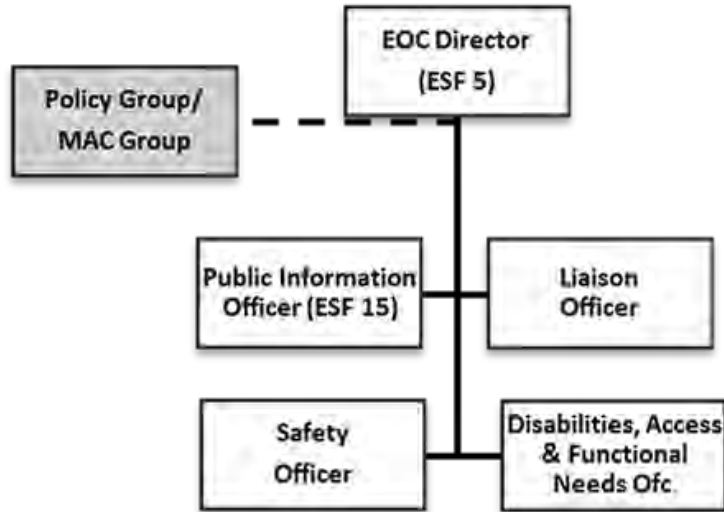


Attachments:

- Figure 22: Policy Group/MAC Group and Management Section Organization Chart
- Policy Group/MAC Group Position Checklists
 - Chair of the Board of Supervisors Position Checklist
 - Board of Supervisors Position Checklist
 - Legal Advisor Position Checklist



Figure 22: Policy Group/MAC Group and Management Section Organization Chart





CHAIR OF THE BOARD OF SUPERVISORS POSITION CHECKLIST

PRIMARY: Chair of the Board of Supervisors

ALTERNATE: Chair of the Board of Supervisors Pro Tem

SUPERVISOR: Electorate

LOCATION: Board of Supervisors Chambers

- GENERAL DUTIES:**
- Ratify a local emergency when appropriate.
 - Within the Policy Group/MAC Group, establish executive level policies for management of emergency.
 - Ensure that the EOC Director has clear policy direction.
 - Obtain briefings from EOC Director.
 - Serve as the official spokesperson for the County when appropriate.
 - In conjunction with the PIO, interact with the news media.
 - Within the Policy Group/MAC Group, establish support roles and assignments necessary to assist the County emergency management organization as requested by the EOC Director.
 - Review status of existing emergency ordinances and determine if any additional policy development is needed.
 - Support a multi-agency disaster response.
 - Coordinate with the EOC Director and PIO to host and accompany VIPs and government officials on tours of the emergency/disaster.

RESPONSIBILITIES: Ratify a local emergency, approve emergency orders, provide high-level policy decisions, and serve as a County Official.



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Evaluate level of emergency:
 - Level 3 - Remain on call. The Director of Emergency Services or the EOC Director will provide periodic situation reports.
 - Levels 1 or 2 – Report to Policy Group/MAC Group conference room at the EOC.
- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the Policy/MAC Group. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this annex, checklist, department operations plans, guidelines, and checklists, and mutual aid agreements.

STARTUP ACTIONS

- Check-in at the Policy Group/MAC Group conference room.
- Receive incident briefing from the Director of Emergency Services or EOC Director.
- Call emergency meetings of the Board of Supervisors to proclaim and/or ratify a local emergency and approve emergency orders as needed.
 - 3 members of the Board of Supervisors are needed for an official quorum.
 - Emergency proclamations must be ratified within seven (7) days.
 - Approve extraordinary expenditure requirements as necessary.
- Review, at least once every 30 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.



- In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.
- Assist in the release of official County statements.
- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and Director of Emergency Services/EOC Director.
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or Public Information Officer.
- Serve on and coordinate activities of the Disaster Council.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in and check-out times.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
-
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible



reimbursement by Cal OES and FEMA.

GENERAL OPERATIONAL DUTIES

- Consider working with the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider assisting with the development of a plan to provide a “Local Assistance Center” location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- Encourage post-event discussions in the community to identify perceived areas of improvements.

NOTE: The role of the Policy Group/MAC Group is advisory to the Director of Emergency Services and EOC Director. The Policy Group/MAC Group should refrain from direct involvement with County Emergency Operations Center activities. Board of Supervisors members will be provided information updates through the Director of Emergency Services/EOC Director.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

DEACTIVATION DUTIES

- Ensure that any open actions are handled by other members of the Policy Group/MAC Group or transferred to other EOC elements as appropriate.
- Ensure that any required forms, logs, or reports are completed prior to release and departure.
- Be prepared to provide input to the After-Action/Improvement Plan Report.
- Account for all equipment, personnel, and supplies.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.



- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where staff can be reached.
- Sign out on the sign-in sheet maintained by Time Recording Unit of the Finance/Administration Section.
- Participate in post-emergency debriefing and critique sessions.



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BOARD OF SUPERVISORS MEMBER POSITION CHECKLIST

PRIMARY: Board of Supervisors Member

ALTERNATE: Appointed

SUPERVISOR: Electorate

LOCATION: Alternate EOC Policy Group/MAC Group Room

GENERAL DUTIES:

- Ratify a local emergency when appropriate.
- Within the Policy Group/MAC Group, establish executive level policies for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from Director of Emergency Services and/or EOC Director.
- Review status of existing emergency ordinances and determine if any additional policy development is needed.
- Support a multi-agency disaster response.
- Coordinate with the EOC Director and PIO to host and accompany VIPs and government officials on tours of the emergency/disaster.

RESPONSIBILITIES:

- Proclaim and/or ratify a local emergency, approve emergency orders, provide high-level policy decisions, and serve as a County Official.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Evaluate level of emergency:
 - Level 3 - Remain on call. The County Administrative Officer will provide periodic situation reports.
 - Levels 1 or 2 – Report to Policy Group/MAC Group meeting room at the Alternate EOC.
- Review this annex, checklist, department operations plan, guidelines, and checklists, and mutual aid agreements.

STARTUP ACTIONS

- Check-in at the Policy Group/MAC Group meeting room.
- Receive incident briefing from the EOC Director.
- Call emergency meetings of the Board of Supervisors to proclaim and/or ratify a local emergency and approve emergency orders as needed.
 - 3 members of the Board of Supervisors are needed for an official quorum.
 - Emergency proclamations must be ratified within seven (7) days.
 - Approve extraordinary expenditure requirements as necessary.
- Review, at least once every 30 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.



- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO).
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or Public Information Officer.
- Serve on and coordinate activities of the Disaster Council.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Identify available internal and external communications capabilities.
 - Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.
 - Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

GENERAL OPERATIONAL DUTIES

- Develop or utilize existing citizen's advisory group to address concerns.



- Consider working with the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider developing a plan to provide a “Local Assistance Center” location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- Encourage post-event discussions in the community to identify perceived areas of improvements.

NOTE: The role of the Policy Group/MAC Group is advisory to the Director of Emergency Services/EOC Director. The Policy Group/MAC Group should refrain from direct involvement with County Emergency Operations Center activities. Council members will be provided information updates through the Director of Emergency Services/EOC Director.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements when they are no longer required.
- Ensure that any open actions are handled by other members of the Policy Group/MAC Group or transferred to other EOC elements as appropriate.
- Ensure that any required forms, logs, or reports are completed prior to release and departure.
- Be prepared to provide input to the After-Action/Improvement Plan Report.
- Account for all equipment, personnel, and supplies.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where staff can be reached.



- Sign out on the sign-in sheet maintained by Time Recording Unit of the Finance/Administration Section.

- Participate in post-emergency debriefing and critique sessions.



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LEGAL ADVISOR POSITION CHECKLIST

PRIMARY: County Counsel

ALTERNATE: Assistant County Counsel

SUPERVISOR: Emergency Operations Center Director

LOCATION: Alternate EOC Policy Group/MAC Group Room

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances, and other legal documents and provide legal services as required.
- Maintain legal information, records, and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC Management Team when requested by EOC Director.

RESPONSIBILITIES:

- Act as the County Counsel; provide legal advice to the other members of the Policy Group/MAC Group, Director of Emergency Services and EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in at the Policy Group/MAC Group meeting room.
- Report to and receive incident briefing from the Director of Emergency Services and/or EOC Director.
- Determine personal operating location and set up as necessary.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.



- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- Based on the situation as known or forecasted determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.

GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the Director of Emergency Services advised of your status and activity and on any problem areas that now need or will require solutions.
- Review situation reports as they are received. Verify information where questions exist.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Planning/Intelligence Section Coordinator and the Public Information Officer (PIO).
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Finance Section Coordinator at the end of each operational period.



- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

UNIT OPERATIONAL DUTIES

- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the Director of Emergency Services.
- Develop rules, regulations, and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the Director of Emergency Services/EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the Board of Supervisors, Director of Emergency Services/EOC Director, and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Prepare documents relative to the demolition of hazardous structures or conditions.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements when they are no longer required.
- Ensure that any open actions are handled by other members of the Policy Group/MAC Group or transferred to other EOC elements as appropriate.
- Ensure that any required forms, logs, or reports are completed prior to release and departure.
 - Be prepared to provide input to the After-Action/Improvement Plan Report.
- Account for all equipment, personnel, and supplies.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.



- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where staff can be reached.
- Sign out on the sign-in sheet maintained by Time Recording Unit of the Finance/Administration Section.
- Participate in post-emergency debriefing and critique sessions.



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MANAGEMENT SECTION

PURPOSE

The Management Section directs Amador County Emergency Services, coordinates the actions of the EOC staff, establishes operational priorities, ensures development and implementation of strategies to meet the needs of the emergency, works with local elected officials on issues related to emergency response and recovery, communicates with the media, coordinates response with outside agencies, and ensures the safety of the responders. The Management Section staff must evaluate the potential economic, social and environmental impacts of the emergency or disaster on its citizens, while managing response to the conditions within the County. Additionally, the Management Section must consider whether an emergency in a neighboring jurisdiction could impact Amador County or draw upon resources normally available to the County.

PRIORITIES

When establishing the Mission, Goal, Objectives and Strategies during emergency response operations, the following priorities are considered.

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Eliminate or mitigate hazards.
- Provide for the rapid resumption of essential human services and support community and economic recovery.
- Provide emergency public information on conditions and suggested personal protective actions.
- Provide accurate documentation and records required for cost recovery efforts.

CONCEPT OF OPERATIONS

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- 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 or contact their supervisor or the Sheriff's Office shift supervisor in accordance with their individual department plan guidelines.



- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.
- Amador County will coordinate response and recovery activities with the Cal OES Inland Region.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate all necessary Sections or positions within the EOC.

When to Activate

The Management Section positions may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC Director will instruct activated EOC staff to respond to either the Primary EOC or Alternate EOC based on the EOC activation level. The Primary EOC is located within the Amador County General Services Administration, 12200-B Airport Road, Jackson, CA 95642. The Alternate EOC is located in the West Island Room of the Amador Administrative Building Conference Room C, 810 Court Street, Jackson, CA 95642.

MANAGEMENT SECTION STAFF

When fully staffed, the Management Section may include each of the following positions. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Emergency Operations Center (EOC) Director.

- Emergency Operations Center Director
- Public Information Officer
- Liaison Officer
- Safety Officer
- Disabilities and Access and Functional Needs Officer

The Sheriff shall serve as the Director of Emergency Services for Amador County. The Director of Emergency Services is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental organizations, and private organizations. The Director of Emergency



Services (Sheriff) works closely with the Board of Supervisors and Department Heads. The Board of Supervisors, and County Counsel or any Department Heads not assigned to an EOC Position will make up the Policy Group/MAC Group. The Legal Advisor is the County Counsel who provides legal advice to the other members of the Policy Group/MAC Group, Director of Emergency Services and the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency. The Undersheriff shall serve as first alternate and the Office of Emergency Services Coordinator shall serve as second alternate to the Director of Emergency Services. The Director of Emergency Services will direct the activation of the Emergency Operations Plan and Emergency Operations Center. Operating outside the EOC, the Director of Emergency Services will keep the Policy Group/MAC Group apprised of situation status, request a proclamation and/or ratify a local emergency, approve emergency orders and serve as a County Official.

EOC Director

The EOC Director facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS/NIMS levels. The Director of Emergency Services shall appoint the EOC Director. Generally, the County's Office of Emergency Services Coordinator serves as the EOC Director and is assisted by EOC Management and General Staff.

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate, and timely, and appropriate information is provided to all required agencies and the media. Representatives from departments involved in the response/recovery will serve in supportive roles to the lead PIO.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Incident Command Post. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director. When federal agencies are involved and a Joint Information Center (JIC) is 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 federal agencies.

Liaison Officer

The Liaison Officer serves as the point of contact for Outside Agency Representatives from assisting organizations and agencies outside our County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce



the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The Liaison Officer may also serve as the multi-agency or inter-agency representative for Amador County to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS/NIMS 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.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential County liability during EOC operations and ensuring a safe working environment in the EOC. This position will be needed mostly at the beginning of activating the EOC. Once the safety of the EOC has been assessed, this position may be filled as needed.

Disability and Access and Functional Needs Officer

The Access and Functional Needs Officer is responsible for making recommendations to EOC personnel on issues related to persons with Disabilities and others with Access and Functional Needs (DAFN). Work with EOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to and affect people with disabilities and others with access and functional needs in accordance with the Americans with Disability Act (ADA), the California State Emergency Plan as well as Amador County's Emergency Operations Plan.



Attachments:

- Figure 23 - Management Section Organization Chart
- Management Section Position Checklists
 - EOC Director Position Checklist
 - Public Information Officer Position Checklist
 - Liaison Officer Position Checklist
 - Safety Officer Position Checklist
 - Disabilities and Access and Functional Needs Officer Position Checklists



Figure 23: Management Section Organization Chart





EOC DIRECTOR POSITION CHECKLIST

PRIMARY: Emergency Services Coordinator

ALTERNATE: Sheriff's Office Department Command Staff

SUPERVISOR: Director of Emergency Services

LOCATION: Emergency Operations Center

- GENERAL DUTIES:**
- Act as Director of Emergency Services for the Emergency Operations Center and the disaster response operations for Amador County.
 - Makes executive decisions based on policies of the Board of Supervisors.
 - Assess need for Council involvement.
 - Recommend rules, regulations, proclamations and orders for Council action or, when required, for immediate action subject to Council confirmation.
 - Assess information related to an event, determines levels of service demands; decides on activation of EOC and determines who should be called to the EOC. Notifies all departments and the Board of Supervisors of activation.
 - Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established and documented in an Action Plan.
 - Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
 - Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

RESPONSIBILITIES: Overall management of Amador County's emergency response and recovery effort. To include:

- Organizing, staffing, and operating the Emergency Operations Center (EOC).
- Coordinating communications and warning systems.
- Providing information and guidance to the public.



- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for Amador County and providing support to other jurisdictions as required.
- 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 Cal OES Inland Region or State Operating Center.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Select Section Coordinators and determine the availability to deploy to the EOC.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development of a potential Incident Action Plan based on the impending emergency.
 - Develop a potential EOC Action Plan and/or Situation Report based on the impending emergency.
- Review this checklist, Emergency Operations Plan, agency guidelines, applicable department plans, standard operating procedures, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Request Department Directors review department emergency plans and standard operating procedures and submit changes.
- Review the Emergency Organization and Functions Chapter of the Amador County Ordinance to identify any revisions needed.
- Ensure lines of succession for the Board of Supervisors and County Department



heads are current.

- Consider alerting/recalling off-duty personnel and specialized teams.
- Establish an emergency work schedule.
- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable or the size, scope, or scale of the incident, disaster or emergency require the activation of the alternate EOC, report to the alternate EOC.
 - Check-in upon arrival at the Emergency Operations Center (EOC).
 - Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Assign staff to initiate EOC personnel check-in procedures.
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- Direct the implementation of the County's Emergency Operations Plan.
- Confirm level of EOC activation and ensure that EOC positions are filled as needed.
- Notify the Cal OES Inland Region Emergency Operations Center that the County EOC is activated.
- Ensure the EOC is properly set up and ready for operations.
 - Obtain a briefing in accordance with the EOC Action Plan.



- Receive a copy of the field Incident Action Plan and written EOC Action Plan.
- Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
 - Past actions, present and forecasted activity.
 - Current and anticipated staffing expectations, limitations and demobilization procedures.
 - Organization within the EOC.
 - Location of work area.
 - Expectations of the Position.
 - Identification of specific job responsibilities.
 - Identification of Position co-workers and work areas.
 - Availability of communications and identified paths of communication within the EOC.
 - Fiscal expectations and limitations.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
 - EOC emergency or evacuation procedures and rally points.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Identify operational period work shifts and communicate that to Section Coordinators.

 - Determine your personal work area.

 - Review responsibilities of your Position. Develop plan for carrying out all responsibilities.

 - Set up your Position workstation, including maps and status boards. Use your EOC Position materials, guidance documents, job aides, and on-site supplies.

 - Develop, document, and implement accountability, safety, and security measures for EOC staff and resources.

 - Clarify any issues you may have regarding authority and assignment and what others in the organization do.



- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that all your Section logs, documents, and files are maintained. This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Authorize activation of Disaster Service Workers and Disaster Service Worker Volunteers (DSWVs).
- Appoint and ensure that EOC Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
 - Operations Section Coordinator
 - Planning/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
 - Disabilities and Access and Functional Needs Officer
- Review organization in place at the EOC.



- Confirm that all key personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Determine the extent to which functions should be activated and request additional staffing or resources if needed.

If additional Position staffing is needed:

- Request additional personnel to maintain a 24-hour operation as required.
 - Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
 - Determine estimated times of arrival of staff.
 - Activate elements of your Management Staff, establish work area, assign duties and ensure Position log is opened.
 - Ensure that all Management Staff have completed status check on equipment, facilities, and operational capabilities.
 - Assign and ensure that all your incoming Management Staff are fully briefed in accordance with the EOC Action Plan.
-
- Brief the Director of Emergency Services and if requested, Elected Officials, on the situation.
 - Determine if a Local Emergency should be declared.
 - Confirm the delegation of authority. Obtain any guidance as necessary.
 - Instruct the Public Information Officer (PIO) to prepare public notifications and emergency instructions, if necessary.
 - Prepare work objectives for Section staff, brief staff and make staff assignments.
 - Establish the frequency of briefing sessions.
 - Schedule the first Operational Period planning meeting.
 - Ensure a scribe documents all EOC Management Team meetings, General Staff meetings and policy decisions.



- Determine appropriate delegation of purchasing authority.
- Based on the situation as known or forecasted determine likely future EOC needs.
- Think ahead and anticipate situations and problems before they occur.
- Ensure all incoming staff are assigned, provided a copy of the EOC Action Plan, and briefed in accordance with the EOC Action Plan.
- Establish reporting requirements concerning execution of the Action Plan.
- Review major incident reports and additional field operational information that may pertain to or affect EOC operations.
 - Based on the situation as known or forecast, determine likely future operational needs.

GENERAL OPERATIONAL DUTIES

- Carry out the responsibilities of Management and General Staff positions not currently assigned or staffed and adjust Section organization as appropriate.
- Evaluate the need for or arrange for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Obtain a current communications status briefing from the Communication/Information Systems Unit Leader in Logistics. Ensure that there is adequate equipment, phone, and radio frequencies available as necessary for the section.
- Ensure current status and displays are maintained at all times.



- Brief the Director of Emergency Services and the Policy Group/MAC Group on major problem areas that need or will require their input for solutions.
- Ensure Command and General Staff keep you advised of the status and activity on any problem areas that now need or will require solutions.
- Ensure the establishment of radio, phone, videoconferencing, and data communications with the Operational Area Emergency Operations Center (EOC), local government Emergency Operations Centers, and/or with Incident Commander(s) as directed and coordinate accordingly.
- Ensure internal coordination between sections/branch/unit leaders.
- Coordinate with the Planning Section Coordinator to determine the need for any Technical Specialists.
- Review situation reports as they are received. Ensure information is accurate and confirm where questions exist.
- Ensure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

OPERATIONAL DUTIES

- Ensure that the field agency representatives have been assigned to appropriate Sections or facilities as necessary.
- Determine if support is required from other jurisdictions; request mutual aid from the Operational Area EOC. Logistics Section will implement all Mutual Aid requests, except for Law or Fire Mutual Aid requests, which will be made through the Master Mutual Aid coordinators in Operations Section.
- Determine need and establish, if necessary, a Deputy EOC Director position.
- Develop overall strategy with the Section Coordinators.
- Ensure that Sections are carrying out their principal duties:
- Implementing operational objectives per the EOC Action Plan.



- Preparing action plans and status reports.
- Providing adequate facility and operational support.
- Providing administrative and fiscal record-keeping and support.
- Schedule and hold action-planning meetings of section coordinators and branch directors, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major incidents.
 - Obtain any additional information from other sources on the current situation assessment.
 - Review availability and status of ordered, enroute or staged resources.
 - Establish with staff the next Operational Period for which the EOC Action Plan should be developed.
 - Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
 - Determine need for additional resources. Establish specific responsibilities for ordering.
 - Discuss and resolve any internal coordination issues.
- Assess the impact of the emergency/disaster on the County, including the initial safety/damage assessment by field units.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.
- In conjunction with the Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. Authorize PIO to release information to the media, social media or the Integrated Public Alert and Warning System (IPAWS) if necessary.
- Ensure that the EOC Liaison Officer is providing for and maintaining positive and effective inter-agency coordination and communication.
- Identify the need for use of special resources.
- Release mutual aid resources as need diminishes.
- Begin planning for recovery.



DEACTIVATION DUTIES

- Authorize deactivation of sections, branches, or units when they are no longer required.
- Notify the Operational Area EOC and other area EOCs as necessary of planned time for deactivation.
- Notify the Director of Emergency Services and Policy Group/MAC Group that the EOC is de-activated.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Conclude responses to media and public inquiries.
- Provide wrap-up news releases.
- Identify the location of the Local Assistance Center (LAC) and request the Public Information Officer (PIO) to broadcast the information.
- Identify the resources required by the Local Assistance Center (LAC). Assign staff to support the LAC.
 - Ensure that all personnel, supplies, and equipment time records and a record of expendable materials used are provided to the Time Recording Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Ensure that all required forms or reports are completed prior to deactivation.
 - Brief relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Deactivate the EOC, close out logs, and ensure staff sign-out when emergency situation no longer requires activation.
- In conjunction with the Legal Advisor, advise the Board of Supervisors when the Local Emergency proclamation can be terminated.
- Be prepared to provide input to the After-Action Report.
 - Participate in post-emergency debriefing and critique sessions.



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PUBLIC INFORMATION OFFICER POSITION CHECKLIST

PRIMARY: Sheriff's Office Public Information Officer

ALTERNATE: County Public Information Officer

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Serve as the dissemination point for all public and media releases associated with the incident, emergency, or disaster. Coordinate through the Joint Information System (JIS) the release of information and messaging by other involved agencies.
 - Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information and direction about lifesaving and health preservation procedures, emergency response/recovery status, direction for personal protective actions, and other information regarding relief programs and services. Information released should be posted in the EOC.
 - Establish a Public Information component of the EOC or a Joint Information Center (JIC) as directed by the EOC Director.
 - Review and coordinate all related information releases, including dissemination of emergency information to the public, media, and County departments to keep employees apprised of the situation.
 - Maintain a relationship with the media representatives, respond to media inquiries and calls from the public, hold periodic press conferences as required, and arrange for tours or photo opportunities of the incident.
 - Disseminate emergency public information, direction, and news releases using print, radio, television, and social media.
 - Coordinate and address incident Rumor Control to ensure that the public receives complete, accurate, timely, and consistent information and direction.

RESPONSIBILITIES: A vital responsibility of Amador County Operational Area during an emergency or disaster is to provide the public with accurate information and instructions. Amador County Sheriff's Office of Emergency Services (OES) and Amador County Public Information Officer (PIO)/Joint Information Center (JIC) will use the best available systems and work closely with the news media to accomplish this task.



County disaster-related information is collected, evaluated and disseminated through the County Emergency Operations Center (EOC). Amador County PIO/JIC is tasked with providing or coordinating alert, warning and emergency public information and instructions with the Operational Area EOC and/or JIC.

The PIO/JIC will ensure that information support is provided on request; that complete, accurate, timely, consistent, and appropriate information is provided to all required agencies, the public, and the media. Representatives from departments involved in the response/recovery (Sheriff's Office, Public Works, Recreation, Finance, Economic Development, Community Development, and Transportation, etc.) will serve in supportive roles to the lead PIO.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The PIO will provide news releases; answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director. When other jurisdictions or agencies are involved and a Joint Information Center (JIC) is 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 those jurisdictions or agencies.

- Amador County PIO/JIC will process emergency information and confirm with the County EOC Director as to what should be published in emergency updates and/or videos distributed via Amador County Sheriff's Office Emergency Homepage website, social media sites, and via speaking points at news conferences. Spokespeople for each outside agency should speak within that agency's jurisdiction to avoid giving conflicting information to the public. All County departments will speak in a coordinated fashion within the County EOC and field Joint Information Centers (JICs) and will collaborate with outside agencies.
- Amador County PIO/JIC generally disseminates information about areas within the County's jurisdiction only, but makes referrals to, and coordinates with, other jurisdictions. This communication will be coordinated through the responding jurisdiction's PIO or a representative present at the jurisdictional EOC. In addition, other agency's websites can



be linked to Amador County Sheriff's Office Emergency website.

- Amador County PIO/JIC initiates and responds to local and national news media, providing information at regular and frequent press briefings as information becomes available. Questions from news media representatives are answered completely and truthfully to the extent possible from information available.
- Only information verified/approved by the Incident Commander and the
- EOC Director can be disseminated by the EOC Amador County PIO/JIC or agency personnel.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

POSITION OPERATIONAL DUTIES

- Obtain guidance from the EOC Director regarding the release of available information.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events and press conferences with the EOC Director.
- Identify public information priorities, particularly those that involve saving lives, reducing injuries, and protecting property.
- Ensure that all Command and General Staff, County departments, other agencies and response organizations are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- When appropriate, establish a Media Information Center at a site away from the EOC, Command Post, and incident for media use and dissemination of information. Provide necessary workspace, materials, telephones, and staffing.
- Schedule and post times and locations of news briefings and Press Conferences in the EOC, Media Information Center, and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center, Joint Information Center (JIC), and other appropriate areas.
- Maintain up-to-date status boards and other references in the Media Information Center to present a clear picture of the situation for presentation to media.
- Develop an information release program and schedule.
- Prepare media briefing packet that includes the following information.
 - Nature and scope of Incident



- Time of occurrence
- How and/or why event occurred
- Response agencies
- Situation summary
- Confirmed and approved statistics:
 - Casualties
 - Damage estimates
 - Number of homeless
 - Number of shelters and locations
 - Locations of other types of services (feeding centers, etc.)
 - Cost estimates
 - Listing of all agencies involved and their responsibilities or current assignments and actions;
 - Number of people committed to event
 - Key areas of concern (current incident objectives)
 - Actions underway
 - Location of Local Assistance Centers (LACs) or Disaster Recovery Centers (DRCs)
 - Major problems associated with:
 - Response:
 - Access
 - Water pressure
 - Search and rescue
 - Severe weather
 - Available resources
 - Public Health:
 - Animal Services issues
 - Coroner operations
 - Hazardous materials
 - Sanitation
 - Transportation difficulties or disruptions:
 - Cause and nature of disruption
 - Roads closed
 - Detour routes
 - Impacts to mass transit
 - Repairs required
 - Estimated time for repairs
 - Long-term outlook

- Interact with other branches/units to provide and obtain information relative to public information operations and releases.



- Coordinate with the Situation Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing and relaying the information as it is developed.
- Obtain, process, and summarize information in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- As required, periodically prepare briefings for the jurisdiction executives or policy group.
- Respond to information requests from the EOC Director and EOC Command and General Staff.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to address such information. Ensure that the public receives complete, accurate, timely, and consistent information and direction.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- Consider establishing a staffing a Disaster Information Page on the County Website to direct the public to for disaster information as needed.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees and the Disaster Hotline at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, DRCs, LACs, etc.
- Broadcast emergency information/updates using the various means outlined in the Basic Plan: Section Six - Alert, Warning, and Public Information.

Alerting/Warning of Public

- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:



- CodeRED Emergency Alerts
 - Social Media
 - Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS)
 - Wireless Emergency Alert System (WEA)
 - Sheriff's Office units using loudspeakers and sirens to announce warning messages.
 - Using SAR, Chaplains, Posse, and other volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
- Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing-impaired persons for individual contact.
- Arrange for meetings between media and County officials or incident personnel.
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, and Policy Group/MAC Group.
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational.
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- When federal emergency response teams respond, coordinate activities through the Cal OES Inland Region or State Operations Center to ensure coordination of



local, state, and federal public information activities. If a federal Joint Information Center (JIC) is established, designate a County representative to the JIC.

- Coordinate with the Access and Functional Needs Unit of the Care and Shelter Branch to ensure that alerts, announcements, information, and other materials are translated and prepared for special needs populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Ensure that translators are available for multi-lingual media. Obtain translation services to review, update and publish public information materials as needed.
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions, and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
 - Location of Care and Shelter shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments.
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Weather hazards when appropriate.
 - Public information hotline numbers.
 - Status of Local Proclamation, Governor's Proclamation, or Presidential Declaration.
 - Local, state, and federal assistance available; locations and times to apply.
 - Local Assistance Center (LAC) locations, opening dates and times.
 - How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with the American Red Cross on the release of this information).**



- When appropriate, issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories).
- Coordinate with state, federal, or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- Establish a hotline for government employees regarding:
 - Office closures or relocations;
 - Different hours for operation;
 - Changes in operations or services provided; and
 - Permitting and rebuilding.
- Keep the general public informed regarding:
 - Office closures or relocations;
 - New hours of operation; and
 - Location and type of disaster-related assistance available.
- Ensure that all agencies involved in doing outreach and individual assistance are identified and provide the same accurate information.
 - Government agencies (local, state, federal)
 - Sheriff's Office Search and Rescue (SAR)
 - Sheriff's Office Chaplains
 - Sheriff's Office Posse
 - The American Red Cross
 - The Salvation Army
 - Religious organizations
 - Spontaneously created organizations (grassroots) as a result of the event
 - Community organizations
 - Voluntary Organizations Active in Disaster (VOAD)
 - Request space in the newsletter of any of these groups that currently publish or develop as a way or publicizing the jurisdiction's services and activities.
- Develop a list of resource phone numbers to be disseminated by all media.
- Publish information on local County cable-access channel.
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.



- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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LIAISON OFFICER POSITION CHECKLIST

PRIMARY: County Department Supervisor

ALTERNATE: County Department Supervisor

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

RESPONSIBILITIES: Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

Facilitate multi-agency or inter-agency coordination and participation of agencies and disciplines involved at any level of the SEMS/NIMS 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.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

POSITION OPERATIONAL DUTIES

- Establish field communications with affected areas.
- Arrange and coordinate VIP tours with PIO, and Policy Group/MAC Group members.
- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented
- Evaluate the field conditions associated with the emergency/disaster and coordinate with the Situation Unit of the Planning/Intelligence Section.
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with state or federal emergency response officials and appropriate County personnel.



- Coordinate the activities of all departments and agencies involved in the operations.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Unit of the EOC Logistics Section.
- Know the working location for any Agency Representative assigned directly to a branch/unit
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section Coordinators and Branch Directors/Unit Leader.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide all relevant emergency information to the Public Information Officer.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.



- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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SAFETY OFFICER POSITION CHECKLIST

PRIMARY: County Staff as Assigned

ALTERNATE: County Staff as Assigned

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Ensure that all facilities used in support of EOC operations are secure and have safe operating conditions.
 - Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
 - Stop or modify all unsafe operations.
 - Prepare an EOC Safety Briefing for each operational period.
 - Ensure all EOC staff is provided and receive meals, hydration, breaks, and stress management, counseling and/or debriefing in an area outside their workspace.
 - Ensure all EOC staff is provided and receive a place to rest/sleep between operational period shifts.
 - Support the Demobilization Unit Leader with demobilizing all personnel /volunteers to ensure their safe release.
 - Participate in the EOC Action Planning Process.

RESPONSIBILITIES: Identify and mitigate safety hazards and situations of potential County liability during EOC operations and ensure a safe working environment in the EOC.

- ADDITIONAL GUIDANCE DOCUMENTS:**
- A Guide to Managing Stress in Crisis Response Professionals, (U.S. Department of Health and Human Services, 2005)
 - Tips for Managing and Preventing Stress: A Guide for Emergency Response and Public Safety Workers (U.S. Department of Health and Human Services, 2007)
 - Tips for Disaster Responders: Understanding Compassion Fatigue (U.S. Department of Health and Human Services, 2014)

- DAFN GUIDANCE DOCUMENTS:**
- California Government Code 8593.3.5
 - ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
 - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
 - American Red Cross Sheltering Handbook (ARC, 2013)
 - Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
 - Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

POSITION OPERATIONAL DUTIES

- Coordinate with the Security and Traffic Unit of the Operations Section to ensure security and access control has been established at the EOC and other critical facilities.
- Tour the entire facility area and determine the scope of safe on-going operations.
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.
- Ensure all EOC staff have been briefed and are familiar with the building evacuation procedures and know the rally point location.
- Work with the Logistics Section to ensure all EOC staff is provided and receive meals, hydration, breaks, and in an area outside their workspace.
- Contact the County Employee Assistance Plan counselor or American Red Cross and arrange to make them available to EOC staff and field responders.
- Ensure all EOC staff is provided and receive stress management, counseling and/or debriefing in an area outside their workspace.
- Work with the Logistics Section to set up a private space and rotate all EOC staff through the counselor for screening prior to demobilization.
- Work with the Logistics Section to ensure all EOC staff has received a meal and enough rest to ensure their safe travel prior to demobilization. Ensure the Demobilization Unit is logging EOC staff safe arrival at their home, home agency, or rest area.
- Work with the Logistics Section to ensure all EOC staff is provided and receive a place to rest/sleep between operational period shifts.



- Confirm all EOC supervisors are ensuring their staff are eating, hydrating, taking breaks as needed, and are not exhibiting excessive stress or psychological issues.
- Address hazardous or unsafe situations and develop measures to ensure the safety of incident personnel. Report situations to the EOC Director and advise the Operations Section Coordinator of corrective actions to be implemented without delay.
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Prepare and present safety briefings for the EOC Director and General Staff.
- Stop and/or prevent unsafe acts and practices (required for Hazmat by SARA, Title III).
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- Monitor Operations Section and Planning/Intelligence Section Situation Status Board to identify current or potential safety problems.
- Coordinate with Care & Shelter Branch on location of shelters and ensure that sites have been checked for safety.
- Coordinate with the Personnel Branch of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Investigate accidents and forward all safety-related reports to the EOC Director.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.)
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- Coordinate with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan.



Provide safety message for inclusion in the EOC Action Plan.

Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.

Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Account for all equipment, personnel, and supplies.

Demobilize your position and close out logs when authorized by your EOC Supervisor.

Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

Leave forwarding phone number and email where you and your Unit staff can be reached.

Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.

Participate in post-emergency debriefing sessions.

If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.

Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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**DISABILITY AND ACCESS AND FUNCTIONAL NEEDS OFFICER POSITION
CHECKLIST**

PRIMARY: Risk Manager

ALTERNATE: Social Services Staff

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Advise and assist the EOC Director, Safety Officer, and EOC General Staff on issues related to DAFN.
 - Advise and assist the Safety Officer with the EOC Safety Briefing.
 - Assist with response and recovery functions as they relate to DAFN in accordance with the ADA, the California State Emergency Plan.
 - Maintain and monitor situation reports and the EOC Action Plan for potential issues affecting the DAFN community.
 - Work with the PIO regarding public information and outreach to DAFN community.
 - Advise the PIO on content and best practices to deliver public safety and emergency alerting and warning messages.
 - Assist the Care and Shelter Branch to accommodate DAFN issues.
 - Assist the Transportation Branch with any DAFN needs or issues.
 - Assist the Evacuation Unit with any DAFN needs or issues.
 - Review the EOC Action Plan for DAFN implications.
 - Maintain Unit Log.

RESPONSIBILITIES: Make recommendations to the EOC Director, Safety Officer, and EOC personnel on issues related to persons with Disabilities and others with Access and Functional Needs (DAFN). Work with EOC General Staff as needed to ensure that the Sections address and coordinate response and recovery functions as they relate to and affect people with disabilities and others with access and functional needs in accordance with the Americans with Disability Act (ADA), the California State Emergency Plan as well as Amador County's Emergency Operations Plan.

- DAFN GUIDANCE DOCUMENTS:**
- California Government Code 8593.3.5
 - ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
 - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
 - American Red Cross Sheltering Handbook (ARC, 2013)



- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)

READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.



- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.



- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.



- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

POSITION OPERATIONAL DUTIES

- Work closely with all Operations Section Coordinator and Branch Directors to determine the scope of people with Disabilities and others with Access and Functional Needs (DAFN) community member's resource and response needs.
- Coordinate with the Operations Section Coordinator and Branch Directors to determine missions based on established priorities.
- Consult with the Care and Shelter Branch Director or Operations Section Coordinator on all issues related to the Disabilities and Access and Functional Needs community members.
- Provide recommendations as appropriate to the Care and Shelter Branch Director or Operations Section Coordinator related to the Disabilities and Access and Functional Needs community.
- Prepare and present briefings for the EOC Director, Management Staff, Operations Section and General Staff as appropriate regarding the Disabilities and Access and Functional Needs community.
- Establish contact with Law Branch, Fire Branch, Community and Care and Shelter Branch, and other relevant EOC Sections and County Departments to stay informed of all Disabilities and Access and Functional Needs issues that may develop in the response and/or recovery process.
- Request trained and qualified staff to work with non-English speaking and who are sensitive to diversity and culturally diverse groups, when needed.
- Determine if additional representation is required from:
 - Volunteer organizations
 - Disability organizations
 - Community Groups
 - Other agencies



- Identify the need for use of special resources.
- Request trained and qualified staff to work with non-English speaking and who are sensitive to diversity and culturally diverse groups, when needed.
- Receive and process all incoming requests for Disabilities and Access and Functional Needs personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- As requested, assist Logistics staff with responding to requests for acquiring equipment, supplies, and trained personnel to support persons with access and functional needs.
- Develop a system for tracking personnel/volunteers processed by the Position. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort.
- Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.

Maintain information regarding:

- Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- Monitor and assist with message development/translation, as needed, alert and warning messages to ensure they are reaching all elements of the Disabilities and Access and Functional Needs community.
- Monitor and maintain copies of all Action Plans, Situation Reports, Press Releases and other documents as necessary
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Monitor the progress of evacuation planning/operations to assure that persons with Disabilities or Access and Functional Needs are being accommodated.



- Coordinate with the Care and Shelter Coordinator and the Public Information Officer to provide regularly updated information on the location of shelters suitable for DAFN populations.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Logistics Section.
- Establish a plan for childcare for County employees as needed. Coordinate with the Logistics Section Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.



- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



OPERATIONS SECTION

PURPOSE

To enhance the capability of Amador County to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan, it is the policy of this Section that the priorities of responses are to be:

- Protect life, environment, and property.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the County's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the operational response of various elements involved in the emergency/disaster. These elements may include:

- Law Enforcement
- Fire
- Public Works
- Care and Shelter

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the emergency/disaster. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during an emergency/disaster as the situation dictates:

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental operating procedures will be adhered to unless modified by the Director of Emergency Services, EOC Director, or Board of Supervisors.



- 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 or contact their supervisor or the Sheriff's Office shift supervisor in accordance with their individual department plan guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.
- Amador County will coordinate response and recovery activities with the Operational Area EOC.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section. The Operations Section Coordinator shall request the activation of Units within the Operations Section as needed.

When to Activate

The Operations Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC Director will instruct activated EOC staff to respond to either the Primary EOC or Alternate EOC based on the EOC activation level. The Primary EOC is located within the Amador County General Services Administration, 12200-B Airport Road, Jackson, CA 95642. The Alternate EOC is located in the West Island Room of the Amador Administrative Building Conference Room C, 810 Court Street, Jackson, CA 95642.

OPERATIONS SECTION STAFF

The Operations Section Coordinator and all other positions within the Operations Section will be filled by available staff in accordance with Amador County EOC Position Assignments document or as assigned by the EOC Director.

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

- Law Enforcement Branch
 - Security/Traffic Control Unit
 - Evacuation Unit



- Animal Services Unit
- Fire Branch
- Public Works Branch
 - Utilities Unit
 - Debris Removal Unit
 - Safety/Damage Assessment Unit
- Medical/Health Branch
 - Emergency Medical Services Unit
 - Public Health Unit
 - Behavioral Health Unit
 - Environmental Health Unit
- Care and Shelter 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 Director's General Staff, is responsible for coordinating all County operations in support of the emergency response through implementation of the County's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for Purchasing and resources management.

Law Enforcement Branch

The Law Enforcement Branch is responsible for coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources. The Law Enforcement Branch will also be responsible for Animal Services activities.

Security and Traffic Control Unit

Security and Traffic Control Unit is responsible for enforcing laws and emergency orders, ensure that security is provided at evacuated areas, ensure access control to damaged, secured or evacuated areas, coordinate security for critical facilities and resources, coordinate with the Public Works Branch for street closures and board up of buildings, coordinate law enforcement and crowd control services at Care and Shelter and evacuation shelters, order and coordinate appropriate mutual aid resources.



Establish traffic control points and provide traffic control. Necessary units or groups may be activated as needed to carry out these functions.

Evacuation Unit

The Evacuation Unit is responsible for coordinating evacuations and developing evacuation plans, enforce laws and emergency orders, ensure that security is provided at evacuated areas, ensure access control to damaged, secured or evacuated areas, order and coordinate appropriate mutual aid resources. Necessary units or groups may be activated as needed to carry out these functions.

Animal Services Unit

The Animal Services Unit is responsible for general coordination of animal services, treatment, sheltering activities.

Fire Branch

The Amador Fire Protection District provides fire, rescue, paramedic, arson, and hazardous materials operations for Amador County. This relationship is memorialized in the Agreement for Services by and between Amador Fire Protection District and Amador County. The Amador Fire Protection District also coordinates all emergency medical/ambulance services through American Legion Ambulance (ALA). Upon activation of the EOC a representative of the Amador Fire Protection District may staff the Fire Branch Director position and will communicate and coordinate information, status, and operational objectives. During an emergency/disaster Amador Fire Protection District will provide and coordinate all fire, rescue, paramedic, arson, hazardous materials, and emergency medical services/ambulance operations in Amador County.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities; surveying utilities and services, facilitating the restoring of those utilities that are damaged or destroyed; the evaluation and inspection of all County-owned and private structures damaged in an incident; debris removal; water distribution/and coordinating the provision of public health and sanitation.

Utilities Unit

The Utilities Unit is responsible for providing Utility Status Reports as required. Coordinate restoration of damaged utilities with utility representatives. Provide alternate source(s) of potable water to affected population.



Debris Removal Unit

The Debris Removal Unit is responsible for the support of cleanup and recovery operations during disaster events, develop a debris removal plan to facilitate County cleanup operations, clear debris, and coordinate with various waste management regulatory agencies to address associated debris removal problems.

Identify and establish debris collection sites, evaluation of potential recycling of debris, and prioritize debris removal.

Safety/Damage Assessment Unit

The Safety/Damage Assessment Unit is responsible for the evaluation of all County-owned and private structures that may have been damaged in an incident. The Building Official in Amador County is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

Medical/Health Branch

The Medical/Health Branch Director is responsible for overall coordination of health and medical care operations and providing health and medical services expertise required in Amador County. The Medical/Health Branch Director will service as the Medical/Health Operational Area Coordinator (MHOAC). The MHOAC will assist with the communications and coordination of medical and health resource coordination within Amador County Operational Area (OA). The MHOAC serves as OA point of contact for coordination with the Health Department, Environmental Health, Regional Disaster Medical Health Coordinator (RDMHC) program, California Department of Public Health (CDPH), Emergency Medical Services Authority (EMSA), and Cal OES.

Emergency Medical Services Unit

The Emergency Medical Services (EMS) Unit Leader is responsible for the management and needs assessment of County EMS units, hospitals, and care facilities located in Amador County.

Public Health Unit

The Public Health Unit Leader is responsible for coordinating disaster public health operations throughout Amador County.

Behavioral Health Unit

The Behavioral Health Unit Leader is responsible for the safety and well-being of Behavioral Health clients and the provision of critical incident stress de-briefing and crisis intervention services to emergency workers, Amador County EOC staff and the general public during and after an emergency.



Environmental Unit

The Environmental Health Unit is responsible for the protection of the health, safety, and well-being of the public, and preserving the quality of the environment. The Environmental Health Unit inspects and regulates food, housing, land, air, and water quality, vector and other abatement, control, household hazardous materials and all other hazardous materials.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing Care and Shelter for disaster victims and animals, and will coordinate efforts with the American Red Cross, Animal Services Unit, and other volunteer agencies.

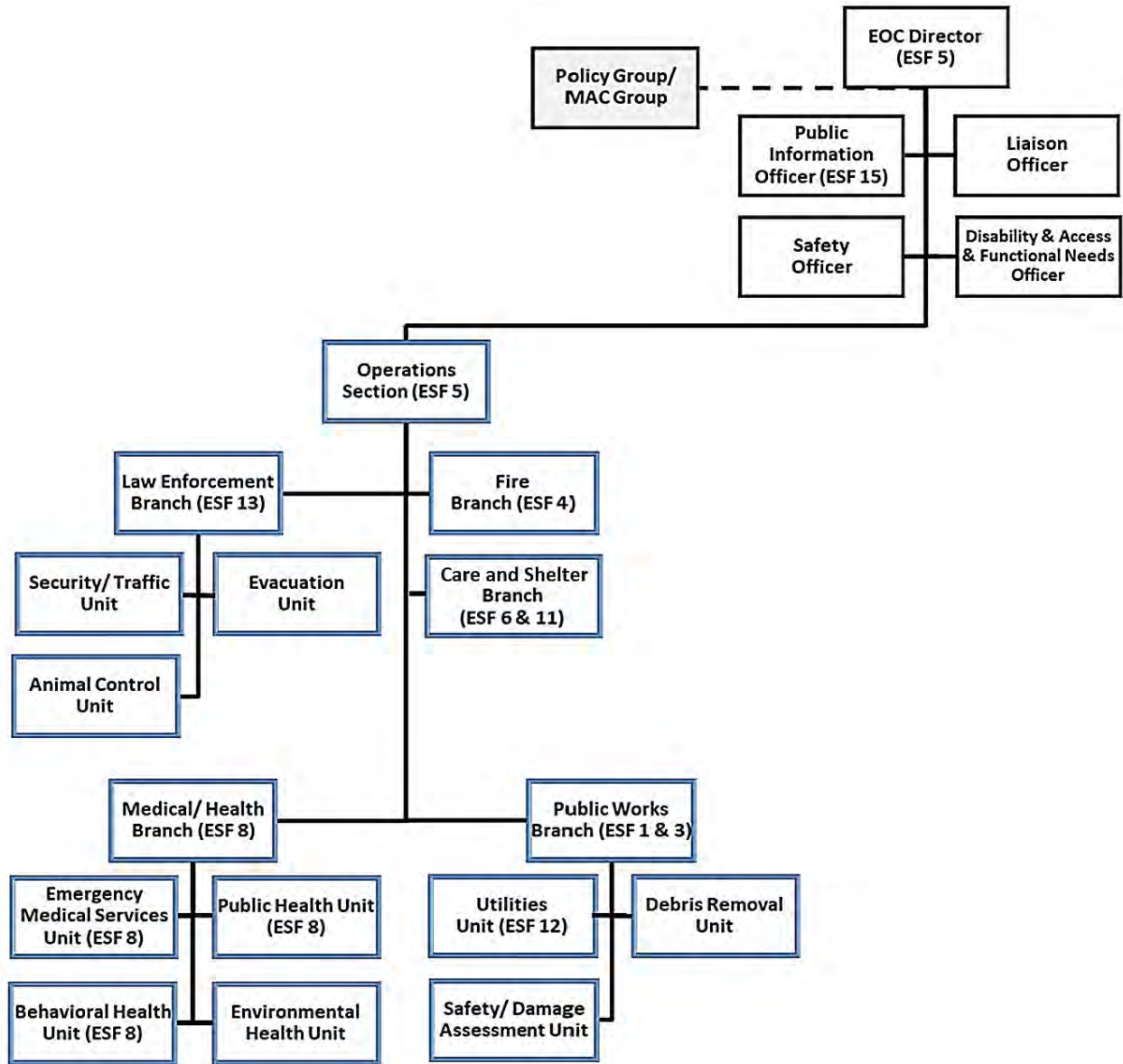


Attachments:

- Figure 24 - Operations Section Organization Chart
- Operations Section Position Checklists
 - Operations Section Coordinator Position Checklist
 - Law Enforcement Branch Director Position Checklist
 - Security/Traffic Control Unit Leader Position Checklist
 - Evacuation Unit Leader Position Checklist
 - Animal Services Unit Leader Position Checklist
 - Fire Branch Director Position Checklist
 - Public Works Branch Director Position Checklist
 - Utilities Unit Leader Position Checklist
 - Safety/Damage Assessment Unit Leader Position Checklist
 - Debris Removal Unit Leader Position Checklist
 - Medical/Health Branch Director Position Checklist
 - Emergency Medical Services Unit Leader Position Checklist
 - Public Health Unit Leader Position Checklist
 - Behavioral Health Unit Leader Position Checklist
 - Environmental Health Unit Leader Position Checklist
 - Care and Shelter Branch Director Position Checklist



Figure 24: Operations Section Organizational Chart





OPERATIONS SECTION COORDINATOR POSITION CHECKLIST

PRIMARY: Event Determined

ALTERNATE: Event Determined

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Ensure that the Operations Section function is carried out, including the coordination of response within the Law, Fire, Care and Shelter, Public Works branches.
 - Establish and maintain staging areas for incoming resources.
 - Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
 - Establish the appropriate level of Branch and Unit organization within the Operations Section, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
 - Conduct periodic EOC Operations briefing for the EOC Director as required or requested.
 - Report to the EOC Director on all matters pertaining to Operations Section activities.
 - Overall supervision of the EOC Operations Section.

- RESPONSIBILITIES:** Coordinate the County's operations in support of the emergency response through implementation of the County's EOC Action Plan and coordinate all requests for mutual aid and other operational resources. The Operations Section Coordinator is responsible for:
- Understanding the current situation.
 - Predicting probable resource needs.
 - Preparing alternative strategies for Purchasing and resources management.

- DAFN GUIDANCE DOCUMENTS:**
- California Government Code 8593.3.5
 - ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
 - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
 - American Red Cross Sheltering Handbook (ARC, 2013)
 - A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action (FEMA, 2011)
 - Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
 - Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Consider alerting/recalling off-duty personnel and specialized teams.
- Establish an emergency work schedule.
- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).



STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing from the EOC Director in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
 - Past actions, present and forecasted activity.
 - Current and anticipated staffing expectations, limitations and demobilization procedures.
 - Organization within the EOC.
 - Location of work area.
 - Expectations of the Section.
 - Identification of specific job responsibilities.
 - Identification of Management and General Staff co-workers and work areas.
 - Availability of communications and identified paths of communication within the EOC.
 - Fiscal expectations and limitations.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
 - EOC emergency or evacuation procedures and rally points.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
- Action taken



- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- Check-in and Check-out times

- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Set up your Section workstation, including maps and status boards. Use your EOC Section materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Section staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Section functions should be activated and request approval for additional staffing or resources from the EOC Director. Upon approval initiate staff notification procedure.
- Activate organizational elements within your Section as needed and designate Branch Directors for each element or combination of elements as needed.
 - Law Enforcement Branch
 - Fire Branch
 - Public Works Branch
 - Care and Shelter Branch

If additional Unit staffing is needed:

- Request additional personnel for the Section to maintain a 24-hour operation as required.



- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing.
- Determine if other Section staff is at the EOC and obtain estimated times of arrival for outstanding staff.
- Activate other elements/Units of the Section, establish work area, assign duties and ensure Section or Unit logs are opened.
- Ensure that all Section/Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Section/Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Based on the situation as known or forecasted determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Develop a list of key issues currently facing the Section to be accomplished within the next operational period.
- Prepare work objectives for Section staff and make staff assignments.
- Ensure internal coordination between Branch directors.
- Carry out responsibilities of the Section/Branches that are not currently staffed.



- Keep up to date on situation and resources associated with the Section. Maintain current status and displays at all times. Provide situation and resources information to the Situation Unit on a periodic basis or as the situation requires.
 - From the Situation Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
 - Review situation reports as they are received. Ensure your Section status/information is accurate and confirm where questions exist.
 - Brief the EOC Director on major problem areas that need or will require solutions. Provide periodic situation or status reports.
- Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Ensure that Section/Branch/Unit logs and files are maintained.
 - Monitor Section activities and adjust Section organization as appropriate.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
 - Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
 - Use face-to-face communication in the EOC whenever possible.
 - Be prepared to participate in the EOC Director's action planning meetings and policy decisions.
- Identify key issues currently affecting the Section; meet with section personnel and determine appropriate section objectives for the first operational period.
 - Provide the Planning Section Coordinator with the Section's objectives prior to each Action Planning meeting.
 - Ensure that all contacts with the media are fully coordinated first with the EOC Director and the Public Information Officer (PIO).



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

SECTION OPERATIONAL DUTIES

- Develop a plan for Section operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Establish field communications with affected areas.
- Evaluate the field conditions associated with the emergency/disaster and coordinate with the Situation Unit of the Planning/Intelligence Section.
- Determine the need to evacuate and issue evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders.
- In coordination with the Situation Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- Display on maps the primary and alternate evacuation routes that have been determined for the incident.
- Identify, establish, and maintain staging areas for Operations-related equipment and personnel in coordination with the Planning Section. Authorize release of equipment and personnel to incident commanders in the field.
- Direct Operations Branch Directors to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch related items of interest should be recorded on an Incident Report.
- Obtain a current communications status briefing from the Communications Unit Leader in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Determine status of transportation system into/within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and



estimated times for restoration of the disaster route system. Provide information to appropriate branches and units.

- Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Coordinate with the Planning Section Coordinator to determine the need for any Technical Specialists.
- Establish radio or phone and data communications with the Operational Area Emergency Operations Center (EOC), other local government Emergency Operations Centers, and/or with Incident Commander(s) as directed, and coordinate accordingly.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate, and disseminate information relative to the Operations of the emergency/disaster.
- Provide all relevant emergency information to the Public Information Officer through the Operations Section Coordinator or according to specified procedures.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Coordinate with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan.
- Coordinate with Logistics Section-Communications/Information Systems Unit in the development of a Communications Plan.
- Work closely with each Branch Director to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.



- Ensure that intelligence information from Branch Director is made available to the Planning/Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) in coordination with the Liaison Officer.
- Coordinate with the Facilities and Purchasing Units of the Logistics Section and the Animal Care Unit of the Operations Section on animal care issues.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

Alerting/Warning of Public

- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - CodeRED Emergency Alerts
 - Social Media
 - Integrated Public Alert and Warning System (IPAWS)
 - Wireless Emergency Alert Systems (WEA)
 - Emergency Alert System (EAS)
 - Sheriff units using loudspeakers and sirens to announce warning messages.
 - Using volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.



- Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing impaired persons for individual contact.

Additional Action in Response to Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) Event

- Identify patients and notify hospitals if contaminated or exposed patient are involved.
- Implement the Radiological Protection Procedures as needed.
- Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by all first responders to ensure personnel safety.

Additional Actions in Response to Flooding

- Identify facilities subject to flooding and prepare to move people from facilities.
- As available, assist in any mitigation efforts, i.e. sandbagging.
- Additional Actions in response to Hazardous Material Incidents
- Implement the Radiological Protection Procedures as needed.

Additional Actions in response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.



DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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LAW ENFORCEMENT BRANCH DIRECTOR POSITION CHECKLIST

PRIMARY: Sheriff’s Office Command Staff or Supervisor

ALTERNATE: Sheriff’s Office Supervisor

SUPERVISOR: Operations Section Coordinator

- GENERAL DUTIES:**
- Coordinate movement and evacuation operations during the disaster.
 - Alert and notify the public of the pending or existing emergency.
 - Activate public warning systems.
 - Coordinate all law enforcement and traffic control operations during the disaster.
 - Ensure security and access control to the secured area of operation, i.e. evacuated neighborhoods, crime scenes, staging areas, other restricted areas.
 - Ensure the provision of security at incident facilities.
 - Coordinate incoming law enforcement mutual aid resources during the emergency.
 - Coordinate and assume responsibility as necessary for Coroner Operations.
 - Coordinate Animal Services Activities.
 - Assist and serve as an advisor to the Operations Section Coordinator as needed.

RESPONSIBILITIES: Alerting and warning the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner. Coordinate Animal Services Activities. Necessary units or groups may be activated as needed to carry out these functions.

- LAW ENFORCEMENT GUIDANCE DOCUMENTS:**
- Law Enforcement Guide for Emergency Operations (Cal OES, 2019)
 - Law Enforcement Mutual Aid Plan (Cal OES, 2019)
 - State of California Coroners’ Mutual Aid Plan (Cal OES, 2014)
 - POST Guidelines-Crowd Management, Intervention, and Control (CA. Commission on Peace Officers Standards and Training, 2022)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
 - Advise pre-assigned Section staff of the potential need to respond to the EOC.
 - Consider alerting/recalling off-duty personnel and specialized teams:
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
 - Assess the availability and condition of resources:
 - Determine the number of properly staffed units.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs:
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Crowd control gear
 - Specialty vehicles
 - CBRNE Personal Protective Equipment (PPE)
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.



- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
- Determine your personal work area. Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.



- Develop and implement accountability, safety, and security measures for staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
- Determine the extent to which Branch functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Branch, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Branch personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.



- Inform your EOC Supervisor when your Branch is fully operational.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Review major incident reports and additional field operational information that may pertain to or affect Branch operations.
 - Based on the situation as known or forecasted determine likely future Branch needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Meet with other Branch Directors in the Operations Section.
 - Inform the Operations Section Coordinator when your Branch is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Branch operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
 - Make a list of key issues currently facing the Branch to be accomplished within the next operational period.
 - Keep up to date on Branch situation and resource status.
 - Brief and keep your EOC Supervisor advised of your Branch status and any major problems that need or may need solutions.
 - Review situation reports as they are received. Ensure your Branch status/information is accurate and confirm where questions exist.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.



- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Branch personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

BRANCH OPERATIONAL DUTIES

- Obtain a briefing from the field command post prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Assess the availability and condition of resources:
 - Determine the number of properly staffed units.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs:
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Crowd control gear
 - Specialty vehicles
 - CBRNE Personal Protective Equipment (PPE)
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.
- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.



- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.
- Coordinate casualty tracking system with the Law and Fire Branches and the Amador County EOC/Amador County Sheriff's Office. (Track casualty information about law enforcement, fire service personnel, and other responders separately). Contact the Amador County Sheriff /Coroner's Office, the Amador Fire Protection District and American Legion Ambulance for casualty information.
- Alter normal patrol procedures to accommodate the emergency situation.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel, when appropriate.
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - Social Media
 - CodeRED Emergency Alerts
 - Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS)
 - Wireless Emergency Alert System (WEA)
 - Sheriff's Office units using loudspeakers and sirens to announce warning messages.
 - Using volunteers, and other County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
 - Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.



- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing impaired persons for individual contact.

Release mutual aid resources when no longer needed.

Begin planning for recovery.

Additional Action in Response to Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) Event

Identify patients and notify hospitals if contaminated or exposed patient are involved.

Implement the Radiological Protection Procedures as needed.

Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.

Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by all first responders to ensure personnel safety.

Additional Actions in Response to Flooding

Identify facilities subject to flooding and prepare to move people from facilities.

As available, assist in any mitigation efforts, i.e. sandbagging.

Additional Actions in response to Hazardous Material Incidents

Implement the Radiological Protection Procedures as needed.

Additional Actions in response to a Major Air Crash

Notify the Federal Aviation Agency or appropriate military command.

Request temporary flight restrictions.



DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Branch when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Branch staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Branch position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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SECURITY/TRAFFIC CONTROL UNIT LEADER POSITION CHECKLIST

PRIMARY: Sheriff's Office Sergeant

ALTERNATE: Sheriff's Office Sergeant

SUPERVISOR: Law Enforcement Branch Director

- GENERAL DUTIES:**
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
 - Ensure security and access control to the EOC and other critical facilities.
 - Ensure security and access control to secured operational area. i.e. Evacuated neighborhoods, Crime scenes, Staging areas, Other restricted areas.
 - Coordinate incoming law enforcement mutual aid resources during the emergency.
 - Assist and serve as an advisor to the Law Enforcement Branch Director as needed.
 - Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the County, as required.
 - Coordinate security for critical facilities and resources.
 - Coordinate with the Public Works Branch for street closures and board up of buildings.
 - Coordinate law enforcement and crowd control services at Care and Shelter and evacuation shelters.
 - Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
 - Develop procedures for safe re-entry into evacuated areas.
 - Provide the Public Information Officer with situational updates to support accurate and effective development of the public information message.
 - Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas

RESPONSIBILITIES: Enforce laws and emergency orders, ensure that security is provided at evacuated areas, ensure access control to damaged, secured or evacuated areas, coordinate security for critical facilities and resources, coordinate with the Public Works Branch for street closures and board up of buildings, coordinate law enforcement and crowd control services at Care and Shelter and evacuation shelters, order and coordinate appropriate mutual aid resources. Establish traffic control points and provide traffic control. Necessary units or groups



may be activated as needed to carry out these functions.

**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - o Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - o Confirm reporting requirements concerning execution of the action plan.



- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
- Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.



- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.



- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

Mobilization

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.
- Begin planning for recovery.

Security/Access Control



- Ensure security and access control to the EOC and other critical facilities.
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through the Cal OES Inland Region or State Operations Center or through Law and Fire Master Mutual Aid Coordinators.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the secured area, as required.
- Coordinate security and access control for critical facilities and resources.
- Coordinate the assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at Care and Shelter and evacuation shelters.
- Provide information to the Law Enforcement Branch Director or PIO on matters relative to public safety.
- Ensure that persons detained or in-custody are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident locations or facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.
- Provide the Public Information Officer with situational updates to support accurate and effective development of the public information message.

Traffic

- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.



- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Coordinate with the Evacuation Unit to establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.

Alerting/Warning of Public

- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - CodeRED Emergency Alerts
 - Social Media
 - Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS)
 - Amador County Cable television broadcast.
 - Sheriff's Office units using loudspeakers and sirens to announce warning messages.
 - Using SAR, Chaplains, Posse, and other volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.



- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



EVACUATION UNIT LEADER POSITION CHECKLIST

PRIMARY: Sheriff's Office Sergeant

ALTERNATE: Sheriff's Office Sergeant

SUPERVISOR: Law Enforcement Branch Director

- GENERAL DUTIES:**
- Coordinate movement and evacuation operations during the disaster.
 - Coordinate movement and evacuation operations with the Fire Branch, Care and Shelter Branch, Animal Services Unit, Disabilities and Access and Functional Needs Officer, and Transportation Unit.
 - Coordinate with the Disabilities and Access and Functional Needs Officer to ensure these populations are served and evacuation strategies are developed and implemented.
 - Develops the recommended evacuation movement strategy.
 - Prepare evacuation action plans.
 - Ensure security and access control to secured operational area. i.e. Evacuated neighborhoods, Crime scenes, Staging areas, Other restricted areas.
 - Coordinate incoming law enforcement mutual aid resources during the emergency.
 - Assist and serve as an advisor to the Law Enforcement Branch Director as needed.

RESPONSIBILITIES: Coordinate evacuations and develop evacuation plans, enforce laws and emergency orders, ensure that security is provided at evacuated areas, ensure access control to damaged, secured or evacuated areas, order and coordinate appropriate mutual aid resources. Necessary units or groups may be activated as needed to carry out these functions.

- GUIDANCE DOCUMENTS:**
- Law Enforcement Mutual Aid Plan, Cal OES. 2019.
 - Law Enforcement Guide for Emergency Operations, Cal OES. 2019.
 - Amador County Transit Services Policies
 - Amador County EOP, Section 6.0: Alert, Warning and Public Information
 - Amador County EOP, Care and Shelter Annex

- DAFN GUIDANCE DOCUMENTS:**
- California Government Code 8593.3.5
 - ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
 - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
 - American Red Cross Sheltering Handbook (ARC, 2013)
 - Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
 - Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.



- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.



- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.



- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

Mobilization

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.



- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.
- Begin planning for recovery.

Evacuation

- Prepare Evacuation action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations.
- Consider the impact of adverse weather conditions on evacuations.
- Ensure situation status information pertaining to the Evacuation Unit is updated, posted, and communicated regularly.
- Alert threatened populations. Consider language, hearing, and special needs populations.
- Determine the condition and welfare of dependent care facilities (board & care, day care, hospitals, convalescent) and assist with evacuation, as indicated. Refer to Amador County EOP, Care and Shelter Annex for guidance.
- Implement the evacuation portion of the EOC Action Plan.
- Coordinate with the Security/Traffic Control Unit to establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zone.
- Communicate the recommended evacuation movement strategies to the Law Enforcement Branch Director, Operations Section Coordinator, and EOC Management.



- Ensure the recommended evacuation strategy is approved and disseminated to the EOC.
- Request resources needed for development of evacuation recommendation, including: GIS or other static maps of area, traffic light maps, digital mapping tools, photos, etc.
- Coordinate with Law Enforcement Branch Director and the Planning/Intelligence Section to ensure planned evacuation routes are viable and developed.
- Coordinate with Operations Section Coordinator to support effective establishment and staffing of the Evacuation Assembly Points.
- Coordinate with all Evacuation Unit staff and the Security/Traffic Control Unit Leader to develop recommended evacuation routes and the staffing of Evacuation Assembly Points.
- Coordinate with Care and Shelter Branch to ensure evacuation strategy aligns with evacuation shelter/shelter placement strategy.
- Coordinate with the Operations Section Coordinator and Transportation Unit Leader to assign bus stops and stations as Evacuation Assembly Points, and other transportation services. Public and DAFN transportation vehicles may be coordinated through Amador County Department of Community Services/Amador Transit Office (209) 966-5315.
- Ensure coordination with paratransit vehicle operators in the operational area in support of evacuation task forces, transportation to evacuation shelters and/or shelters, and evacuees' return to their original location(s).
- Coordinate the transportation of people with disabilities and access and functional needs with the Care and Shelter Branch.
- Check with the Evacuation Transfer Points for situational status updates of field teams providing services to evacuating persons.
- Coordinate with the Animal Services Unit to secure and transport animals from residents and businesses to a designated secured evacuation location. Refer to the "Amador County Operational Area Animal Evacuation and Sheltering Plan Element".



- Provide the Public Information Officer with situational updates to support accurate and effective development of the public information message.
- Ensure that searched areas are appropriately marked.
- Provide security to evacuated areas.
- When evacuation orders are lifted:
 - Coordinate the transportation of evacuated persons back to their homes when possible. Determine effects to public transportation.
 - Provide for the storage and establish a recovery process for large numbers of impounded vehicles.
 - Coordinate with the Public Works Unit for the priority for the repair and reopening of roads to assist with large numbers of evacuees returning to the area.

Alerting/Warning of Public

- Refer to Amador County EOP: Section 6.0 Alert, Warning and Public Information.
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - CodeRED Emergency Alerts
 - Integrated Public Alert and Warning System (IPAWS)
 - Wireless Emergency Alert System (WEA)
 - Emergency Alert System (EAS)
 - Unique Alert System (UAS) - Digital signs, subscription based notifications, emails, reverse 9-1-1 systems, websites, or programs based on geographic location and/or type of alert.
 - Social Media
 - Sheriff's Office units using loudspeakers and sirens to announce warning messages.
 - Using SAR, Chaplains, Posse, and other volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:



- Using bilingual employees whenever possible.
- Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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ANIMAL SERVICES UNIT LEADER POSITION CHECKLIST

PRIMARY: Animal Services Officer

ALTERNATE: Animal Services Officer

SUPERVISOR: Law Enforcement Branch Director

GENERAL DUTIES:

- Coordinate animal services activities throughout the County.
- Control loose animals.
- Coordinate disposal of dead animals.
- Manage animal rescue and care activities.
- Coordinate rescue of trapped animals.
- Coordinate evacuation of animals which might be endangered by hazardous conditions.
- Coordinate transport of animals.
- Facilitate humane treatment of injured animals via contract veterinarian services.
- Coordinate Animal Disaster Team volunteer efforts.
- Identify and establish emergency animal shelters.
- Coordinate return of animals to their owners after a disaster.

RESPONSIBILITIES: General coordination of animal services, treatment, sheltering activities.

ANIMAL CARE GUIDANCE DOCUMENTS:

- Interim Guidelines for Animal Health and Control of Disease Transmission in Pet Shelters| Natural Disasters and Severe Weather (Center for Disease Control and Prevention, 2014)
- Animals in Public Evacuation Centers (Center for Disease Control and Prevention, 2014)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received



- Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.

- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify potential emergency animal shelters.
- Identify available veterinarians to assist with animal emergencies.
- Obtain staff for each emergency animal shelter from Animal Disaster Team (ADT) and personnel/volunteers provided by the Logistics Section.
- Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- Determine location and time of any animal welfare facilities activated.
- Determine location and status of major events involving a threat to or from animal(s).
- Determine extent of damage to, and the operational capacity of animal shelter facilities.
- Coordinate disposal of dead animals.
- Manage animal rescue and care activities. Coordinate rescue of trapped animals.
- Assist the Evacuation Unit with the transportation of animals to sheltering sites.
- Coordinate with the Care and Shelter Branch to maintain evacuee's animals until the disaster ends.
- Coordinate with Care and Shelter Branch sheltering of displaced persons' animals.
- Establish a reunification procedure for sheltered animals.
- Release mutual aid resources when no longer needed.



- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



FIRE BRANCH DIRECTOR POSITION CHECKLIST

PRIMARY: The Amador Fire Protection District Representative

ALTERNATE: The Amador Fire Protection District Representative

SUPERVISOR: Operations Section Coordinator

- GENERAL DUTIES:**
- Act as a Liaison between the Amador Fire Protection District and Amador County EOC.
 - Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
 - Evaluate and process requests for fire and rescue resources.
 - Evaluate and process requests or reports of hazardous materials spills or releases.
 - Coordinate search and rescue operations.
 - Coordinate hazardous materials incidents.
 - Coordinate Emergency Medical Services (EMS) with ALA Ambulance
 - Coordinate the provision of emergency medical care.
 - Serve as liaison between the County and local hospital representatives.
 - Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
 - Assist and serve as an advisor to the Operations Section Coordinator as needed.
 - Coordinate with the Amador County Health Department regarding all disease prevention and control activities.
 - Coordinate Fire Marshall inspections to incident facilities prior to occupation.

RESPONSIBILITIES: Liaison between The Amador Fire Protection District and Amador County EOC. Facilitate the timely and adequate response to fire and rescue requests and hazardous materials spills or releases. Coordinate with field incident commanders, the Amador County Health Department; Medical/Health Operational Area Coordinator (MHOAC) and the fire mutual aid system to assign medical staff to Field Treatment Sites (FTS).



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
 - Advise pre-assigned Section staff of the potential need to respond to the EOC.
 - Consider alerting/recalling off-duty personnel and specialized teams:
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
 - Test communications equipment.
 - Establish contact with the Operational Area Fire and Rescue agencies.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture; fax copy of Increased Readiness Checklist as appropriate.
 - Consider Pre-positioning equipment in strategic locations to meet expected needs.
 - Coordinate Emergency Public Information with the Operations Section Coordinator.



STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.



- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
- Determine the extent to which Branch functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
 - Determine estimated times of arrival of staff from your supervisor.
 - Activate elements of your Branch, establish work area, assign duties, and ensure a log is opened.
 - Ensure that all Branch personnel have completed status check on equipment, facilities, and operational capabilities.
 - Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
 - Request additional resources through the Logistics Section or established ordering procedures, as needed.
 - Think ahead and anticipate situations and problems before they occur.
 - Inform your EOC Supervisor when your Branch is fully operational.
 - Request additional resources through the Logistics Section or established ordering procedures, as needed.
-



- Review major incident reports and additional field operational information that may pertain to or affect Branch operations.
 - Based on the situation as known or forecasted determine likely future Branch needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Meet with other Branch Directors in the Operations Section.
 - Inform the Operations Section Coordinator when your Branch is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Branch operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
 - Make a list of key issues currently facing the Branch to be accomplished within the next operational period.
 - Keep up to date on Branch situation and resource status.
 - Brief and keep your EOC Supervisor advised of your Branch status and any major problems that need or may need solutions.
 - Review situation reports as they are received. Ensure your Branch status/information is accurate and confirm where questions exist.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
 - Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
 - Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Branch personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

BRANCH OPERATIONAL DUTIES

- Conduct periodic briefings for the Fire Branch. Ensure they are aware of priorities.
- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
- Report to the Operations Section Coordinator when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Alert all emergency responders to the dangers associated with hazardous materials and fire. Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the Operations Section Coordinator.
- Evaluate the need to evacuate or shelter-in-place and coordinate with the Care and Shelter Branch of the Law Enforcement Branch and Public Information Officer.
- Obtain regular briefings from field command post(s) or the Amador Fire Protection District.
- Coordinate search and rescue operations.



- Coordinate radiation monitoring and decontamination operations.
- Coordinate heavy equipment crews to assist in rescuing trapped persons.
- Coordinate support for decontamination operations.
- Keep up to date on situation and resources associated with the Fire Branch and adjust Section organization as appropriate.
- Resolve logistical problems reported by the field units.
- Determine and anticipate support needs and forward to the Operations Section Coordinator.
- Estimate need for fire and medical mutual aid.
- Review situation reports as they are received. Verify information where questions exist.
- Keep the Operations Section Coordinator advised of Fire Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Operations Section Coordinator for updating information to the Planning/Intelligence Section.
- Assist situational awareness by coordinating windshield surveys of response areas and report damage to Operations Section Coordinator and Situation Unit of the Planning/Intelligence Section.
- Provide to the PIO the location of first aid facilities, Field Treatment Sites, public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.
- Assist with the needs of the Incident Command Post as requested.
- Develop a plan for the Fire Branch operations and support of field operations as requested. Assign specific responsibilities.
- Assist Law Enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons.



- Coordinate with the Supply Unit and Facilities Units of the Logistics Section for feeding and shelter of fire personnel.
- Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel with Logistics Section personnel.
- Access status of local hospitals and resources. Coordinate with the Medical/Health Branch in Amador County EOC.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing County resources and private providers.
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.
- Coordinate with the County to identify hospitals, nursing homes and other facilities that should be expanded into emergency treatment centers for disaster victims.
- Coordinate with the County to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- Coordinate the establishment and operation of first aid stations for emergency workers as appropriate to the incident.
- Coordinate inspection of health hazards in damaged buildings.
- Coordinate with the Amador County Operational Area EOC/Public Health in appropriate disease prevention measures and control activities, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate with the Amador County Operational Area EOC/Public Health in developing procedures to distribute medications to shelters or treatment areas as needed.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Coordinate debris clearance with the Public Works Branch from disaster routes to support emergency vehicle operation.



- In conjunction with the Situation Unit of the Planning/Intelligence Section, establish a patient tracking system.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- In the event of an evacuation, coordinate with the Law Enforcement Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- Coordinate with the Personnel Branch of the Logistics Section to obtain additional health/medical personnel.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. Amador Operational Area EOC/Environmental Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Assist Public Works to protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Assist in prioritizing repairs of damaged equipment and water lines.
- Consider wind direction and other weather conditions. Contact the Situation Unit of the Planning/Intelligence Section for updates.
- Coordinate firefighting water supplies with the Public Works Branch. Obtain status of water system and report to field Incident Commander or Command Post.
- Determine number and location of casualties that require hospitalization.
- Ensure that first aid stations for emergency workers as appropriate to the incident are established and operated.
- Ensure that proper clean-up arrangements are made.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Request activation of evacuation shelters or Care and Shelter shelters when need is indicated through Care and Shelter Branch.
- Review and approve accident and medical reports originating within the Fire Branch.



- Work with Care and Shelter Branch to provide support for safety assessment for shelter operations.
- Coordinate fire protection and safety assessment of shelters.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

Alerting/Warning of Public

- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - CodeRED Emergency Alerts
 - Social Media
 - Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS)
 - Wireless Emergency Alert System (WEA)
 - Amador County Cable television broadcast.
 - Sheriff's Office units using loudspeakers and sirens to announce warning messages.
 - Using volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing impaired persons for individual contact.



Additional Action in Response to Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) Event

- Identify patients and notify hospitals if contaminated or exposed patient are involved.
- Implement the Radiological Protection Procedures as needed.
- Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by all first responders to ensure personnel safety.

Additional Actions in Response to Flooding

- Identify facilities subject to flooding and prepare to move people from facilities.
- As available, assist in any mitigation efforts, i.e. sandbagging.
- Additional Actions in response to Hazardous Material Incidents
- Implement the Radiological Protection Procedures as needed.

Additional Actions in response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Branch when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.



- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Branch staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Branch position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



PUBLIC WORKS BRANCH DIRECTOR POSITION CHECKLIST

PRIMARY: Public Works Director

ALTERNATE: Public Works Staff as Assigned

SUPERVISOR: Operations Section Coordinator

- GENERAL DUTIES:**
- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
 - Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
 - 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 locations.
 - Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
 - As needed, provide for the Purchasing and distribution of potable water supplies and coordinate with the Fire Branch on water purification notices.

RESPONSIBILITIES: Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
 - Advise pre-assigned Section staff of the potential need to respond to the EOC.
 - Consider alerting/recalling off-duty personnel and specialized teams:
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
- Test communications equipment.
 - Assess the availability and condition of resources.
 - Review inventory lists and location of equipment.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs.
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Street closure materials
 - Heavy equipment
 - Stockpile vital supplies or equipment.
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.



- Inspect facilities designated as Care and Shelter facilities.
- Monitor roadways, flood control channels, flumes, dams, and bridges.
- Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.



- Develop and implement accountability, safety, and security measures for staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
- Determine the extent to which Branch functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Branch, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Branch personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.



- Inform your EOC Supervisor when your Branch is fully operational.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Review major incident reports and additional field operational information that may pertain to or affect Branch operations.
 - Based on the situation as known or forecasted determine likely future Branch needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Meet with other Branch Directors in the Operations Section.
 - Inform the Operations Section Coordinator when your Branch is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Branch operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
 - Make a list of key issues currently facing the Branch to be accomplished within the next operational period.
 - Keep up to date on Branch situation and resource status.
 - Brief and keep your EOC Supervisor advised of your Branch status and any major problems that need or may need solutions.
 - Review situation reports as they are received. Ensure your Branch status/information is accurate and confirm where questions exist.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.



- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Branch personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

BRANCH OPERATIONAL DUTIES

- Receive and process all requests for Transportation & Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- Maintain back-up power in the EOC.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment, and vehicles to designated general staging areas.
- Obtain Transportation & Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with the Cal Trans, and adjacent City/County Department of Transportation & Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.



- Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Supply Unit of the Logistics Section for sanitation service during an emergency.
- Support clean-up and recovery operations during disaster events.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan to facilitate County clean-up operations.
- Identification of agencies such as the City/County Sanitation Districts and coordination of the debris removal process.
- Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
- Cooperation with various waste management regulatory agencies to address associated debris removal problems.
- Identification and establishment of debris collection sites.
- Evaluation of potential recycling of debris.
- Prioritization and completion of the debris removal process.
- Disaster Event Analysis and Waste Characterization Analysis.
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with building and safety branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with Amador County Environmental Health, Cal OES and Cal Recycle.
- Determine debris removal/building deconstruction and demolition needs.



- Coordinate with Building and Safety to determine if a County contractor will be needed to remove debris from private property or perform demolition services.
 - Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety to include separation and salvaging
- Determine extent of damage.
- DESTROYED:
 - Building is a total loss or is damaged to the extent that it is neither usable nor economically repairable.
 - MAJOR:
 - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
 - MINOR:
 - Building is damaged and may be used under limited conditions; may be restored to service with minor repairs. Usually involves damages or losses of \$7400 or less.
 - AFFECTED:
 - Some damage to building and suspected damage to contents. Structure is usable without repairs.
- Determine specific details of damage, as requested.
- Structure loss factors
 - Vehicle loss
 - Hazardous materials or waste
 - Structural hazards
 - Erosion potential
 - Estimated costs for repair/replacement
- Compile and review assessment information from field Task Forces.
- Identify damaged facilities that require detailed engineering damage assessment.
- Forward assessment information to Situation Status staff and list of buildings that may require detailed inspection to Damage Assessment staff (Planning/Intelligence Section).
- Select debris management program(s) from the following:



- Curbside collection - source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste - collection event or curbside program
- Identify temporary storage/processing sites, if necessary.
- Coordinate with surrounding cities and the County
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated.
 - Coordinate with FEMA regarding reimbursement for temporary sites and sorting which may require moving materials twice. Coordinate this activity through Amador County Environmental Health, Cal OES and Cal Recycle.
- Initiate safety assessment.
- Determine location of damage and public and private damaged structures.
 - If physical address is not discernable, use secondary sources.
 - Utility meter/box number (water, gas, cable)
 - Physical description
 - Other source
- Initiate or continue appropriate mitigation measures:
- Organize crews to continue mitigation efforts and debris clearance.
 - Initiate repairs and restoration.
 - Prioritize repairs of damaged equipment and infrastructure.
 - Construct temporary pipelines as needed.
- Monitor functionality of lifelines such as gas, electricity, and water to key facilities.
- Coordinate with Utilities Unit to identify a schedule for restoration of lifelines to residents and businesses.
- Initiate debris clearance.
- Ensure personnel have adequate protective clothing for operations in hazardous areas.
 - Clear debris from waterways to alleviate or prevent flooding.
- Be prepared to provide equipment and assistance in rescue operations.
- Provide equipment and crews to support hazardous materials removal or containment.
-



- Confirm perimeter of disaster area.
 - Fire agencies may have already identified the perimeter of the incident.
- Identify facilities and processing operations to be used.
- Determine contract needs
 - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
 - Document how contract price was developed
- Establish a public information program for debris removal.
- Establish program length and develop monitoring and enforcement program.
- Prepare report of program activities and results. Prepare documentation for reimbursement.
- Consider the activation of the Utilities Unit.
- Determine the need to staff a water task group and secure resources through the Logistics Section.
- Maintain information in the Branch regarding facilities opened and operating, supplies and equipment at the various locations, specific operations, and capabilities of each location.
- As the requirement for emergency use facilities is identified, coordinate the acquisition of required space.
- In coordination with the Operations Section Coordinator, provide support to facilities used for disaster response and recovery operations, i.e., staging areas, shelters, Local Recovery Centers (LACs), disaster recovery centers (DRCs), etc.
- Identify communications requirements to the Communications/Information Systems Unit of the Logistics Section.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements and support to the Transportation Unit and other departments.



- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Ensure utilities are secured in evacuated areas.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Branch capabilities and priorities established.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water food, other consumables, and essential supplies to all disaster operations facilities.
- Communicate with Law Enforcement about the potential for evacuation.
 - Coordinate Transportation resources if required for evacuating persons or transporting equipment, supplies and personnel.
 - Assist in moving resources and supplies from hazard prone areas.
 - Repair damage to essential routes.
 - Construct detours and alternate routes according to plan.
- Provide barricades for traffic control.
- Assist in the removal of disabled vehicles on evacuation routes.
- Cordon-off areas around hazardous structures
- Ensure that basic sanitation and health needs are met.
- Release mutual aid resources as need diminishes.
- Consider the need for stress management, counseling and/or debriefing.
- Arrange for rest of crews and safety checks of apparatus prior to demobilization.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Branch when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.



- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Branch staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Branch position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



UTILITIES UNIT LEADER POSITION CHECKLIST

PRIMARY: Public Works Employee

ALTERNATE: Utility Company Liaison

SUPERVISOR: Public Works Branch Director

GENERAL DUTIES:

- Assess the status of utilities; provide Utility Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.
- Evaluate, plan and implement actions to acquire and distribute alternative potable water.
- Identify need for and prioritize locations for water distribution (including needs of critical facilities).
- Provide for water quality assurance.
- Determine the need to staff a water task group and secure resources through the Logistics Section.
- Provide information to Public Information Officer to disseminate notifications to the media and public as appropriate.

RESPONSIBILITIES: Provide Utility Status Reports as required. Coordinate restoration of damaged utilities with utility representatives. Provide alternate source(s) of potable water to affected population.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- Monitor functionality of utility lines such as gas, electricity, and water to key facilities.
- Coordinate with private utility providers to create a schedule for restoration of utilities to residents and businesses.

WATER

- Coordinate with the Amador Water Agency Treatment Plant to create a schedule for restoration of water facilities to residents and businesses.
- Contact the California Department of Health Services District Office of Drinking Water, local health department, local water utilities, Public Works, Fire Department, Sheriff's Office and other sources to compile situation information including:
 - Cause and extent of water system damage.
 - Estimated duration of system outage.
 - Geographical area affected.
 - Population affected.
 - Actions taken to restore system.
 - Resources needed to reactivate system.
 - Emergency potable water needs (quantity and prioritized areas).
- Notify the Cal OES Inland Region EOC of the situation and need for mutual aid and participate in Water Chief conference calls as requested.



- Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).
- In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid from the Cal OES Inland Region EOC to identify and/or obtain water resources. A list of approved commercial vendors is maintained by the Food and Drug Branch of California Department of Health Services and is available through the Regional EOC [REOC] Water Chief).
- Identify and secure locations for water distribution points (e.g., County parks, County Fair Grounds, shelters, etc.).
- In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points.
- Consult with Cal OES Inland Region EOC, California Department of Health Services District Office, water utilities and PIO for appropriate public information announcements and media interface.
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

Note: Going directly to the State agency (California Department of Health Services District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

NATURAL GAS

- Coordinate with the Pacific Gas and Electricity (PG&E) to create a schedule for restoration of natural gas services to residents and businesses.
- Contact the Pacific Gas and Electricity (PG&E), Public Works, Fire Department, Sheriff's Office and other sources to compile situation information including:
 - Cause and extent of Natural gas system damage
 - Estimated duration of system outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system
 - Residential and commercial natural gas lines shut off by users



- Notify the Cal OES Inland Region EOC of the situation and need for mutual aid and participate in Utility Chief conference calls as requested.

ELECTRICITY

- Coordinate with the Pacific Gas and Electric (PG&E) to create a schedule for restoration of electrical services to residents and businesses.
- Contact the Pacific Gas and Electric (PG&E), Public Works, Fire Department, Sheriff's Office and other sources to compile situation information including:
 - Cause and extent of electrical system damage
 - Estimated duration of system outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system
- Notify the Cal OES Inland Region EOC of the situation and need for mutual aid and participate in Utility Chief conference calls as requested.

Note: The California Utilities Emergency Association (CUEA) provides emergency operations support for gas, electric, water, wastewater, telecommunications (including wireless) and petroleum pipeline utilities on behalf of Cal OES.

- Identify communications requirements to the Communications/Information Systems Unit of the Logistics Section.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements and support to the Transportation Unit and other departments.
- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Ensure utilities are secured in evacuated areas.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.



- Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- Begin planning for recovery.

DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



DEBRIS REMOVAL UNIT LEADER POSITION CHECKLIST

PRIMARY: Public Works Employee

ALTERNATE: Public Works Employee

SUPERVISOR: Public Works Branch Director

GENERAL DUTIES:

- Support cleanup and recovery operations during disaster events.
- Develop a debris removal plan to facilitate County cleanup operations.
- Initiate debris clearance.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Cooperation with various waste management regulatory agencies to address associated debris removal problems.
- Identification and establishment of debris collection sites.
- Evaluation of potential recycling of debris.
- Prioritization and completion of the debris removal process.
- Determine debris removal/building deconstruction and demolition needs.
- Forward assessment information to Situation Status staff and list of buildings that may require detailed inspection to Damage Analysis Unit
- Identify temporary storage/processing sites

RESPONSIBILITIES:

- Support cleanup and recovery operations during disaster events, develop a debris removal plan to facilitate County cleanup operations, clear debris, and coordinate with various waste management regulatory agencies to address associated debris removal problems.
- Identify and establish debris collection sites, evaluation of potential recycling of debris, and prioritize debris removal.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Coordinate with the Supply Unit of the Logistics Section for sanitation service during an emergency.
- Support cleanup and recovery operations during disaster events.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan to facilitate County cleanup operations.
- Identification of agencies such as the City/County Sanitation Districts and coordination of the debris removal process.
- Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
- Cooperation with various waste management regulatory agencies to address associated debris removal problems.
- Identification and establishment of debris collection sites.
- Evaluation of potential recycling of debris.
- Prioritization and completion of the debris removal process.
- Disaster Event Analysis and Waste Characterization Analysis.
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris



- Coordinate with building and safety branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
- Expect normal refuse volumes to double after a disaster
- Develop a list of materials to be diverted
- Make diversion programs a priority
- Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with Amador County Environmental Health, Cal OES and Cal Recycle.

Determine debris removal/building deconstruction and demolition needs.

- Coordinate with Building and Safety to determine if a County contractor will be needed to remove debris from private property or perform demolition services.
- Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety to include separation and salvaging

Determine extent of damage.

- DESTROYED:
 - Building is a total loss or is damaged to the extent that it is neither usable nor economically repairable.
- MAJOR:
 - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
- MINOR:
 - Building is damaged and may be used under limited conditions; may be restored to service with minor repairs. Usually involves damages or losses of \$7400 or less.
- AFFECTED:
 - Some damage to building and suspected damage to contents. Structure is usable without repairs.

Determine specific details of damage, as requested.

- Structure loss factors
- Vehicle loss
- Hazardous materials or waste
- Structural hazards
- Erosion potential
- Estimated costs for repair/replacement



- Compile and review assessment information from field Task Forces.
- Identify damaged facilities that require detailed engineering damage assessment.
- Forward assessment information to Situation Status staff and list of buildings that may require detailed inspection to Damage Assessment staff (Planning/Intelligence Section).
- Select debris management program(s) from the following:
 - Curbside collection - source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste - collection event or curbside program
- Identify temporary storage/processing sites, if necessary.
 - Coordinate with surrounding cities and the County
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated.
 - Coordinate with FEMA regarding reimbursement for temporary sites and sorting which may require moving materials twice. Coordinate this activity through County OES.
- Initiate safety assessment.
 - Determine location of damage and public and private damaged structures.
 - If physical address is not discernable, use secondary sources.
 - Utility meter/box number (water, gas, cable)
 - Physical description
 - Other source
- Initiate or continue appropriate mitigation measures:
 - Organize crews to continue mitigation efforts and debris clearance.
 - Initiate repairs and restoration.
 - Prioritize repairs of damaged equipment and infrastructure.
 - Construct temporary pipelines as needed.
- Monitor functionality of lifelines such as gas, electricity, and water to key facilities.



- Coordinate with Utilities Unit to identify a schedule for restoration of lifelines to residents and businesses.
- Coordinate with Utilities Unit to identify a schedule for restoration of water facilities to residents and businesses.
- Initiate debris clearance.
- Ensure personnel have adequate protective clothing for operations in hazardous areas.
- Clear debris from waterways to alleviate or prevent flooding.
- Be prepared to provide equipment and assistance in rescue operations.
- Provide equipment and crews to support hazardous materials removal or containment.
- Confirm perimeter of disaster area.
- Fire agencies may have already identified the perimeter of the incident.
- Identify facilities and processing operations to be used.
- Determine contract needs
 - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
 - Document how contract price was developed
- Establish a public information program for debris removal.
- Establish program length and develop monitoring and enforcement program.
- Prepare report of program activities and results. Prepare documentation for reimbursement.
- Consider the activation of the Debris Removal Unit.
- Maintain information in the Unit regarding facilities opened and operating, supplies and equipment at the various locations, specific operations, and capabilities of each location.



- As the requirement for emergency use facilities is identified, coordinate the acquisition of required space.
- In coordination with the Operations Section Coordinator, provide support to facilities used for disaster response and recovery operations, i.e., staging areas, shelters, disaster recovery centers (DRCs), etc.
- Identify communications requirements to the Communications/Information Systems Unit of the Logistics Section.
- Identify equipment, material and supply needs to the Supply Unit.
- Identify personnel needs to the Personnel Unit.
- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.



- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



SAFETY/DAMAGE ASSESSMENT UNIT LEADER POSITION CHECKLIST

PRIMARY: Building Inspector

ALTERNATE: Building Inspector

SUPERVISOR: Public Works Branch Director

- GENERAL DUTIES:**
- Begin the immediate inspection for re-occupancy of key County facilities by departments responsible for emergency response and recovery.
 - Provide the engineering support as requested for other Operations Section Branches; i.e. Urban Search and Rescue teams.
 - Coordinate investigation and safety assessment of damage to buildings, structures and property within the County for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
 - Provide damage and safety assessment information and statistics to the Damage Analysis Unit of the Planning/Intelligence Section.
 - Impose emergency building regulations as determined from performance of structures.
 - Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

RESPONSIBILITIES: Evaluation of all County-owned and private structures that may have been damaged in an incident. The Building Official in Amador County is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.



- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Coordinate with County Building and Safety regarding local needs.
- Consider requesting Mutual Aid assistance from the Cal OES Safety Assessment Program (SAP). Requests made through the Cal OES Inland Region or State Operations Center. **(Refer Basic Plan; Section 11: Disaster Recovery)**
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOCs
 - Sheriff/Police stations
 - Fire stations
 - Hospitals
 - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.) *
 - Public schools *
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures, commercial, industrial and residential
 - Mobile homes/modular structures *
 - Single-family dwellings

***Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.**

- Use a three-phase approach to inspection based upon existing disaster intelligence:



- General Area Survey of structures
 - ATC-20 Rapid Inspection
 - ATC-20 Detailed Inspection
- Be prepared to start over due to aftershocks.
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Alert and stage safety assessment teams as needed.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Analysis Unit of the Planning/Intelligence Section.
- Arrange for necessary communications equipment from the Communications/Information Systems Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- Brief all personnel on Department Emergency Operating Procedures and assignments.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass Care and Shelter facilities to the Care and Shelter Branch.
- Provide public school inspection reports to the state Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate County officials for:
 - Emergency Building and Safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.



- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request Sheriff's Office escort of safety assessment and inspection personnel.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.



- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



MEDICAL/HEALTH BRANCH DIRECTOR POSITION CHECKLIST

PRIMARY: Amador County Medical/Health Operational Area Coordinator

ALTERNATE: Amador County Public Health Director

SUPERVISOR: Operations Section Coordinator

GENERAL DUTIES: The overall goal of the Medical/Health Branch operations is to minimize loss of life and human suffering, prevent disease and promote optimum health for the population by controlling public health factors that affect human health and by providing leadership and guidance in emergency/disaster public health-related activities.

The overall general duties of emergency/disaster Medical/Health operations are to:

- Provide preventive health services and control disease outbreaks.
- Conduct rapid disease surveillance activities.
- Issue public health advisories (water, air, food, soil).
- Respond to public health related incidents/events.
- Coordinate health-related activities among other local public and private response agencies or groups.
- Develop and execute recovery plan; assist in Operational Area recovery planning

RESPONSIBILITIES: Liaison between the Amador County Public Health Department; Medical/Health Operational Area Coordinator (MHOAC) and the Amador County EOC. Facilitate the timely and adequate response to medical and health related incidents. Coordinate with field incident commanders, the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).

- Assessment of immediate medical needs.
- Coordination of disaster medical and health resources.
- Coordination of patient distribution and medical evaluations.



- Coordination with inpatient and emergency care providers.
- Coordination of out-of-hospital medical care providers.
- Coordination and integration with fire agencies personnel, resources, and emergency fire pre-hospital medical services.
- Coordination of providers of non-fire based pre-hospital emergency medical services.
- Coordination of the establishment of temporary field treatment sites.
- Health surveillance and epidemiological analyses of community health status.
- Assurance of food safety.
- Management of exposure to hazardous agents.
- Provision or coordination of mental health services.
- Provision of medical and health public information protective action recommendations.
- Provision or coordination of vector control services.
- Assurance of drinking water safety.
- Assurance of the safe management of liquid, solid, and hazardous wastes.
- Investigation and control of communicable disease.
- Assist and serve as an advisor to the Operations Section Coordinator as needed.

**ADDITIONAL
GUIDANCE
DOCUMENTS:**

- Amador County Public Health Department Public Health Emergencies Plan
- Amador County Medical and Health Operational Area Coordinator (MHOAC) Program Annex
- Amador County MHOAC Policy
- California Public Health and Medical Emergency Operations Manual
- California Mass Fatality Management Guide: A Supplement to the State of California Coroners' Mutual Aid Plan

**DAFN GUIDANCE
DOCUMENTS:**

- ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
- American Red Cross Sheltering Handbook (ARC, 2013)
- A Guide for Local Jurisdictions In Care and Shelter Planning (Alameda County OEM, 2003)
- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, County Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Establish an emergency work schedule.
- Test communications equipment.
- Establish contact with the Operational Area Fire, EMS agencies, and hospitals.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture.
- Consider Pre-positioning equipment in strategic locations to meet expected needs.



- Coordinate Emergency Public Information with the Operations Section Coordinator.

STARTUP ACTIONS

- Check-in upon arrival at the EOC. (The Finance/Administration Section, Time Recording Unit is responsible for Check-In of personnel resources to the EOC).
- Identify yourself as the Medical/Health Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to Operations Section Coordinator.
- Identify operational period work shifts.
- Obtain a briefing from your supervisor in accordance with the EOC Action Plan.
 - Receive a copy of the written Action Plan
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.
- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.



- Determine your personal work area.
- Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Branch staff and resources.
- Review position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Branch Time Log.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Review organization in place at the EOC. Know where to go for information or support.
- Determine the extent to which Branch functions should be activated and request additional staffing or resources from your supervisor if needed.



If additional Branch staffing is needed:

- Request additional personnel for the Branch to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
- Determine estimated times of arrival of unit staff from your supervisor or the Personnel Unit in Logistics (if directed to by your supervisor).
- Determine if other Branch staff is at the EOC.
- Activate elements of your Branch, establish work area, assign duties and ensure Unit log is opened.
- Ensure that all Branch personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Branch personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Branch.
- Identification of specific job responsibilities.
- Identification of Branch and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.



- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Based on the situation as known or forecasted determine likely future Branch needs.

- Think ahead and anticipate situations and problems before they occur.

- Review responsibilities of your Branch. Develop plan for carrying out all responsibilities.

- Meet with other Branch Directors in the Operations Section.

- Inform the Operations Section Coordinator when your Branch is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Branch operations and support of field operations as requested. Assign specific responsibilities.

- Evaluate the need for personnel to attend Behavioral Health Assessment. Arrange through the Personnel Unit of the Logistics Section.

- Make a list of key issues currently facing the Branch to be accomplished within the next operational period.

- Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.

- Keep up to date on situation and resources associated with the Branch. Maintain current status and displays at all times.

- Ensure that the Safety/Damage Assessment plan is being carried out by field units.

- Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to the Operations Section Coordinator.



- Review situation reports as they are received. Verify information where questions exist.
- Update status information with other sections as appropriate.
- Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.
- Ensure that Branch logs and files are maintained.
- Monitor Branch activities and adjust Unit organization as appropriate.
- Resolve problems that arise in conducting your Branch responsibilities.
- Anticipate potential situation changes, such as severe aftershocks or cascading effects, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support needs and forward to the Operations Section Coordinator.
- Conduct periodic briefings for your Branch. Ensure they are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Operations Section Coordinator and the Public Information Officer (PIO).
- Ensure that all Branch personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Report to the Operations Section Coordinator when:
 - o EOC Action Plan needs modification.
 - o Additional resources are needed or surplus resources are available.
 - o Significant events occur.
- Anticipate potential situation changes, such as severe aftershocks, in all Medical/Health Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.



- Alert all emergency responders to the dangers associated with hazardous materials and fire. Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the Operations Section Coordinator.
- Evaluate the need to evacuate or shelter-in-place and coordinate with the Care and Shelter Branch of the Law Enforcement Branch and Public Information Officer.

BRANCH OPERATIONAL DUTIES

- Conduct periodic briefings for the Medical/Health Branch. Ensure they are aware of priorities.
- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
- Report to the Operations Section Coordinator when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Obtain regular briefings from field command post(s) or the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Review situation reports as they are received. Verify information where questions exist.
- Keep the Operations Section Coordinator advised of Medical/Health Branch status and activity and on any problem areas that now need or will require solutions.



- Provide periodic situation or status reports to the Operations Section Coordinator for updating information to the Planning/Intelligence Section.
- Assist with the needs of the Incident Command Post as requested.
- Develop a plan for the Medical/Health Branch operations and support of field operations as requested. Assign specific responsibilities.
- Review and approve accident and medical reports originating within the Medical/Health Branch.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

Logistics

- Coordinate with the Supply Unit and Facilities Units of the Logistics Section for feeding and shelter of Medical/Health Branch personnel.
- Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for Medical/Health Branch personnel with Logistics Section personnel.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel.

Emergency Medical Services

- Estimate need for Medical/Health mutual aid.
- In the event of an evacuation, coordinate with the Law Enforcement Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- Assist Law Enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons or the medically fragile.
- Provide Law Enforcement with recommendations for the direction and management of hospital and care facility population evacuations; assist in evacuations or shelter in place operations.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing County resources and private providers.



- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.
- Coordinate with the County to identify hospitals, nursing homes and other facilities that should be expanded into emergency treatment centers for disaster victims.
- Coordinate with the County to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- Coordinate the establishment and operation of first aid stations for emergency workers as appropriate to the incident.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Coordinate debris clearance with the Public Works Branch from disaster routes to support emergency vehicle operation.
- In conjunction with the Situation Unit of the Planning/Intelligence Section, establish a patient tracking system.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Determine number and location of casualties that require hospitalization.
- Ensure that first aid stations for emergency workers as appropriate to the incident are established and operated.
- Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch.

Public Health/Care and Shelter

- Work with Care and Shelter Branch to provide support for environmental safety assessment, public health nursing care, emergency dispensing of medicine/prescriptions, or mental or behavioral health care for shelter operations.



- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in appropriate disease prevention measures and control activities, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in developing procedures to provide Licensed Nurses for shelters or treatment areas as needed.

Environmental Health

- Coordinate inspection of health hazards in damaged buildings.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Assist Public Works to protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed. Ensure that proper clean-up arrangements are made.

Public Information

- Provide to the PIO with information regarding any public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.

Alerting/Public Warning

- Ensure that special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.) have been notified.



- Coordinate all emergency warning and messages with the EOC Director and the PIO. Disseminate warning to the public. Consider the following dissemination methods:
 - Nixle Emergency Alert System
 - Social Media
 - Integrated Public Alert and Warning System (IPAWS)
 - Emergency Alert System (EAS) TV - KFSN Channel 30 and Radio - KMJ 580 AM Fresno
 - Sheriff units using loudspeakers and sirens to announce warning messages.
 - Using SAR, SCOPE, RACES, and other volunteers or County personnel as necessary to help with warnings. Request through the Logistics Section.

- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages. Translations services are also available at <http://babel.altavista.com>.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

**Additional Action in Response to
Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) Event**

- Identify patients and notify hospitals if contaminated or exposed patient are involved.

- Implement the Radiological Protection Procedures as needed.

- Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.

- Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by all first responders to ensure personnel safety.



Additional Actions in Response to Flooding

- Identify hospital or care facilities subject to flooding and prepare to move people from facilities.
- As available, assist in recommending mitigation efforts, i.e. sandbagging, shutting off power in areas with downed powerlines, release of sewage or other hazardous substances.
- Implement Protection Procedures as needed.

Additional Actions in response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
 - Request temporary flight restrictions.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Branch when they are no longer required.
- Ensure personnel attend Behavioral Health Assessment as part of the demobilization process.
- Ensure that any open actions are handled by the Branch or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to the Branch's release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate the Medical/Health Branch and close out logs when authorized by the Operations Section Coordinator.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.



- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place.
Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where Branch staff can be reached.
- Participate in post-emergency debriefing and critique sessions.



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EMERGENCY MEDICAL SERVICES UNIT LEADER POSITION CHECKLIST

PRIMARY: American Legion Ambulance Duty Officer

ALTERNATE: Amador County Public Health Department Personnel

SUPERVISOR: Medical/Health Branch Director

GENERAL DUTIES: The EMS Unit coordinates operational disaster medical activities during a disaster and provides logistics support during a public health emergency. The EMS Unit communicates and places resource requests through the OA EOC Medical Health Branch.

The EMS DOC Unit serves as a support and procurement entity of medical & health supplies to the County OA EOC or Amador County Public Health Department DOC during a public health emergency. EMS Unit is the primary coordinator for hospital and clinic information exchange, resources requests, logistics and tactical operations.

RESPONSIBILITIES: Liaison between the Amador County Public Health Department; Medical/Health Operational Area Coordinator (MHOAC) and the Amador County EOC. Facilitate the timely and adequate response to medical and health related incidents. Coordinate with field incident commanders, American Legion Ambulance, the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).

- Assessment of immediate medical needs.
- Coordination of disaster medical and health resources.
- Coordination of patient distribution and medical evaluations.
- Coordination with inpatient and emergency care providers.
- Coordination of out-of-hospital medical care providers.
- Coordination and integration with fire agencies personnel, resources, and emergency fire pre-hospital medical services.
- Coordination of providers of non-fire based pre-hospital emergency medical services.
- Coordination of the establishment of temporary field treatment sites.
- Ensure that all available emergency medical resources are identified and mobilized as required.



- Activate the local and State Mass Casualty Plan if necessary. Coordinate with the Amador County Sheriff's Office, Amador County Fire Protection Department or CALFIRE, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Provide assistance as required to other jurisdictional EOCs and County Health Department Operations Center in establishing triage teams.
- Determine the status of medical facilities within the affected area.
- Ensure adequate transportation resources are available for the transportation of injured victims to appropriate medical facilities.
- Supervise the Emergency Medical Services Unit.
- Assist and serve as an advisor to the Operations Section Coordinator as needed.

**ADDITIONAL
GUIDANCE
DOCUMENTS:**

- Amador County Public Health Department Public Health Emergencies Plan
- Amador County Medical and Health Operational Area Coordinator (MHOAC) Program Annex
- Amador County MHOAC Policy
- California Public Health and Medical Emergency Operations Manual
- California Mass Fatality Management Guide: A Supplement to the State of California Coroners' Mutual Aid Plan

**DAFN GUIDANCE
DOCUMENTS:**

- ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
- American Red Cross Sheltering Handbook (ARC, 2013)
- A Guide for Local Jurisdictions In Care and Shelter Planning (Alameda County OEM, 2003)
- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, County Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Establish an emergency work schedule.
- Test communications equipment.
- Establish contact with the Operational Area Fire, EMS agencies, and hospitals.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture
- Consider Pre-positioning equipment in strategic locations to meet expected needs.



- Coordinate Emergency Public Information with the Medical/Health Branch Director.

STARTUP ACTIONS

- Check-in upon arrival at the EOC. (The Finance/Administration Section, Time Recording Unit is responsible for Check-In of personnel resources to the EOC).
- Identify yourself as the EMS Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to Medical/Health Branch Director.
- Identify operational period work shifts.
- Obtain a briefing from your supervisor in accordance with the EOC Action Plan.
 - Receive a copy of the written Action Plan
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.
- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.



- Determine your personal work area.
- Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Unit staff and resources.
- Review position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.
- Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.***
- Review organization in place at the EOC. Know where to go for information or support.
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.



If additional Unit staffing is needed:

- Request additional personnel for the Unit to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
- Determine estimated times of arrival of unit staff from your supervisor or the Personnel Unit in Logistics (if directed to by your supervisor).
- Determine if other Unit staff is at the EOC.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.



- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Based on the situation as known or forecasted determine likely future Unit needs.

- Think ahead and anticipate situations and problems before they occur.

- Review responsibilities of your Unit. Develop plan for carrying out all responsibilities.

- Meet with other Unit Leaders in the Medical/Health Branch.

- Inform the Medical/Health Branch Director when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.

- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Keep up to date on situation and resources associated with the Unit. Maintain current status and displays at all times.

- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to the Medical/Health Branch Director.

- Review situation reports as they are received. Verify information where questions exist.



- Update status information with other sections as appropriate.
- Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.
- Ensure that Unit logs and files are maintained.
- Monitor Unit activities and adjust Unit organization as appropriate.
- Resolve problems that arise in conducting your Unit responsibilities.
- Anticipate potential situation changes, such as severe aftershocks or cascading effects, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support needs and forward to the Medical/Health Branch Director.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Medical/Health Branch Director and the Public Information Officer (PIO).
- Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.

UNIT OPERATIONAL DUTIES

- Conduct periodic briefings for the Medical/Health Branch. Ensure they are aware of priorities.
- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.



- Request mutual aid resources through proper channels when approved by the Medical/Health Branch Director.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Check with the other Medical/Health Branch Units for a briefing on the status of the emergency.
- Obtain regular briefings from field command post(s) or the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Review situation reports as they are received. Verify information where questions exist.
- Keep the Medical/Health Branch Director advised of EMS Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director for updating information to the Planning/Intelligence Section.
- Develop a plan for the EMS Unit operations and support of field operations as requested. Assign specific responsibilities.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

Emergency Medical Services

- Estimate need for Medical/Health mutual aid.
- In the event of an evacuation, coordinate with the Law Enforcement Branch to reduce the patient population in hospitals, nursing homes and other care facilities.



- Assist Law Enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons or the medically fragile.
- Provide Law Enforcement with recommendations for the direction and management of hospital and care facility population evacuations; assist in evacuations or shelter in place operations.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing County resources and private providers.
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.
- Coordinate with the County to identify hospitals, nursing homes and other facilities that should be expanded into emergency treatment centers for disaster victims.
- Coordinate with the County to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- Coordinate the establishment and operation of first aid stations for emergency workers as appropriate to the incident.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Coordinate debris clearance with the Public Works Branch from disaster routes to support emergency vehicle operation.
- In conjunction with the Situation Unit of the Planning/Intelligence Section, establish a patient tracking system.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Determine number and location of casualties that require hospitalization.
- Ensure that first aid stations for emergency workers as appropriate to the incident are established and operated.



- Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch.

Public Information

- Provide to the PIO with information regarding any public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Unit when they are no longer required.
- Ensure personnel attend Behavioral Health Assessment as part of the demobilization process.
- Ensure that any open actions are handled by the Unit or transferred to other EOC elements as appropriate.
- Ensure that required forms are completed prior to the Unit's release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate the EMS Unit and close out logs when authorized by the Medical /Health Branch Director.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where Unit staff can be reached.
- Participate in post-emergency debriefing and critique sessions.



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PUBLIC HEALTH UNIT LEADER POSITION CHECKLIST

PRIMARY: Amador County Public Health Department Personnel

ALTERNATE: Amador County Public Health Department Personnel

SUPERVISOR: Medical/Health Branch Director

GENERAL DUTIES: The Public Health Unit works to prevent epidemics and the spread of disease, prevent injuries, promote and encourage healthy behaviors, respond to disasters and assist communities in recovery and assure the quality and accessibility of health services throughout Amador County.

RESPONSIBILITIES: The Public Health Unit is responsible for coordinating measures to protect the public health prior to, during and following a health emergency or disaster. The Public Health activities described in the California Health and Safety Code include the following: communicable disease control (reportable diseases), maternal and child health/family planning, vital records, environmental surveillance, laboratory services and public nursing.

The overall goal of emergency/disaster public health operations is to minimize loss of life and human suffering, prevent disease and promote optimum health for the population by controlling public health factors that affect human health and by providing leadership and guidance in emergency/disaster public health-related activities.

The overall objectives of emergency/disaster public health operations are to:

- Provide preventive health services and control disease outbreaks.
- Conduct rapid disease surveillance activities.
- Respond to public health related incidents/events.
- Coordinate health-related activities among other local public and private response agencies or groups.
- Provide support to response activities to include public alert, warning, and incident information, evacuation, care and shelter operations, and mass casualty incidents.
- Develop and execute recovery plan; assist in Operational Area recovery planning



**ADDITIONAL
GUIDANCE
DOCUMENTS:**

- Amador County Public Health Department Public Health Emergencies Plan
- Amador County Medical and Health Operational Area Coordinator (MHOAC) Program Annex
- Amador County MHOAC Policy

**DAFN GUIDANCE
DOCUMENTS:**

- ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
- American Red Cross Sheltering Handbook (ARC, 2013)
- A Guide for Local Jurisdictions In Care and Shelter Planning (Alameda County OEM, 2003)
- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, County Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development of a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Establish an emergency work schedule.
- Test communications equipment.
- Establish contact with the Operational Area Fire, EMS agencies, and hospitals.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture
- Consider Pre-positioning equipment in strategic locations to meet expected



needs.

- Coordinate Emergency Public Information with the Medical/Health Branch Director.

STARTUP ACTIONS

- Check-in upon arrival at the EOC. (The Finance/Administration Section, Time Recording Unit is responsible for Check-In of personnel resources to the EOC).
- Identify yourself as the Public Health Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to Medical/Health Branch Director.
- Identify operational period work shifts.
- Obtain a briefing from your supervisor in accordance with the EOC Action Plan.
 - o Receive a copy of the written Action Plan
 - o Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- o Current situation assessment.
- o Past actions, present and forecasted activity.
- o Current and anticipated staffing expectations, limitations and demobilization procedures.
- o Organization within the EOC.
- o Location of work area.
- o Expectations of the Unit.
- o Identification of specific job responsibilities.
- o Identification of Unit and Section co-workers and work areas.
- o Availability of communications and identified paths of communication within the EOC.
- o Fiscal expectations and limitations.
- o Procedural instructions for obtaining additional supplies, services, and personnel.
- o Identification of operational period work shifts.
- o EOC emergency or evacuation procedures and rally points.
- o Identification of eating and sleeping arrangements as appropriate.
- o Procedures to document items for the After Action Report.
- o Encourage them to think ahead and anticipate situations and problems before they occur.



- Determine your personal work area.
- Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Unit staff and resources.
- Review position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Review organization in place at the EOC. Know where to go for information or support.
- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.



If additional Unit staffing is needed:

- Request additional personnel for the Unit to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
- Determine estimated times of arrival of unit staff from your supervisor or the Personnel Unit in Logistics (if directed to by your supervisor).
- Determine if other Unit staff is at the EOC.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.



- Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
 - Based on the situation as known or forecasted determine likely future Unit needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Review responsibilities of your Unit. Develop plan for carrying out all responsibilities.
 - Meet with other Unit Leaders in the Medical/Health Branch.
 - Inform the Medical/Health Branch Director when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Keep up to date on situation and resources associated with the Unit. Maintain current status and displays at all times.
- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director.
- Review situation reports as they are received. Verify information where questions exist.



- Update status information with other sections as appropriate.
- Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.
- Ensure that Unit logs and files are maintained.
- Monitor Unit activities and adjust Unit organization as appropriate.
- Resolve problems that arise in conducting your Unit responsibilities.
- Anticipate potential situation changes, such as severe aftershocks or cascading effects, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support needs and forward to the Medical/Health Branch Director.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Medical/Health Branch Director and the Public Information Officer (PIO).
- Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.

UNIT OPERATIONAL DUTIES

- Conduct periodic briefings for the Medical/Health Branch. Ensure they are aware of priorities.



- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.
- Request mutual aid resources through proper channels when approved by the Medical/Health Branch Director.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Check with the other Medical/Health Branch Units for a briefing on the status of the emergency.
- Obtain regular briefings from field command post(s) or the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Review situation reports as they are received. Verify information where questions exist.
- Keep the Medical/Health Branch Director advised of Public Health Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director for updating information to the Planning/Intelligence Section.
- Develop a plan for the Public Health Unit operations and support of field operations as requested. Assign specific responsibilities.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

Public Health

- Estimate need for Medical/Health mutual aid.
- Work with Care and Shelter Branch to provide support for environmental safety assessment, public health nursing care, emergency dispensing of medicine/prescriptions, or mental or behavioral health care for shelter operations.



- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in appropriate disease prevention measures and control activities, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Cal OES Inland Region, State Operations Center, RDMC or EMSA in developing procedures to provide Licensed Nurses for shelters or treatment areas as needed.

Public Information

- Provide to the PIO with information regarding any public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Unit when they are no longer required.
- Ensure personnel attend Behavioral Health Assessment as part of the demobilization process.
- Ensure that any open actions are handled by the Unit or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to the Unit's release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate the Public Health Unit and close out logs when authorized by the Medical/Health Branch Director.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.



- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where Unit staff can be reached.
- Participate in post-emergency debriefing and critique sessions.



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BEHAVIORAL HEALTH UNIT LEADER POSITION CHECKLIST

PRIMARY: Amador County Behavioral Health Department Personnel

ALTERNATE: Amador County Behavioral Health Department Personnel

SUPERVISOR: Medical/Health Branch Director

GENERAL DUTIES: Behavioral Health Services are provided to mitigate the effects of acute and longer-term threats to the mental health of the population and to maintain the mental health and safety of responders. Services may include crisis counseling and psychological first aid, and other services to relieve mental health and/or substance abuse problems caused or aggravated by a disaster or its aftermath.

- RESPONSIBILITIES:**
- Coordinates, plans, and evaluates behavioral health disaster operations within the County.
 - Coordinates the procurement and allocation of behavioral health resources required to support disaster operations.
 - Develops and maintains a capability for identifying behavioral health resources within the County.
 - Coordinates all County-operated and contracted behavioral health-related activities among other local and private response agencies or groups, as well as state and federal agencies.
 - Coordinates requests and responses to requests with Cal OES Region IV Disaster Medical Coordinator via County EMS.
 - Reports to the OA EOC or send representative.
 - Designates BHS Disaster Coordinator.
 - Coordinates with jurisdiction Public Information Officer (PIO) for the issuance of appropriate behavioral health messages.

- ADDITIONAL GUIDANCE DOCUMENTS:**
- Amador County MHOAC Policy
 - Mental Health All-Hazards Disaster Planning Guidance (U.S. Department of Health and Human Services, 2003)
 - Mental Health Response to Mass Violence and Terrorism: A Field Guide, (U.S. Department of Justice, 2005)
 - A Guide to Managing Stress in Crisis Response Professionals, (U.S. Department of Health and Human Services, 2005)



**DAFN GUIDANCE
DOCUMENTS:**

- Tips for Managing and Preventing Stress: A Guide for Emergency Response and Public Safety Workers (U.S. Department of Health and Human Services, 2007)
- Tips for Disaster Responders: Understanding Compassion Fatigue (U.S. Department of Health and Human Services, 2014)
- ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
- American Red Cross Sheltering Handbook (ARC, 2013)
- A Guide for Local Jurisdictions In Care and Shelter Planning (Alameda County OEM, 2003)
- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, County Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Establish an emergency work schedule.
- Test communications equipment.
- Establish contact with the Operational Area Fire, EMS agencies, and hospitals.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture
- Consider Pre-positioning equipment in strategic locations to meet expected needs.



- Coordinate Emergency Public Information with the Medical/Health Branch Director.

STARTUP ACTIONS

- Check-in upon arrival at the EOC. (The Finance/Administration Section, Time Recording Unit is responsible for Check-In of personnel resources to the EOC).
- Identify yourself as the Environmental Health Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to Medical/Health Branch Director.
- Identify operational period work shifts.
- Obtain a briefing from your supervisor in accordance with the EOC Action Plan.
 - Receive a copy of the written Action Plan
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.
- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.



- Determine your personal work area.
- Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Unit staff and resources.
- Review position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Review organization in place at the EOC. Know where to go for information or support.
- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.



If additional Unit staffing is needed:

- Request additional personnel for the Unit to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
- Determine estimated times of arrival of unit staff from your supervisor or the Personnel Unit in Logistics (if directed to by your supervisor).
- Determine if other Unit staff is at the EOC.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - o Ensure each has a copy of the written Action Plan
 - o Establish reporting requirements concerning execution of the action plan.

Briefings should include:

- o Current situation assessment.
- o Past actions, present and forecasted activity.
- o Current and anticipated staffing expectations, limitations and demobilization procedures.
- o Organization within the EOC.
- o Location of work area.
- o Expectations of the Unit.
- o Identification of specific job responsibilities.
- o Identification of Unit and Section co-workers and work areas.
- o Availability of communications and identified paths of communication within the EOC.
- o Fiscal expectations and limitations.
- o Procedural instructions for obtaining additional supplies, services, and personnel.
- o Identification of operational period work shifts.
- o EOC emergency or evacuation procedures and rally points.
- o Identification of eating and sleeping arrangements as appropriate.



- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Based on the situation as known or forecasted determine likely future Unit needs.

- Think ahead and anticipate situations and problems before they occur.

- Review responsibilities of your Unit. Develop plan for carrying out all responsibilities.

- Meet with other Unit Leaders in the Medical/Health Branch.

- Inform the Medical/Health Branch Director when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.

- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Keep up to date on situation and resources associated with the Unit. Maintain current status and displays at all times.

- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to the Medical/Health Branch Director.

- Review situation reports as they are received. Verify information where questions exist.



- Update status information with other sections as appropriate.
- Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.
- Ensure that Unit logs and files are maintained.
- Monitor Unit activities and adjust Unit organization as appropriate.
- Resolve problems that arise in conducting your Unit responsibilities.
- Anticipate potential situation changes, such as severe aftershocks or cascading effects, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support needs and forward to the Medical/Health Branch Director.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Medical/Health Branch Director and the Public Information Officer (PIO).
- Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.

UNIT OPERATIONAL DUTIES

- Conduct periodic briefings for the Medical/Health Branch. Ensure they are aware of priorities.
- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.



- Request mutual aid resources through proper channels when approved by the Medical/Health Branch Director.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Check with the other Medical/Health Branch Units for a briefing on the status of the emergency.
- Obtain regular briefings from field command post(s) or the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Coordinates all County-operated and contracted behavioral health-related activities among other local and private response agencies or groups, as well as state and federal agencies.
- Coordinates requests and responses to requests with Cal OES Region IV Disaster Medical Coordinator via County EMS.
- Coordinates behavioral health related activities among local public and private response agencies or groups with designated administrative staff.
- Establishes pre-disaster response coordination with other agencies such as American Red Cross (ARC), law enforcement, fire, volunteer organizations, psychological and psychiatric associations, and other community partners.
- Disseminates printed information on psychological effects and management of disaster.
- Works with Medical Reserve Corps (MRC) and American Red Cross (ARC) to register licensed Behavioral Health Workers, if requested.
- Develops and maintains an inventory of all available trained staff and supplies.
- Develops a network of behavioral health workers to include County staff and staff from other agencies, and private practitioners. These behavioral health workers will work with behavioral health staff in planning and providing behavioral health



outreach services during and after a disaster in the field or in mass care shelters.
Creates and maintains roster of Behavioral Health personnel.

- Develops and coordinates disaster activities such as data collection for behavioral health disaster relief funding, outreach, and follow-up programs.
- Assures briefings and debriefings of response team(s) occur.
- Prepares Behavioral Health post-disaster summary report to include an evaluation of behavioral health activities and recommendations.
- Maintains list of County Behavioral Health alternate/field work sites.
- Maintains coordination with the State Department of Mental Health, Disaster Coordinator.
- Establishes a field response, if requested.

Behavioral Health Services Disaster Response Team and Site Leads

- BHS will provide a BHS Disaster Response Team comprised of County and contracted staff who have been trained in disaster response.
- Team membership may fluctuate due to staff availability.
- Site Leads will be established at each LAC or other County designated assistance site.
- Site Leads will manage set up and organization of the counseling services area, provide site-specific supervision of the BHS disaster response team, and facilitate essential communications.

Other responsibilities for Site Leads include:

- Provide on-site orientation and oversight of BHS disaster response team members assigned to assist in disaster response and recovery.
- Manage required site statistics.
- Liaise with LAC Manager and managers of other services.
- Facilitate communication between LAC and BHS Administration.
- Provide daily briefings to BHS Disaster Coordinator and the on-site BHS disaster response team members.
- Assure protocols are being followed.
- Make recommendations for alterations in service provision as needed.



- Review situation reports as they are received. Verify information where questions exist.
- Keep the Medical/Health Branch Director advised of Behavioral Health Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director for updating information to the Planning/Intelligence Section.
- Develop a plan for the Behavioral Health Unit operations and support of field operations as requested. Assign specific responsibilities.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

Environmental Health

- Estimate need for Medical/Health mutual aid.
- Coordinate inspection of health hazards in damaged buildings.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Assist Public Works to protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed. Ensure that proper clean-up arrangements are made.
- Work with Care and Shelter Branch to provide support for environmental safety assessment, public health nursing care, emergency dispensing of medicine/prescriptions, or mental or behavioral health care for shelter operations.

Public Information

- Provide to the PIO with information regarding any public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.



DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Unit when they are no longer required.
- Ensure personnel attend Behavioral Health Assessment as part of the demobilization process.
- Ensure that any open actions are handled by the Unit or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to the Unit's release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate the Environmental Health Unit and close out logs when authorized by the Medical/Health Branch Director.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where Unit staff can be reached.
- Participate in post-emergency debriefing and critique sessions.



ENVIRONMENTAL HEALTH UNIT LEADER POSITION CHECKLIST

PRIMARY: Amador County Environmental Health Department Personnel

ALTERNATE: Amador County Environmental Health Department Personnel

SUPERVISOR: Medical/Health Branch Director

GENERAL DUTIES: The Environmental Health Unit,

- Plans, organizes, administers, and supervises all programs and activities of the Environmental Health Department in the event of an emergency.
- Ensures division compliance with all County policies and procedures, standards of quality and safety, and all applicable local, State and federal laws and regulations.
- Provides information to the EOC
- Assists in developing planning objectives for the operational period. Advises the Planning and operations branch chiefs on Environmental and Public Health matters that are within environmental health practices and regulations
- Assists in coordinating division activities and programs with those of other departments, divisions, and agencies as appropriate.

RESPONSIBILITIES: The Environmental Health Unit is responsible for the protection of the health, safety, and well-being of the public, and preserving the quality of the environment. The Environmental Health Unit inspects and regulates food, housing, land, air, and water quality, vector and other abatement, control, household hazardous materials and all other hazardous materials.

ADDITIONAL GUIDANCE DOCUMENTS:

DAFN GUIDANCE DOCUMENTS:

- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

HOW TO USE THE CHECKLIST

- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, County Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Establish an emergency work schedule.
- Test communications equipment.
- Establish contact with the Operational Area Fire, EMS agencies, and hospitals.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture
- Consider Pre-positioning equipment in strategic locations to meet expected needs.



- Coordinate Emergency Public Information with the Medical/Health Branch Director.

STARTUP ACTIONS

- Check-in upon arrival at the EOC. (The Finance/Administration Section, Time Recording Unit is responsible for Check-In of personnel resources to the EOC).
- Identify yourself as the Environmental Health Unit Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to Medical/Health Branch Director.
- Identify operational period work shifts.
- Obtain a briefing from your supervisor in accordance with the EOC Action Plan.
 - Receive a copy of the written Action Plan
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.
- Identification of eating and sleeping arrangements as appropriate.
- Procedures to document items for the After Action Report.
- Encourage them to think ahead and anticipate situations and problems before they occur.



- Determine your personal work area.
- Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Unit staff and resources.
- Review position responsibilities.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Identify available internal and external communications capabilities.
- Ensure that all required supplies are available and equipment is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Open and maintain a position activity log. Make sure you note your check-in time on the Unit Time Log.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Retain all paperwork (notes, memos, messages, etc.). This documentation may be needed for FEMA reimbursement.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Review organization in place at the EOC. Know where to go for information or support.
- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.



If additional Unit staffing is needed:

- Request additional personnel for the Unit to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to provide for coordinating services to meet local government and operational area responsibilities.
- Determine estimated times of arrival of unit staff from your supervisor or the Personnel Unit in Logistics (if directed to by your supervisor).
- Determine if other Unit staff is at the EOC.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
- Past actions, present and forecasted activity.
- Current and anticipated staffing expectations, limitations and demobilization procedures.
- Organization within the EOC.
- Location of work area.
- Expectations of the Unit.
- Identification of specific job responsibilities.
- Identification of Unit and Section co-workers and work areas.
- Availability of communications and identified paths of communication within the EOC.
- Fiscal expectations and limitations.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- EOC emergency or evacuation procedures and rally points.



- Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
 - Based on the situation as known or forecasted determine likely future Unit needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Review responsibilities of your Unit. Develop plan for carrying out all responsibilities.
 - Meet with other Unit Leaders in the Medical/Health Branch.
 - Inform the Medical/Health Branch Director when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Keep up to date on situation and resources associated with the Unit. Maintain current status and displays at all times.
- Keep the Medical/Health Branch Director advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director.
- Review situation reports as they are received. Verify information where questions exist.



- Update status information with other sections as appropriate.
- Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.
- Ensure that Unit logs and files are maintained.
- Monitor Unit activities and adjust Unit organization as appropriate.
- Resolve problems that arise in conducting your Unit responsibilities.
- Anticipate potential situation changes, such as severe aftershocks or cascading effects, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support needs and forward to the Medical/Health Branch Director.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all contacts with the media are fully coordinated first with the Medical/Health Branch Director and the Public Information Officer (PIO).
- Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.

UNIT OPERATIONAL DUTIES

- Conduct periodic briefings for the Medical/Health Branch. Ensure they are aware of priorities.



- Report to the Operations Section Coordinator or EOC Director on major problems, actions taken and resources available or needed.
- Request mutual aid resources through proper channels when approved by the Medical/Health Branch Director.
- Report to the Medical/Health Branch Director when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Check with the other Medical/Health Branch Units for a briefing on the status of the emergency.
- Obtain regular briefings from field command post(s) or the Amador County Fire Protection Department or CALFIRE, Amador County EMS, local hospitals, care facilities, and the Regional Disaster Medical and Health Coordinator (RDMHC) through the California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA).
- Review situation reports as they are received. Verify information where questions exist.
- Keep the Medical/Health Branch Director advised of Environmental Health Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to the Medical/Health Branch Director for updating information to the Planning/Intelligence Section.
- Develop a plan for the Environmental Health Unit operations and support of field operations as requested. Assign specific responsibilities.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

Environmental Health

- Estimate need for Medical/Health mutual aid.
- Coordinate inspection of health hazards in damaged buildings.



- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Assist Public Works to protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed. Ensure that proper clean-up arrangements are made.
- Work with Care and Shelter Branch to provide support for environmental safety assessment, public health nursing care, emergency dispensing of medicine/prescriptions, or mental or behavioral health care for shelter operations.

Public Information

- Provide to the PIO with information regarding any public health hazards and mitigation procedures and other information for press release.
- Refer all media contacts to Operations Section Coordinator.

DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Unit when they are no longer required.
- Ensure personnel attend Behavioral Health Assessment as part of the demobilization process.
- Ensure that any open actions are handled by the Unit or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to the Unit's release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate the Environmental Health Unit and close out logs when authorized by the Medical/Health Branch Director.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.



- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Leave forwarding phone number where Unit staff can be reached.
- Participate in post-emergency debriefing and critique sessions.



CARE AND SHELTER BRANCH DIRECTOR POSITION CHECKLIST

PRIMARY: Human Services Director

ALTERNATE: Human Services Staff as Assigned

SUPERVISOR: Operations Section Coordinator

- GENERAL DUTIES:**
- Identify the Care and Shelter needs of the County.
 - Coordinate with the City and Cal OES Inland Region EOC or if assisting, the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain emergency evacuation shelters and Care and Shelter facilities for disaster victims.
 - Via the media, encourage residents to go to the shelter nearest their residence.

RESPONSIBILITIES: Provide Care and Shelter for disaster victims and coordinate efforts with the Amador County EOC or if assisting, the American Red Cross and other volunteer agencies when appropriate. The Amador County EOC and Social Services will be the lead agency in the County for Care and Shelter operations.

- DAFN GUIDANCE DOCUMENTS:**
- California Government Code 8593.3.5
 - ADA Checklist for Emergency Shelters (US Dept. of Justice, 2007)
 - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA, 2010)
 - American Red Cross Sheltering Handbook (ARC, 2013)
 - Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
 - Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)

POTENTIAL SHELTER SITES:

Amador County is within the jurisdiction of the American Red Cross, California Gold Country Region, Sierra-Delta Chapter.

Address: American Red Cross California Gold Country Region
Sierra-Delta Chapter
1565 Exposition Blvd. Sacramento, CA 95815



Point of Contact: Rebecca Mich, Disaster Program Manager
Business Telephone (916) 993-7089/(916) 993-7070
Phone:
After-hours telephone: (800) 540-2000 or (855) 891-7325
Email: beatriz.mich@redcross.org

If the disaster is large enough and upon the request of the Amador County EOC, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate temporary evacuations points or emergency evacuation shelters and/or other Care and Shelter facilities (i.e., Points of distribution) until, and if, the American Red Cross assumes responsibility.

Amador County may open and operate a temporary evacuation point or emergency evacuation shelter for up to 72 hours. Thereafter, the Amador County EOC and if assigned the American Red Cross, will assume the lead role for Care and Shelter and the Amador County EOC Care and Shelter Branch will work closely with and support them and any other volunteer service agencies aiding disaster victims.

Should the emergency/disaster not rise to the level whereby the American Red Cross assumes responsibility for or agrees to open a standard short-term shelter within Amador County the Care and Shelter Branch may elect to open and operate the shelter facility on their own.

Potential shelter facilities should:

- Be pre-identified as potential sites with site surveys completed.
- In conjunction with the Amador County EOC and if assisting the American Red Cross California Gold Country Region Sierra-Delta Chapter, (916) 993-7089 or (855) 891-7325, American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the Amador County Social Services and the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
- Structural safety inspection arranged with local Building Department.
- OSHA safety inspection for safety of workers and those sheltered.
- Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).



Examples of suitable potential shelter sites:

- County-owned facilities such as community centers, recreational facilities or auditoriums.
- Churches and other privately owned facilities.
- School multi-purpose buildings and gymnasiums.
- Amador County EOC Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:
 - Minimum 5000 square feet of open, contiguous space-furniture that can be stacked up or moved out of the way;
 - ADA-Compliant bathrooms (preferably equipped with showers) within the same building (preferable but not mandatory);
 - ADA-Compliant, ground level entrances/exits directly into the potential shelter space;
 - An ability to control HVAC units in shelter area;
 - Adequate room lighting for safety and practical use;
 - On-site parking under the control of the facility with a minimum of 20 spaces. Parking area must include ADA-compliant parking accessible to entrance of shelter location;
 - Strong commitment of your facility staff and volunteers to complete shelter training to support the activities at the site.

The Pre-Identified shelter sites are:

- Italian Benevolent Society
581 Highway 49 Sutter Creek, CA 95685
Phone: (209) 781-5388
- St. Katharine Drexel Catholic Church
11361 Prospect Drive, Jackson, CA 95642
Phone: (209) 223-2970
- Additional Shelters refer to the Cal OES Inland Region EOC

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other County-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
 - Advise pre-assigned Section staff of the potential need to respond to the EOC.
 - Consider alerting/recalling off-duty personnel and specialized teams:
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
 - Test communications equipment.
 - Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.



- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Set up your Branch workstation, including maps and status boards. Use your EOC Branch materials, guidance documents, job aides, and on-site supplies.
 - Determine the extent to which Branch functions should be activated and request



additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Branch, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Branch personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Branch is fully operational.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Review major incident reports and additional field operational information that may pertain to or affect Branch operations.
 - Based on the situation as known or forecasted determine likely future Branch needs.
 - Think ahead and anticipate situations and problems before they occur.
 - Meet with other Branch Directors in the Operations Section.
 - Inform the Operations Section Coordinator when your Branch is fully operational.



GENERAL OPERATIONAL DUTIES

- Develop a plan for Branch operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Branch to be accomplished within the next operational period.
- Keep up to date on Branch situation and resource status.
- Brief and keep your EOC Supervisor advised of your Branch status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Branch status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

Ensure that all Branch personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

BRANCH OPERATIONAL DUTIES

- If need is established, contact the Amador County EOC and request a liaison for the County's EOC. (If the American Red Cross assists the California Gold County Region, Sierra-Delta Chapter Office of the American Red Cross will arrange for a liaison at the Operational Area EOC that may satisfy local government needs.)



- Identify the Care and Shelter needs of the community, in coordination with the other Operations Branches and the Access and Functional Needs Unit.
- Facilitate the State (California Department of Social Services) or County Functional Assessment Service Team (FAST) assessment of shelter locations.
- Determine the need for an evacuation shelter or Care and Shelter shelter/or facility.
- The Amador County EOC should be contacted when considering opening a Care and Shelter shelter/facility.
- Identify and prioritize which designated Care and Shelter facilities will be needed and if they are functional.
- Ensure that the Safety/Damage Assessment Unit has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the Amador County EOC or if assigned the American Red Cross, open evacuation shelters in low risk areas and inform public of locations.
- Coordinate with the Security and Traffic Control Unit, the Amador County EOC and if assigned, the American Red Cross for Care and Shelter security and occupant screening. Shelter registration forms ask if the sheltered are required to register with the state for any reason. If the answer is “yes” the shelter manager must speak with the individual immediately. If a shelter resident is identified as a registered sex offender, the Amador County EOC or the American Red Cross will work with local law enforcement to determine what’s best for the safety of those in the shelter.
- In conjunction with the Amador County EOC and if assigned, the American Red Cross, manage Care and Shelter activities to include staffing, registration, shelter, feeding, pertinent evacuee information, and as appropriate clothing, medical care, and other essential life support needs.
- In conjunction with the Amador County EOC and if assigned, the American Red Cross, ensure shelter management teams are organized and facilities are ready for occupancy meeting all security, health, safety and ADA standards.
- Coordinate with the Personnel Branch of the Logistics Section to contact volunteer agencies and recall County staff to assist with Care and Shelter functions including basic first aid, shelter and feeding of evacuees and sanitation needs.



- Coordinate with the Amador County EOC for sheltering of residential care and special needs populations.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the Amador County EOC and if assigned, the American Red Cross California Gold Country Region and other volunteer agencies for emergency mass feeding operations.
- Coordinate with the Amador County EOC and if assigned, the American Red Cross California Gold Country Region, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- Coordinate with the Communications/Information Systems Unit of the Logistic Sections to provide communications where needed to link Care and Shelter facilities, the EOC and other key facilities.
- Coordinate with the Animal Services Unit of the Operations Section and the Supply and Facilities Units of the Logistics Section for the Care and Shelter of the sheltered individual's animals.
- Notify the Post Office to divert incoming mail to designated relocation areas or Care and Shelter facilities, as necessary.
- Coordinate with the Transportation Unit of the Logistics Section and or Evacuation Unit of the Operations Section for the transportation needs of the sheltered.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any County expenditures, damages, casualties and numbers and types of persons sheltered (The reporting period will be determined by the Operations Section).
- Assist the Amador County EOC and if assigned, the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate Care and Shelter facilities. Coordinate Purchasing and distribution through the Amador County EOC and if assigned, the American Red Cross or the Supply Unit of the Logistics Section if requested by Amador County EOC and if assigned, the American Red Cross.
- Coordinate with the Access and Functional Needs Unit of the Operations Section and the Facilities Unit of the Logistics Section in the evacuation and relocation or



shelter-in-place of any Care and Shelter facilities that may be threatened by any hazardous condition.

- Coordinate with the Amador County EOC and if assigned, the American Red Cross in the opening, relocating and closing of shelter operations. Also, coordinate the above with adjacent communities if needed.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Branch when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Branch staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Branch position to let them know they are not needed.



Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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PLANNING AND INTELLIGENCE SECTION

PURPOSE

The Planning and Intelligence Section will direct and manage the creation of a comprehensive situation status and damage assessment report, develop the EOC Action Plan for each operational period, manage resources, maintain all documentation related to the incident or emergency, and complete the After-Action Report/Improvement Plan. The Planning and Intelligence Section will evaluate and consider the physical, social, environmental, and economic impact on the community into action planning.

PRIORITIES

When establishing the Mission, Goal, Objectives and Strategies during emergency response operations, the following priorities are considered.

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Eliminate or mitigate hazards.
- Provide for the rapid resumption of essential human services and support community and economic recovery.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide emergency public information on conditions and suggested personal protective actions.
- Provide accurate documentation and records required for cost recovery efforts.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information, intelligence, and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization and as the lead for facilitating the planning process and development of Action Plans.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, the Policy Group/MAC Group, local EOC's and the Cal OES Inland Region



EOC. The Planning/Intelligence Section is also responsible for the detailed recording of the entire response effort and the preservation of these records during the response and recovery efforts. The Planning/Intelligence Section will accomplish the following specific objectives during an emergency/disaster:

- Collect initial situation and safety/damage assessment information for a Situation Status Report (SitStat) and an Emergency Proclamation.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps, status boards, and visual aids.
- Disseminate intelligence information to the EOC Director, Public Information Officer, General Staff and the Cal OES Inland Region EOC.
- Manage, track, and display the status and location of all resources.
- Prepare timely safety/damage assessment reports for dissemination to other sections, County departments, and the local EOC's, Cal OES and FEMA.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the County's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the County's EOC Action Plan.
- Prepare the County's After-Action Report/Improvement Plan.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use per Amador County EOC, Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during an incident, emergency, or disaster as the situation dictates:

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- 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 or contact their supervisor or the Sheriff's Office shift supervisor in accordance with their individual department plan guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.



- Amador County will coordinate response and recovery activities with the Cal OES Inland Region EOC.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section. The Planning/Intelligence Section Coordinator shall request the activation of Units within the Planning/Intelligence Section as needed.

When to Activate

The Planning/Intelligence Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

The EOC Director will instruct activated EOC staff to respond to either the Primary EOC or Alternate EOC based on the EOC activation level. The Primary EOC is located within the Amador County General Services Administration, 12200-B Airport Road Jackson, CA 95642. The Alternate EOC is located in the Amador Administrative Building Conference Room C 810 Court Street Jackson, CA 95642.

Situation Status Reporting

The Planning/Intelligence Section is responsible for developing and distributing Situation Status Reports (Sitstat) on a regular basis. The Section Coordinator reviews status and damage information compiled by the Situation Status function and develops a comprehensive report for review and discussion with the Operations Section Coordinator and the EOC Director. The Sitstat Report contains a narrative describing situation and summarizing service and facility status by exception. Following approval by the EOC Director, the Sitstat Report is distributed throughout the County, and to the Operational Area, State Cal OES, and key external agencies.

EOC Action Planning

Based on the Sitstat Report and response priorities established by the EOC Director, the Planning/Intelligence Section Coordinator facilitates development of an EOC Action Plan for each operational period (usually 12 hours). The Action Plan outlines the



objectives to be accomplished, establishes priorities, and describes the response strategies to be employed, including the personnel and major equipment resources assigned to address each objective.

Status Boards

Specific Planning/Intelligence Section staff is responsible to post and maintain confirmed information on specific Status Boards. However, if the Emergency Operations Center (EOC) design does not allow for each Status Board, this Annex provides sample forms, which demonstrate the information that needs to be captured by the assigned staff.

Situation Unit staff are responsible for maintaining status boards that capture information regarding:

- Expedient Facilities to track what critical facilities have been activated, where they are located and who to contact.
- Significant Events to track the most critical events that have occurred, the status of the event, and remarks such as who to contact.
- Utility Disruptions to track the location of utility outages and the current or potential impacts.
- Weather Conditions to track the ongoing weather conditions that could affect emergency response.

Resources Status Unit staff are responsible for maintaining the status boards that capture information regarding:

- EOC Roster to track who has arrived at the EOC and the function that is filled.
- Resources Status to track the resources that have been deployed to field for response to an incident site or Staging Area.
- Mutual Aid Request Status to track mutual aid requests for personnel and resources other than Law and Fire, which have long established procedures. Fire and Law Enforcement Branch staff in the Operations Section track their respective mutual aid request.
- Volunteer Resources Available to track personnel and material resources delivered or offered by private (non-governmental agencies) companies.
- Volunteer Resources Needed to track needed personnel and material resources.



Damage Analysis Unit staff are responsible for mainlining the damage assessment status boards that capture information regarding:

- Damage Assessment Survey to track the overall impact of the emergency/disaster, including the number of people displaced, injured or dead; severity of damaged homes and businesses; damage to public facilities and private enterprise; and utility disruption.
- Critical Facilities to track the public facilities that have been affected by the emergency and to what extent.

Additional information regarding Status Boards is located in the **Section 3: Emergency Operations; EOC Documentation**.

ACTION PLANNING

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans that document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans (known as “Action Plans”) should focus on jurisdictional related issues.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called an Incident Action Plan (IAP). An Incident Action Plan is required for each operational period (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP). Incident Action Plans may be either verbal or written.

A written Incident Action Plan is recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:



- Incident objectives and priorities (overall, what do we want to achieve?).
- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?).
- Tactics appropriate to the selected strategy (Given a selected strategy, what are the specific tactics necessary to implement the strategy?).
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A communications plan.
- Safety messages.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at SEMS/NIMS EOC Levels

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. By first establishing a set of objectives and priority actions that need to be performed, and then establishing a reasonable time frame for accomplishing those actions, will determine the length of the EOC operational period. Generally, the actions requiring the longest time period will define the length of the operational period. Under most extended operations, the EOC Operational Period will be twelve (12) hours in duration and will normally change at 8:00 a.m. and 8:00 p.m.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation and usually done by the EOC Director in concert with the General Staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS/NIMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives (Identify if there is more than one way to accomplish the objective, and which way is preferred).



- Assignments and actions necessary to implement the strategy.
- Operational period designation-the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period).
- Logistical or other technical support required.

Focus of the EOC Action Plan

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

The Action Planning Process (EOC and Incident) and guidance materials are in Position Specific Annexes: Planning and Intelligence Section; Action Planning Process.

VITAL RECORDS RETENTION

Maintenance of administrative records is vital and continues through all phases of an emergency. In preparation for an emergency, training on and distribution of essential forms should occur along with a review of department operating procedures. During a response, staff shall ensure that adequate documentation is collected through the Documentation Unit at the Incident and EOC, for activities of personnel, use of equipment and expenditures for the emergency. Finally, after the response has concluded, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information.

AFTER-ACTION/CORRECTIVE ACTION REPORTS

The completion of After-Action Reports is a part of the required SEMS/NIMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the California Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

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 Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).”



NIMS requires Corrective Action and Implementation Plans. Corrective action plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises.

Use of After-Action/Corrective Action Reports

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS/NIMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS/NIMS approach to the use of After-Action/Corrective Action Reports emphasizes the improvement of emergency management at all levels. The After-Action/Corrective Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action/Corrective Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

COORDINATION

Coordination is required in relaying information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person-and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

PLANNING/INTELLIGENCE SECTION STAFF

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



- Situation Unit
- Documentation Unit
- Damage Analysis Unit
- Technical Specialists/GIS Unit
- Demobilization Unit
- Advanced Planning Unit

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

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Preparing alternative strategies for Purchasing and resources management.

Situation Unit

The Situation Unit is responsible for the collection and organization of 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 County's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.



Damage Analysis Unit

The Damage Analysis Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

Technical Specialist/GIS Unit

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

The GIS Unit is responsible for providing Geographic Information Systems (GIS) information to the County EOC.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Advanced Planning Unit

The Recovery Unit is responsible for ensuring that the County receives all emergency/disaster assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

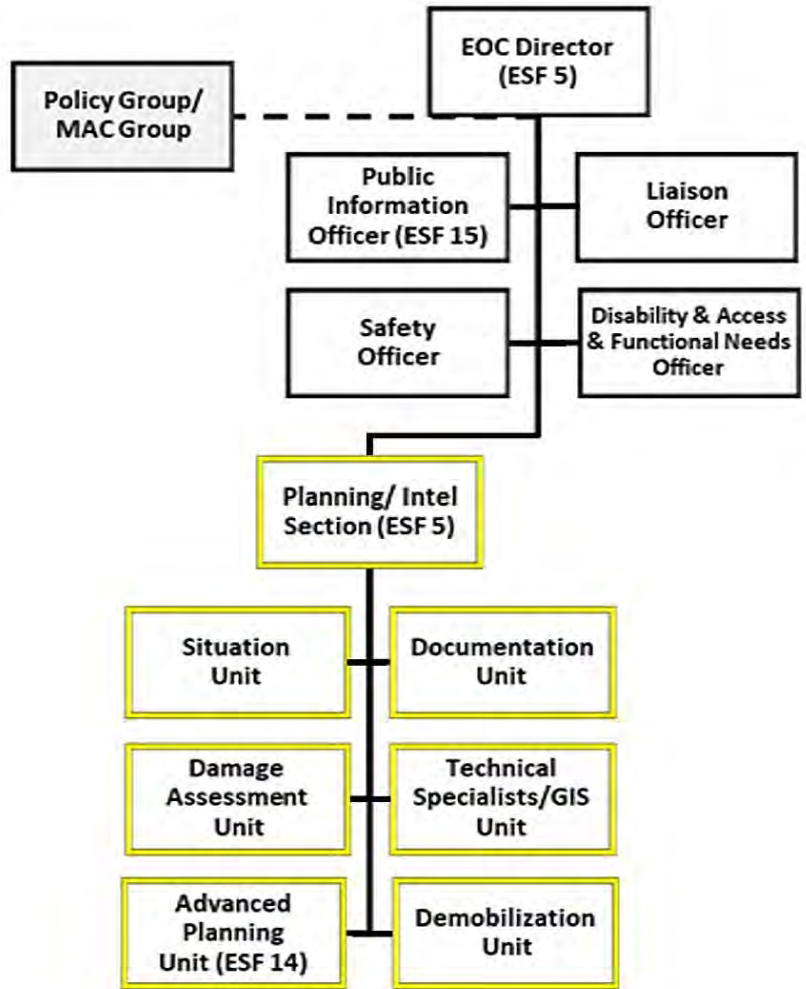


Attachments:

- Figure 25 - Planning/Intelligence Section Organization Chart
- Planning/Intelligence Section Position Checklists
 - Planning/Intelligence Section Coordinator Position Checklist
 - Situation Unit Leader Position Checklist
 - Documentation Unit Leader Position Checklist
 - Damage Analysis Unit Leader Position Checklist
 - Technical Specialists/GIS Unit Leader Position Checklist
 - Demobilization Unit Leader Position Checklist
 - Advanced Planning Unit Leader Position Checklist
- Recovery Checklist
- Action Planning Process
- After Action Reporting and Corrective Action Plans



Figure 25: Planning/Intelligence Section Organizational Chart





PLANNING/INTELLIGENCE SECTION COORDINATOR POSITION CHECKLIST

PRIMARY: Amador County Employee

ALTERNATE: Amador County Employee

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
 - Collecting, analyzing and displaying situation information and intelligence
 - Preparing periodic situation reports
 - Preparing damage assessment reports and financial loss reports
 - Initiating and documenting the County’s Action Plan and After-Action/Corrective Action Report
 - Resource Tracking
 - Advanced planning
 - Planning for demobilization
 - Prepare a post-disaster recovery plan
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
 - Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Be prepared to form additional branches or units as dictated by the situation.
 - Provide Planning and Intelligence support to other sections
 - Prepare a post-disaster recovery plan and maintain proper and accurate documentation of all action taken.
 - Exercise overall responsibility for the coordination of unit activities within the Section.
 - Report to the EOC Director on all matters pertaining to Section activities.

- RESPONSIBILITIES:** Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources. Collect initial situation, safety, and damage assessment information. Display situation and operational information in the EOC and disseminate intelligence information. Information is needed to:
- Understand the current situation.
 - Predict probable course of incident events.
 - Prepare alternative strategies for the incident.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Consider alerting/recalling off-duty personnel and specialized teams.
- Establish an emergency work schedule.
- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).



- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing from the EOC Director in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
 - Past actions, present and forecasted activity.
 - Current and anticipated staffing expectations, limitations and demobilization procedures.
 - Organization within the EOC.
 - Location of work area.
 - Expectations of the Section.
 - Identification of specific job responsibilities.
 - Identification of Management and General Staff co-workers and work areas.
 - Availability of communications and identified paths of communication within the EOC.
 - Fiscal expectations and limitations.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
 - EOC emergency or evacuation procedures and rally points.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- Check-in and Check-out times



- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Set up your Section workstation, including maps and status boards. Use your EOC Section materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Section staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Section functions should be activated and request approval for additional staffing or resources from the EOC Director. Upon approval initiate staff notification procedure.
- Activate organizational elements within your Section as needed and designate Branch Directors for each element or combination of elements as needed.
 - Situation Unit
 - Documentation Unit
 - Damage Analysis Unit
 - Technical Specialists/GIS Unit
 - Advanced Planning Unit
 - Demobilization Unit

If additional Unit staffing is needed:

- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing.



- Determine if other Section staff is at the EOC and obtain estimated times of arrival for outstanding staff.
- Activate other elements/Units of the Section, establish work area, assign duties and ensure Section or Unit logs are opened.
- Ensure that all Section/Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Section/Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Based on the situation as known or forecasted determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Develop a list of key issues currently facing the Section to be accomplished within the next operational period.
- Prepare work objectives for Section staff and make staff assignments.
- Ensure internal coordination between Branch directors.
- Carry out responsibilities of the Section/Branches that are not currently staffed.
- Keep up to date on situation and resources associated with the Section. Maintain current status and displays at all times. Provide situation and resources information to the Situation Unit on a periodic basis or as the situation requires.



- From the Situation Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Review situation reports as they are received. Ensure your Section status/information is accurate and confirm where questions exist.
- Brief the EOC Director on major problem areas that need or will require solutions. Provide periodic situation or status reports.
- Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Ensure that Section/Branch/Unit logs and files are maintained.
 - Monitor Section activities and adjust Section organization as appropriate.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
 - Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
 - Use face-to-face communication in the EOC whenever possible.
 - Be prepared to participate in the EOC Director's action planning meetings and policy decisions.
- Identify key issues currently affecting the Section; meet with section personnel and determine appropriate section objectives for the first operational period.
 - Provide the Planning Section Coordinator with the Section's objectives prior to each Action Planning meeting.
 - Ensure that all contacts with the media are fully coordinated first with the EOC Director and the Public Information Officer (PIO).
 - Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

SECTION OPERATIONAL DUTIES

- Assess the impact of the incident, emergency or disaster on the County, including the initial safety/damage assessment by field units.
- Develop situation analysis information on the impact of the emergency from the following sources:
 - o Operations Section Law Enforcement Branch*
 - o Operations Section Fire Branch*
 - o Operations Section Public Works Branch*
 - o Operations Section Care and Shelter Branch*
 - o Logistics Personnel Unit*
 - o Logistics Transportation Unit*
 - o Utility Companies
 - o Amador County Unified School District
 - o Cal OES Inland Region EOC
 - o American Red Cross, Northern California Bay Area Chapter, Contra Costa Branch
 - o Media (Television, Radio, Internet)

*In the event that Branch/Unit is not established contact associated department(s)

- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, County EOC section staff, County departments, Cal OES Inland Region EOC.
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Supervise preparation of EOC Action Plans that at a minimum include the following elements.
 - o Incident objectives



- Map of impacted area (Print and GIS Copies)
 - Summary of current actions
 - Basic organization structure
 - Unit/personnel assignments
 - Resource summary

- Hold Action Planning Sessions, distribute the EOC Action Plan, and ensure implementation.
 - Brief on situation and resource status.
 - With Director of Emergency Services, set goals and objectives.
 - Ensure the Operations Section Coordinator develops specific measurable objectives.
 - Work with Operations Section Coordinator to identify needed resources.
 - Plot event facilities and events on map.
 - With Logistics Section Coordinator, consider Communications Plan requirements.
 - With EOC Director and all Section Coordinators, finalize, approve and disseminate the EOC Incident Action Plan.

- Compile and display Situation Status summary information.
 - Display pertinent incident status summary information, including multiple overlays, if needed.
 - Receive information from Situation Status and Resources Status.
 - Review information for completeness; specify location and method of display.
 - Ensure that pertinent reports are displayed.
 - Repeat these procedures at intervals specified by the EOC Director or upon occurrence of significant events.

- As requested direct or assist in the coordination or delivery of periodic incident, emergency, or disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

- Ensure coordination of collection and dissemination of incident, emergency, or disaster information and intelligence with other sections.

- Account for personnel, equipment, supplies, and materials provided to each facility.

- Release mutual aid resources when no longer needed.

- Consider the need for stress management, counseling and/or debriefing.

- Begin planning for recovery.



DEACTIVATION DUTIES

- Authorize deactivation of organizational elements within the Operations Section when they are no longer required.
 - Consider demobilization of organizational elements within the Branch when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
 - Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
 - Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
 - Ensure that any required forms or reports are completed prior to your release and departure.
 - Be prepared to provide input to the After-Action/Improvement Plan Report.
 - Account for all equipment, personnel, and supplies.
 - Determine what follow-up to your assignment might be required before you leave.
 - Deactivate the Operations Section and close out logs when authorized by the EOC Director.
 - Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
 - Leave forwarding phone number where Unit staff can be reached.
 - Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
 - Participate in post-emergency debriefing sessions.



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SITUATION UNIT LEADER POSITION CHECKLIST

PRIMARY: Management Analysis

ALTERNATE: Management Analysis

SUPERVISOR: Planning/Intelligence Section Coordinator

- GENERAL DUTIES:**
- Collect, organize, validate, and analyze situation information from EOC sources.
 - Provide current situation assessments based on analysis of information received from a variety of sources and reports.
 - Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other Section Coordinators to initiate the action planning process.
 - Transmit approved reports to the Amador County EOC via Web EOC, email, or as arranged.
 - Develop and maintain current maps, GIS, and other displays (locations and types of incidents).
 - Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
 - Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
 - Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
 - Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
 - Ensure and EOC Action Plan is developed for each operational period.

- RESPONSIBILITIES:**
- Collect and organize incident status and situation information and evaluate, analyze, and display information for use by EOC staff.
 - The Situation Unit shall provide the Amador County EOC, Cal OES Inland Region EOC, and neighboring EOC's updates of pertinent information received from the County.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Direct the collection, organization and display of status of incidents/events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the emergency/disaster.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - Amador County resources committed to the emergency/disaster.
 - Amador County resources available.
 - Assistance provided by outside agencies and resources committed.
 - Shelters, type, location and number of people that can be accommodated.

- Possible Information Sources include:
 - Disaster briefings
 - Field Incident Action Plan (IAP)/EOC Action Plan
 - Section Reports
 - Intelligence Reports
 - Reports from the Local Assistance Centers
 - Field Observations
 - Casualty Information
 - Resource Status Reports
 - Aerial Reports and Photographs
 - Values and Hazards Information
 - On Duty Personnel from other Sections
 - Operational Area Situation Status Reports or EOC Action Plans

- Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report and facilitate the Action Planning process.

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.

- Assemble information on alternative strategies.



- Identify the need for use of special resources; i.e., subject matter experts, technology, equipment, or displays.
- Provide information related to the current situation to the Amador County EOC.
- Provide updates to the Situation Unit of pertinent information received from the City.
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Request a Law Enforcement, Fire, and Public Works representative to serve as a liaison between the Situation Unit and the Operations Branches.
- Prepare and maintain EOC maps, status boards, and other necessary displays.
- Post to the significant events log to include:
 - Casualty information
 - Health concerns
 - Property damage
 - Fire/Hazard status
 - Size of risk area
 - Scope of the hazard to the public
 - Number of evacuees
- Coordinate casualty tracking system with the Law and Fire Branches. (Track casualty information about law enforcement, fire service personnel, and other responders separately). Contact the Amador County Sheriff /Coroner's Office, the Amador Fire Protection District and American Legion Ambulance for casualty information.
- Provide for an authentication (Cross Checking) process in case of conflicting status reports on events.
- Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Unit information.
- Provide information to the PIO for use in developing media and other briefings.



- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions-current and upcoming. Keep up-to-date weather information posted.
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow streets, railroad tracks and crossings, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Cal OES Inland Region or State Operations Center.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.



- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



DOCUMENTATION UNIT LEADER POSITION CHECKLIST

PRIMARY: County Clerk or other staff as assigned

ALTERNATE: County Clerk or other staff as assigned

SUPERVISOR: Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, plans, journals and special reports.
- Collect and organize all written forms, logs, plan, journals, reports, and conference notes or videoconference recordings at completion of each shift from all sections.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve emergency/disaster files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

RESPONSIBILITIES: Compile and distribute the County's EOC Action Plans and After-Action/Correction Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received



- Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.

- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Create, display, and maintain an EOC roster of all activated EOC personnel and EOC Organizational Chart listing each position with the name of the person currently acting in that position.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.
- Establish and organize files on the emergency/disaster operations, which may include the following categories.
 - Weather Reports
 - Safety/Damage Assessment Information
 - Public Works/State Road Reports
 - EOC Logs/Notes (may need to separate by EOC function)
 - Other Department/Agency EOC Logs/Notes (separate by agency)
 - PIO Press Releases (sent)
 - Rumor Control issues
 - County EOC Press Releases (received)
 - Outside Agency Press Releases Received
 - County status reports
 - City and Cal OES Inland Region EOC Situation Reports
 - Safety/damage assessment reports
 - State OES Situation Reports
 - Emergency/Official Actions (Proclamations, Resolutions, Orders)
 - EOC Action Plans
 - Visuals (Pictures, maps, charts, graphs)
 - Newspaper articles
 - Others as needed
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.



- Ensure EOC position logs are collected and submitted to the Documentation Unit at the end of each shift.
- Coordinate documentation with the Situation Unit.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Assemble information on alternative strategies.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Identify and establish a runner support system for collecting, duplicating journals, logs, plans, and message center forms throughout the EOC.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.
- Provide a resources overview and summary information to the Situation Unit of the EOC Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinator.
- Ensure the Advanced Planning Unit Leader has EOC materials and documents necessary to provide accurate records and documentation for recovery purposes.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.



- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.
- Ensure that the EOC Action Plans and After-Action Report/Corrective Action Plan are compiled, approved, copied and distributed to EOC Sections and Units.
- Ensure the After-Action Report/Corrective Action Plan Point of Contact has all needed event documentation.
- The After-Action Report/Corrective Action Plan will:
 - Identify all organizations involved in the event, exercise or training.
 - Establish a reporting system to collect After Action and corrective action information from all organizations involved in the event, exercise or training.
 - Develop a timeline or work plan for completing the AAR/CAP.
 - Establish an AAR/CAP Team, as necessary, to assist in the AAR/CAP development process.
 - Determine the AA/CA Reporting mechanism to be used for the AAR/CAP (After-Action Report/Corrective Action Plan Survey or Briefing/Hot Wash Survey).
 - Identify when and where AAR/CAP Hot Wash will occur and send out AAR/CAP survey form to those involved in the event.
 - Conduct AAR/CAP Hot Wash involving all those activated or participating in the event; document all Hot Wash comments and consolidate into one overall report.
 - Send out AAR/CAP Report survey to those personnel who could not attend the AAR/CAP Hot Wash.
 - Initiate development of the AAR/CAP using all the compiled information from the Hot Wash and the AAR/CAP surveys that were returned.



- Identify points of contact for each organization that will receive the AAR/CAP.
- Establish suspense dates throughout the process for completing and forwarding AAR/CAP's to meet compliance deadlines:
 - For declared states of emergency, local governments forward AAR/CAP to their respective Cal OES Region within 90 days of the close of the incident or event to meet SEMS requirements.
 - Cal OES Regions forward all AAR/CAP to State Cal OES Headquarters Point of Contact.
 - For all other events, forward the approved AAR/CAP to the next higher SEMS organizational level within 90 days of the close of the event.
- Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.
- Identify a point of contact responsible for tracking the corrective action to completion.
- Track the identified corrective action status through its completion or implementation and document the completion date.

For federally funded exercises follow the applicable grant guidelines/conditions.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider deactivation of organizational elements within the Unit when they are no longer required.
- Ensure that any open actions are handled by the Unit Leader is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to the Unit's release and departure.
- Be prepared to provide input to the After-Action/Improvement Plan Report.
- Account for all equipment, personnel, and supplies.



- Deactivate the Documentation Unit Leader position and close out logs when authorized by the Planning/Intelligence Section Coordinator.
- Provide Logistics Section Supply Unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Brief your relief at shift-change regarding any outstanding or significant items. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where Unit staff can be reached.
- Sign out with your supervisor and on the sign-in sheet maintained by Time Recording Unit of the Finance/Administration Section.
- Participate in post-emergency debriefing and critique sessions.



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DAMAGE ANALYSIS UNIT LEADER POSITION CHECKLIST

PRIMARY: Building Engineer

ALTERNATE: Building Official

SUPERVISOR: Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- Collect safety/damage analysis information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage analysis information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Safety/Damage Assessment Unit of the Operations Section for exchange of information.
- Coordinate with the Amador County EOC for damage assessment information.
- Utilize the Amador County EOC safety/damage assessment procedures and forms.

RESPONSIBILITIES: Maintain detailed records of safety/damage analysis information and support the documentation process.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Coordinate collection of safety/damage assessment information with the Safety/Damage Analysis Unit of the Operations Section.
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Establish and maintain database and EOC status boards for damage information and damage cost estimates. Loss estimates are only intended to give state and federal disaster assistance officials a "snapshot" of the scope of damage. More accurate information will be collected during the detailed damage assessments conducted in the days following the disaster.
- Collect, record and total the type, location and estimate value of damage for both Public and Private property.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to the EOC Director on those structures that are damaged and may need to be demolished in the interest of public safety.
- Utilizing Assessor's and Tax Collector's and GIS information determine accurate damage data.
- Determine property values of subdivision or community.
- Determine number of parcels in each damage category.
 - DESTROYED:
 - Building is a total loss or is damaged to the extent that it is neither usable nor economically repairable.
 - MAJOR:
 - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
 - MINOR:



- Building is damaged and may be used under limited conditions; may be restored to service with minor repairs. Usually involves damages or losses of \$7,400 or less.
- AFFECTED:
 - Some damage to building and suspected damage to contents. Structure is usable without repairs.

- Coordinate with the Amador County EOC, Cal OES Safety Assessment Program (SAP), utility companies and other sources for additional safety/damage assessment information.

- Coordinate with all Operations branches (Law Enforcement, Fire, Public Works, Care and Shelter), other County departments and Disaster Service Volunteers for possible information on damage to structures.

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.

- Assemble information on alternative strategies.

- Identify the need for use of special resources.

- Provide final safety/damage assessment reports to the Documentation Unit.

- Account for personnel, equipment, supplies, and materials provided to each facility.

- Release mutual aid resources as need diminishes.

- Consider the need for stress management, counseling and/or debriefing.

- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.

- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.



- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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TECHNICAL SPECIALIST/GIS UNIT LEADER POSITION CHECKLIST

PRIMARY: County GIS Coordinator

ALTERNATE: County GIS Specialist

SUPERVISOR: Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- Provide technical expertise to the EOC Planning/Intelligence Section and others as required.
- Provide mapping and systems support to EOC operations.

RESPONSIBILITIES: Manipulate, enhance, and display roster imagery using digital image processing software to provide visuals for the Planning/Intelligence and other EOC Sections. Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

The GIS Unit is responsible for providing Geographic Information Systems (GIS) information to the County EOC.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Act as a resource to members of the EOC staff in matters relative to your technical specialty.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Assemble information on alternative strategies.
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- Set priorities for geospatial production based on the Incident Action Plan.
- Review previous production items and ascertain when updates are required.
- Continually monitor and test the GIS data input to verify reliability and validity. Keep the Planning/Intelligence Section Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for requesting map support and how to interpret map results. Be prepared to conduct training sessions for EOC staff as necessary.
- Ensure that all products have the proper disclaimers displayed before distribution.
- Coordinate geospatial modeling.
- Coordinate product distribution.
- Coordinate with external organizations (i.e., local, county, regional, State, and other Federal agencies) regarding ongoing geospatial efforts.
- Compile records of all maps that were distributed/printed during the event in chronological order so they can be used to evaluate the response and recovery during After Action analysis.



- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



DEMobilIZATION UNIT LEADER POSITION CHECKLIST

PRIMARY: Human Resources Supervisor

ALTERNATE: County Employee

SUPERVISOR: Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

RESPONSIBILITIES: Prepare an EOC Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.
- Utilizing the worksheets, develop the Demobilization Plan and circulate to the EOC Director and General Staff for review.
- Formalize and obtain approval of the Demobilization Plan from the EOC Director.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information
 - Priorities for release (according to agency and kind and type of resource)
 - Phase over or transfer of authorities
 - Completion and submittal of all required documentation
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Ensure that all sections and branches/units understand their specific demobilization responsibilities.
- Advise all Section Coordinators to ensure that demobilized staff complete all reports, timesheets, and exit surveys in coordination with the Personnel Branch prior to leaving the EOC.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

Coordinate with the Agency Representatives to determine:

- Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
-
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.



- Identify the need for use of special resources.
- Assemble information on alternative strategies.
- Identify issues to be prioritized by the EOC Director on restoration of services to the County.
- Coordinate with the field level Demobilization Unit Leader(s).
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Supervise execution of the Demobilization Plan.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources as need diminishes.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.



- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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ADVANCED PLANNING UNIT LEADER POSITION CHECKLIST

PRIMARY: Finance Department Employee

ALTERNATE: County Employee

SUPERVISOR: Planning/Intelligence Section Coordinator

- GENERAL DUTIES:**
- Coordinate the development of 36 – 72 hours out, situational/analysis planning.
 - Prepare special reports for use in Action Planning.
 - Continuously monitor the situation to determine when events require changes in operations from response to recovery.
 - Ensure that Amador County receives all emergency assistance and disaster cost recovery for which it is eligible.
 - Implement a disaster cost recovery program to enable Amador County to recover eligible costs.
 - Ensure that Amador County is prepared to participate jointly with FEMA, Cal OES and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
 - Develop the initial recovery strategy and plan and the transition plan from a response effort to a recovery effort.
 - Ensure that required and/or approved mitigation measures are carried out.
 - Assist in the implantation of the County's Hazard Mitigation Plan.
 - Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

RESPONSIBILITIES: Ensure that the County receives all emergency assistance and disaster recovery costs for which it is eligible; develop the initial recovery strategy and plan, conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster conditions as quickly and effectively as possible.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.



- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times

- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

- Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

- Develop and implement accountability, safety, and security measures for staff and resources.

- Review position responsibilities.

- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)

- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.



- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.



- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Identify issues to be prioritized by the EOC Director on restoration of services to the County.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Be alert for opportunities to recommend actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with City EOC's, Cal OES, and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Safety/Damage Assessment Unit of the Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property.



- In coordination with the Safety/Damage Assessment Unit of the Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.
- In coordination with Safety/Damage Assessment Unit of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of Appropriateness" from the Planning Commission. An alternate process should be adopted after declaration of a disaster giving this authority to the County Planner.)
- With Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Community Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with the Amador County Health Department for restoration of medical facilities and associated services; continue to provide Behavioral Health services; and perform environ Behavioral reviews.
- Coordinate with Public Works Branch of the Operations Section for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Public Works and Care and Shelter Branches of the Operations Section for housing for the needy; oversight of care facility property management; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Community Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.



- Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance/Administration Section.
- Coordinate with County Administrative Officer and the Board of Supervisors on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with County Administrative Officer's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section in making recommendations on priority response and recovery actions.
- Coordinate with the EOC Management and General Staff to answer the following questions 36-72 Hours post event.
 - What issues will be critical?
 - What resources will be needed?
 - What will the response structure look like?
 - Moving from reactive to proactive?
- Coordinate with the EOC Management and General Staff to answer the following questions 72hrs to One week post event.
 - How will we demobilize?
 - How will we transition to recovery?
 - How will we prepare for Federal and State recovery programs?
 - How will we move EOC functions and projects back to Departments?
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources as need diminishes.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.



- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



RECOVERY PLANNING CHECKLIST

Rebuilding efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. In addition to common emergency planning considerations (e.g., establishing partnerships, risk identification and reduction, plan maintenance including drills and exercises) local government should consider the activities listed below during the emergency management planning process.

Physical Recovery Activities:

- Preserving historical sites
- Considering environmental concerns
- Upgrading infrastructure and utilities
- Removing debris and managing disposal sites
- Evaluating redevelopment and subdivisions
- Establishing restoration committee
- Deferring permits, fees, etc.
- Pursuing hazard mitigation projects and advancing mitigation efforts
- Modifying land use and zoning requirements
- Improving infrastructure, roads, housing
- Evaluating repair and rebuilding options
- Incorporating changes in construction standards

Governmental Recovery Activities:

- Continuing the performance of governmental functions
- Protecting essential facilities, equipment, records, etc.
- Managing donations
- Coordinating voluntary agencies
- Building community consensus
- Engaging stakeholders, special interests groups and the public in decision-making processes
- Pursuing new opportunities in community planning
- Upgrading communication systems
- Pursuing political support
- Communicating recovery activities to the public
- Addressing community questions about health consequences of the event

Social Recovery Activities:

- Promoting community participation
- Providing services for the Behavioral health of individuals
- Evaluating community stress
- Informing the public of physiological considerations
- Restoring community values



- Promoting family and individual preparedness
- Establishing Local Assistance Centers for 'one-stop' disaster recovery services

Economic Recovery Activities:

- Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement
- Addressing economic loss of the community
- Identifying available working capital
- Promoting businesses in damaged areas
- Maximizing the consumer base
- Reestablishing commercial services
- Facilitating business recovery
- Securing disaster business loans, disaster recovery assistance grants and hazard mitigation project funding



ACTION PLANNING PROCESS

PURPOSE

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving two essential items:

- Identifying priorities, objectives, and assignments for emergency response or recovery efforts.
- Documentation of the priorities, objectives, tasks, and personnel assignments in a formal plan.

Action Planning provides a process and a method for establishing and communicating to all involved personnel and agencies the County's emergency response objectives and priorities for a given operational period.

There are two kinds of action plans:

- Incident Action Plan (IAP)
- EOC Action Plan (EAP)

Action planning is a required element in SEMS/NIMS, as described in Title 19 of the California Code of Regulations. The field Incident Action Plan (IAP) differs from the EOC Action Plan:

- **Incident Action Plan (IAP)** - At the field response level, written or verbal Incident Action Plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. An operational period is the length of time (generally 12 hours) scheduled for the execution of a given set of operational actions as specified in the IAP. The field incident planning process generally uses perimeter and proposed control lines (where applicable) divided into logical geographical units for planning purposes. The tactics and resources are then determined for each of the planning units and the planning units are combined into divisions/groups, utilizing span-of-control guidelines. IAPs are an essential and required element in achieving objectives under ICS.

Special forms are used within ICS to record information for written Incident Action Plan. These forms should be used whenever possible and include:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205 Communications Plan
- ICS-206 Medical Plan



- ICS-208 Safety Message
- ICS-209 Situation Report
- ICS-211 Incident Check-in/Check-out*
- ICS-213 General Message*
- ICS-213RR Resource Request*
- ICS-214 Activity Log*
- ICS-215 Operational Planning Worksheet*
- ICS-215A Safety Analysis
- ICS-221 Demobilization Check-Out*
- ICS-230 Meeting Schedule

*Not generally included in the IAP.

- **EOC Action Plan** - The Action Planning process is an essential tool for the County, particularly in managing sustained emergency operations. If the County is to have a well planned and executed approach to resolving the problems posed by the disaster, the County must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire County will be focused and acting as a unified, coordinated body. If the County is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall County efforts.

For the County to continue its efforts, it is important that common County organizational goals are maintained and pursued. These goals are set by the Management Section. For the Management Section to draft appropriate strategic goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. The strategic goals are also influenced by the Multi-Agency Coordination (MAC) Group/Policy Group who provides the County vision, policy guidance, and legal authorities. The overall EOC Action Plan should be developed by the Planning/Intelligence Section, with participation from all Sections of the EOC, and approved by the EOC Director.

Special forms are used within ICS to record information for written EOC Action Plan. These forms should be used whenever possible and include:

- ICS/EOC-201 Incident Briefing (1st Operational Period)
- ICS/EOC-202 Incident Objectives
- ICS/EOC-203 Organizational Assignment List
- ICS/EOC-204 Assignment List
- ICS/EOC-205A Communications List
- ICS/EOC-206 Medical Plan*
- ICS/EOC-208 Safety Message



- ICS/EOC-209 Situation Report
- ICS/EOC-211 Incident Check-in/Check-out**
- ICS/EOC-213 General Message**
- ICS/EOC-213RR Resource Request**
- ICS/EOC-214 Activity Log**
- ICS/EOC-215 Operational Planning Worksheet*
- ICS/EOC-215A Safety Analysis*
- ICS/EOC-221 Demobilization Check-Out**
- ICS/EOC-230 Meeting Schedule

*Not mandated/optional for the EAP.

**Not generally included in the EAP.

Incident Action Plan (IAP) Objectives – Incident objectives directly relate to control or mitigation of the incident and are action or tactics oriented. What is the problem and how will we address it?

EOC Action Plan (EAP) Objectives - EOC objectives support the Incident objectives. Their purpose is to provide support and resources to the incident in the field. What can the EOC do to support the effort to address the problem?

EOC Action Plan Section Objectives - Section objectives are section specific and detailed objectives (tasks) in support of the larger EOC objectives. How can our Section do to help achieve the EOC objectives?

PLANNING REQUIREMENT

A written Action Plan is required whenever the following conditions apply.

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

The Action Plan addresses a specific operational period (usually 12 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

- Is defined as an oral or written plan containing general objectives reflecting the overall strategy for managing an incident.
- The initial Action Plan may be a verbal plan that is developed during the first hour or two following the on-set of the incident or EOC activation.
- A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel.
- May include the identification of operational resources and assignments.



- May include attachments that provide direction and important information for management of the incident.
- Should be considered a work in progress during the initial stages of incident response.
- An EOC Action Plan should be developed whenever the EOC is activated, either partially or fully.

PLAN ELEMENTS

An EOC Action Plan includes the following elements.

- Operational period duration and date/times covered by the plan.
- Establishment of operational period objectives that provide direction and priorities.
- Ensure objectives are Specific, Measurable, Achievable, Relevant, and Time bound.
- Identify parts of EOC organization that have been activated on an organization chart.
- Operational objectives for each SEMS function in the EOC and the ability to track progress toward the objectives.
- Ensure the Action Plan provides for accountability and reduce redundancy.
- Assignment of primary and support personnel and material resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.
- Describe the strategy to be utilized to achieve the objectives.
- Identify policy and/or cost constraints.
- Outline any inter-agency considerations.

PLANNING RESPONSIBILITIES

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

For incidents requiring close coordination with external agencies (e.g., AFPD, other City's fire or sheriff/police departments, special districts, etc.), input from the involved agencies should also be included in the Action Planning process.

The following EOC staff has specific responsibilities for the EOC Action Plan.



EOC Director

- Provide general incident objectives and strategy.
- Provide direction and overall management.
- Ensure incident safety.
- Establishes expense guidelines.
- Approve the completed EOC Action Plan.
- Implements the objectives detailed in the EOC Action Plan.

Liaison Officer

- Coordinate with outside resources.
- Coordinate and plan communications methods and protocols with Logistics.

Safety Officer

- Ensure incident safety.
- Provides details on safety and mitigation precautions to be taken.
- Direct the use of personal protective gear as required.

Operations Section Coordinator

- Develops the strategy and identifies resources necessary to accomplish EOC operational priorities and objectives.
- Coordinate with the branches in the section.
- Determine the tactics necessary to achieve objectives.
- Determine resource requirements.
- Establishes Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.
- Conduct Operations Shift Briefing.

Planning/Intelligence Section Coordinator

- Reviews the Situation Report for potential objectives for the next operational period.
- Establish planning timelines.
- Coordinate preparation of the EOC Action Plan.
- Manage the planning process.
- Facilitates the Action Planning Meeting.
- Establishes Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.

Situation Unit Leader

- Provide incident/emergency information and intelligence.
- Assemble and prepare the EOC Action Plan.
- Supports Section objectives and assists in the development of the EOC Action



Plan.

- Implements the Section objectives detailed in the EOC Action Plan.

Resources Unit Leader

- Work with the Logistics Section Coordinator to fulfill the resource needs.
- Supports Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.

Documentation Unit Leader

- Collate, duplicate, distribute, and archive the EOC Action Plan.
- Supports Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.

Logistics Section Coordinator

- Identifies which resources are available or needed for the next operational period.
- Ensure that resource ordering procedures are communicated to EOC/ICP staff.
- Ensure that Logistics Section can support the EOC Action Plan.
- Establishes Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.

Finance/Administration Section Coordinator

- Provides cost estimates for objectives as required.
- Ensures the EOC Action Plan is within the fiscal limits established by the EOC Director.
- Establishes Section objectives and assists in the development of the EOC Action Plan.
- Implements the Section objectives detailed in the EOC Action Plan.

PLANNING PROCESS

The planning process may begin with the:

- Scheduling of a planned event
- Identification of a credible threat
- Initial response to an actual or impending incident

The process continues with the implementation of the formalized steps and the staffing required for the development of a written IAP. The planning process may be illustrated in a 5 phase planning process:



1. Understand the Situation
2. Establish Incident/EOC Objectives and Strategy
3. Develop the Plan
4. Prepare and Disseminate the Plan
5. Execute, Evaluate, and Revise the Plan

The **first phase** includes gathering, recording, analyzing, and displaying situation, resource, and incident-potential information in a manner that will facilitate a common operating picture. Obtain an ICS-201 Incident Briefing from the field ICP or a Situation Report.

The **second phase** includes the Incident Commander/EOC Director developing the initial incident expectations, strategies, objectives, and priorities or revising the current incident objectives for the next operational period.

The **third phase** involves determining the strategic direction and the specific resources, reserves, and support requirements for implementing the selected strategies for the operational period. This phase includes a meeting of the Command or Management and General Staff, with each position making a determination as to what they forecast, how they prioritize their resource needs, and how they will achieve specific objectives. This is the preparation for the Planning Meeting to finalize the IAP or EAP.

The **fourth phase** involves preparing the plan to include the detail that is appropriate for the level of complexity of the incident. The Situation Unit Leader assembles and prepares the Action Plan. The Documentation Unit Leader collates, duplicates, distributes, and archives the Action Plan. The Operations Section Coordinator briefs all staff on the execution of the plan during the operational period.

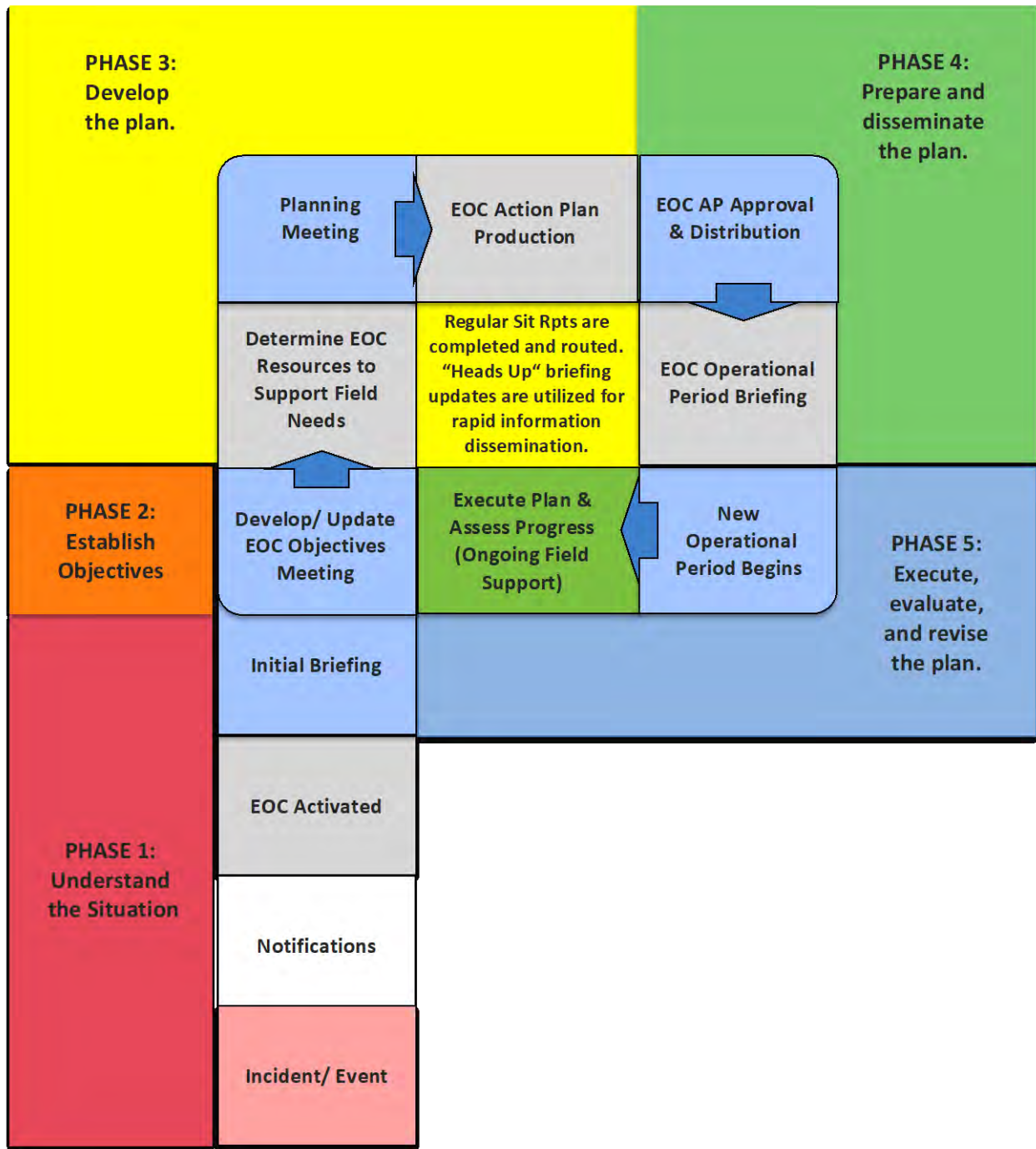
The **fifth phase** involves the expectation to execute and evaluate planned activities and check the accuracy of information to be used in planning for the next operational period. The General Staff should regularly compare planned progress with actual progress during the operational period.

Planning “P”

The **Planning “P” (Figure 26)** depicts the stages in the incident action planning process. The leg of the “P” includes the initial steps to gain awareness of the situation and establish the organization for incident management. Although maintaining situational awareness is essential throughout the life cycle of the incident, the steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle that of planning and operations, informed by ongoing situational awareness that continues and is repeated each operational period (**Figure 26: Planning “P” and Planning Phases**).



Figure 26: Planning Phases and the Planning “P”





PLANNING CONSIDERATIONS

In developing the Action Plan, several issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the Action Plan.

Table 17: Planning Considerations

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> • Use of resources • Contact information and frequency • Communications methods 	Liaison
Public Information	<ul style="list-style-type: none"> • Constraints on information to be disseminated • Special instructions • Target areas/audiences 	Public Information Officer EOC Director
Safety	<ul style="list-style-type: none"> • Special precautions to be taken • Personal protective gear required 	Safety Officer
Disability and Access and Functional Needs	<ul style="list-style-type: none"> • Identify needs • Locate resources • Develop messaging 	DAFN Officer and Public Information Officer
Tactical Resources	<ul style="list-style-type: none"> • System maps and schematics • Technical expert input 	Operations Section Branches
Operations	<ul style="list-style-type: none"> • Special skills required • Mutual aid needs • Staging Area need 	Operations Section Coordinator
Policy	<ul style="list-style-type: none"> • Legal/political issues • Fiscal constraints 	EOC Director
Special Needs	<ul style="list-style-type: none"> • Contingency Plans 	Planning/Intel Section Coordinator
Special Resources	<ul style="list-style-type: none"> • Availability of special supplies and equipment • Transportation support 	Logistics Section Coordinator



PLANNING CYCLE

The Planning/Intelligence Section Coordinator, with input from the EOC Director and the Operations Section Coordinator, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily.

The following table provides a suggested schedule for development of the Action Plan.

Table 18: Planning Cycle Guide

Planning/Intelligence Section Planning Cycle Guide		
Meeting	Time	Action
M1	0800 – 0830	Operational Period Briefing (Shift Change)
M7	0900 - 1000	Objectives Review Meeting (Ongoing only) Purpose: To review and adjust the current objectives if necessary.
M2	1000 - 1100	Management and General Staff Meeting Purpose: Review the ICS-201 Incident Briefing (1 st Op Period), Situational Report, and the EAP. Establish expectations, strategies, objectives, and priorities.
	1100 - 1400	Prepare for the Resource Meeting Purpose: Operations leads the process of identifying the resources required to meet the objectives.
M3	1400 - 1500	Resource Meeting. Purpose: To identify resource needs and assign responsibility for obtaining them.
	1500 - 1600	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
	1500 - 1600	Finalize Reports (including Situation Status Report for the Operational Area EOC).
M4	1600 - 1630	Planning Meeting Purpose: To validate the EOC Action Plan (EAP) components: objectives, policies, authorities, and resources. Assign responsibility and obtain support for executing the plan.
	1630 - 1700	Prepare EOC Action Plan
M5	1700 - 1730	Executive Approval Meeting
	1730 - 1830	Complete and Distribute the EOC Action Plan
	1830 – 1900	Prepare for Operational Period Briefing. Purpose: To review EOC Action Plan for next operational period.
M6	2000 – 2030	New Operational Period Shift Change
M7	2100 - 2200	Objectives Review Meeting (Ongoing only)



Action Planning Meeting

The Planning Meeting provides the opportunity to review and validate the Action Plan. The purpose of the Planning Meeting is to put the final touches on the Action Plan, gather support for the plan from the Command and General Staff, and gain approval from the Incident Commander/EOC Director.

- The Incident Commander/EOC Director ensures Action Planning is accomplished during each Operational Period.
- The Planning/Intelligence Section Coordinator is responsible for the Action Planning process and leading the Action Planning Meeting.
- The Operations Section Coordinator describes the amount and type of resources needed to accomplish the plan.
- The Resources Unit Leader works with the Logistics Section Coordinator to fulfill the resource needs.
- The Planning/Intelligence Section Coordinator will conclude the meeting and explain when all elements of the Action Plan and supporting documents must be submitted so the plan may be collated, duplicated, and distributed for the Operational Briefing.
- The Situation Unit Leader assembles and prepares the Action Plan.
- The Documentation Unit Leader collates, duplicates, distributes, and archives the Action Plan.

Table 19: Action Planning Meeting Agenda

Action Planning Meeting Agenda		
Activity	Presenter	Time Allotted
Call to order and introductions.	Planning/Intel. Section Coordinator	30 sec.
Briefing on situation/resource status and incident overview.	Planning & Operations Section Coordinators	5 mins.
Communicate EOC objectives	EOC Director	1 min.
Review of EOC objectives and assignments.	Operations Section Coordinator	10 mins.
Specify safety mitigation measures.	Safety Officer	1 min.
Management & General Staff provide short briefing and concur with EOC/Section objectives.	All Management and General Staff	10 mins.
Agree on next operational period.	Planning/Intel. Section Coordinator	1 min.
Set time for next Planning Meeting.	Planning/Intel. Section Coordinator	1 min.
Adjourn.	Planning/Intel. Section Coordinator	30 sec.



Documentation Distribution

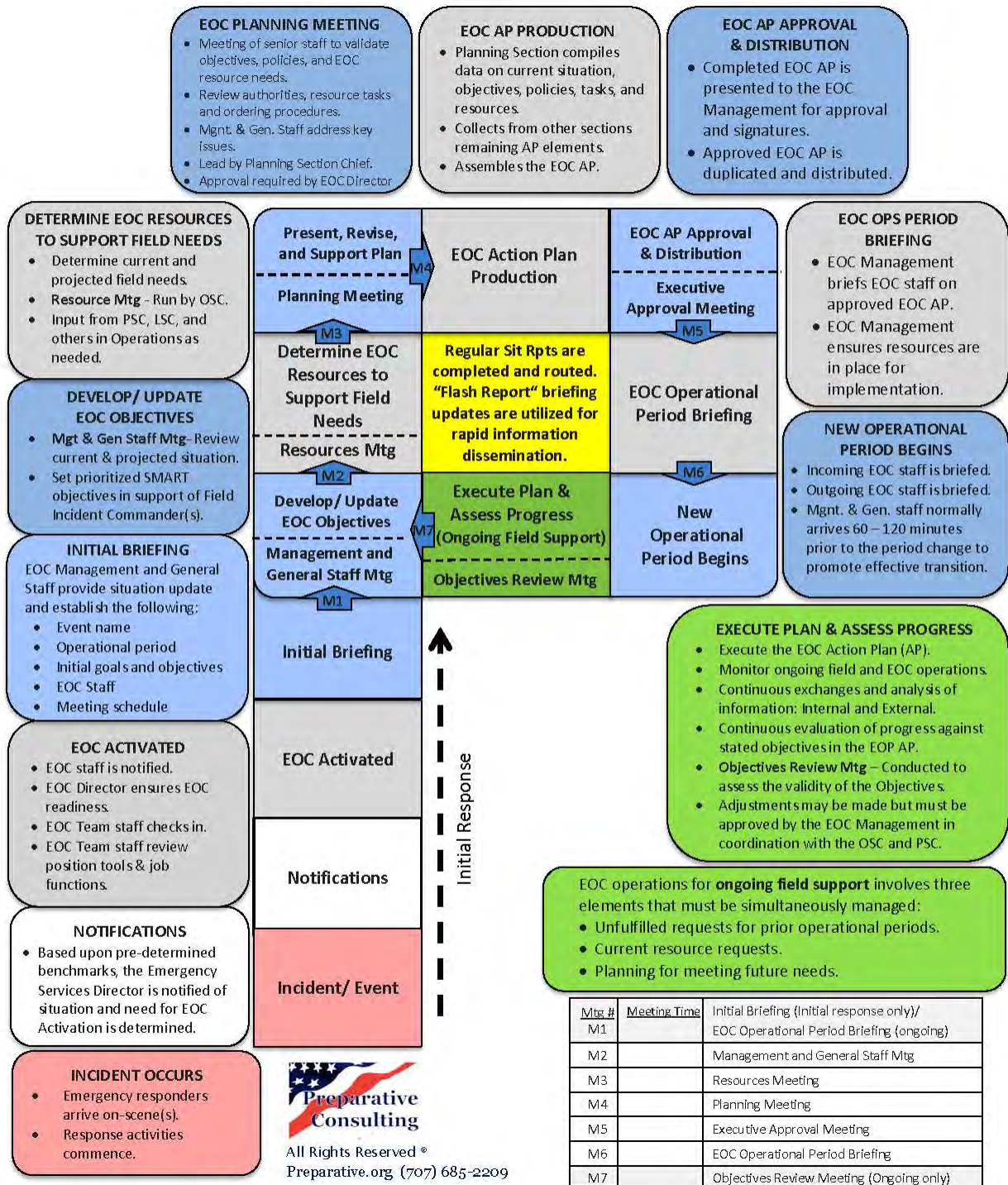
The Situation Unit is responsible for:

- Posting a copy of the current Action Plan in the EOC and on the Intranet, if operational
- Maintaining a copy of each Action Plan as part of the permanent incident record
- Distributing copies of the current Action Plan to all involved agencies and County personnel as directed by the Planning/Intelligence Section Coordinator

The Operations Section Coordinator will ensure that the current EOC Action Plan is distributed to all Operations Section personnel, including the appropriate ICPs



Figure 27: Action Planning Process “Planning P”





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Incident Name



Amador County Emergency Operations Center Action Plan



Operational Period

Date – Date

Time - Time

Plan Approval

Director of Emergency Services _____ Date/Time: _____

EOC Director _____ Date/Time: _____

Planning Section Coordinator _____ Date/Time: _____



EOC Action Plan

Emergency Operations Center



Event Name: [Click here to enter text.](#)

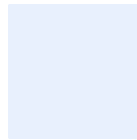
Operational Period: [Click here to enter text.](#)

Date Prepared:

Time Prepared: [Click here to enter text.](#)

Jurisdiction Type: County

Map Sketch:



Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan

Emergency Operations Center



Summary of Priorities, Objectives and Actions

Overall Event Priorities

1. Initiate, support and maintain measures that protect life, safety, property, and the environment.
2. Isolate and stabilize the incident.
3. Monitor events and proactively take steps to eliminate or mitigate potential hazards or threats.
4. Provide approved, timely, and consistent public information on conditions and suggested personal protective actions.
5. Support the emergency needs of people with disabilities or access and functional needs.
6. Support the rapid resumption of essential human services and support community and economic recovery.
7. Support the rapid assessment and resumption of critical infrastructure and key resources.

Emergency Management Goals

1. Provide support to County departments, Incident Command Posts, or other EOC activities throughout the County.
2. Ensure Countywide and regional situational awareness to create a common operating picture.
3. Coordinate effective use of County resources per situational needs and Countywide policy priorities.
4. Acquire and allocate critical resources.
5. Maintain coordination with County, State, Federal, Private and Non-Governmental Agencies.
6. Coordinate County response actions and resources with the Operational Area and other City EOCs, Cal OES Regional Operations Center (REOC), and Multi-Agency Coordination Group.
7. Provide accurate documentation and records required for cost recovery efforts.

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan

Emergency Operations Center



Management Section Objectives

1. Notify Director of Emergency Services, all departments, and the Board of Supervisors of EOC activation.
2. Develop the safety message and work with Logistics and Planning to establish EOC staffing break schedule, days off, meals, and psychological support.
3. Establish Communications and Coordination with other EOC's and Cal OES Inland Region EOC (REOC).
4. Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC and with the Cal OES Inland Region EOC (REOC).
5. Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.
6. Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary.
7. Ensure public alert, warning, and public information and establish a joint information center to monitor and manage information and coordination with the media

Operations Section Objectives

1. Provide for Life Safety and Rescue
2. Provide for the protection of property and the environment
3. Provide citywide or countywide situational awareness and a rapid assessment of critical infrastructure and key resources
4. Provide public information and direction
5. Support the evacuation of threatened populations
6. Support public care and shelter
7. Secure and reestablish infrastructure
8. Maintain fiscal responsibility and tracking

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan

Emergency Operations Center



Planning Section Objectives

1. Provide maps, plans, business owner information, property owner information
2. Track and manage resources
3. Document and track damage and safety assessments
4. Develop new goals and objectives for next Operational Period
5. Coordinate and disseminate situational awareness information to create a common operating picture
6. Lead the planning process and develop an EOC Action plan

Logistics Section Objectives

1. Provide additional PPE to be distributed to response and recovery personnel as requested.
2. Ensure barricades and other access denial equipment is available for use to response and recovery personnel as requested.
3. Establish Drop Points for food, water, sanitation needs, supplies/equipment, and refreshment breaks for response and recovery personnel as requested.
4. Establish and support communications in support of response and recovery personnel as requested. Ensure the communications allows for interagency operability and communications to and from the EOC.
5. Coordinate with Personnel Unit to ensure additional staffing for multiple operational periods as requested.
6. Ensure all needed resources are properly identified, procured, purchased, coordinated through Finance Section and delivered as requested.
7. Ensure, coordinate, or support any other needs or resources as requested.

Finance/Administration Section Objectives

1. Ensure disaster accounting system is established (cost for Logistics and Operations to be maintained separately).
2. Establish appropriate spending authorities and limits
3. Projected cost analysis as requested
4. Assist Logistics with Procurement
5. Establish fiscal amounts for Initial Damage Estimates (IDE)
6. Manage and investigate claims
7. Ensure proper documentation for cost recovery
8. Assist Management with Local Emergency Proclamation
9. Begin planning for recovery

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name

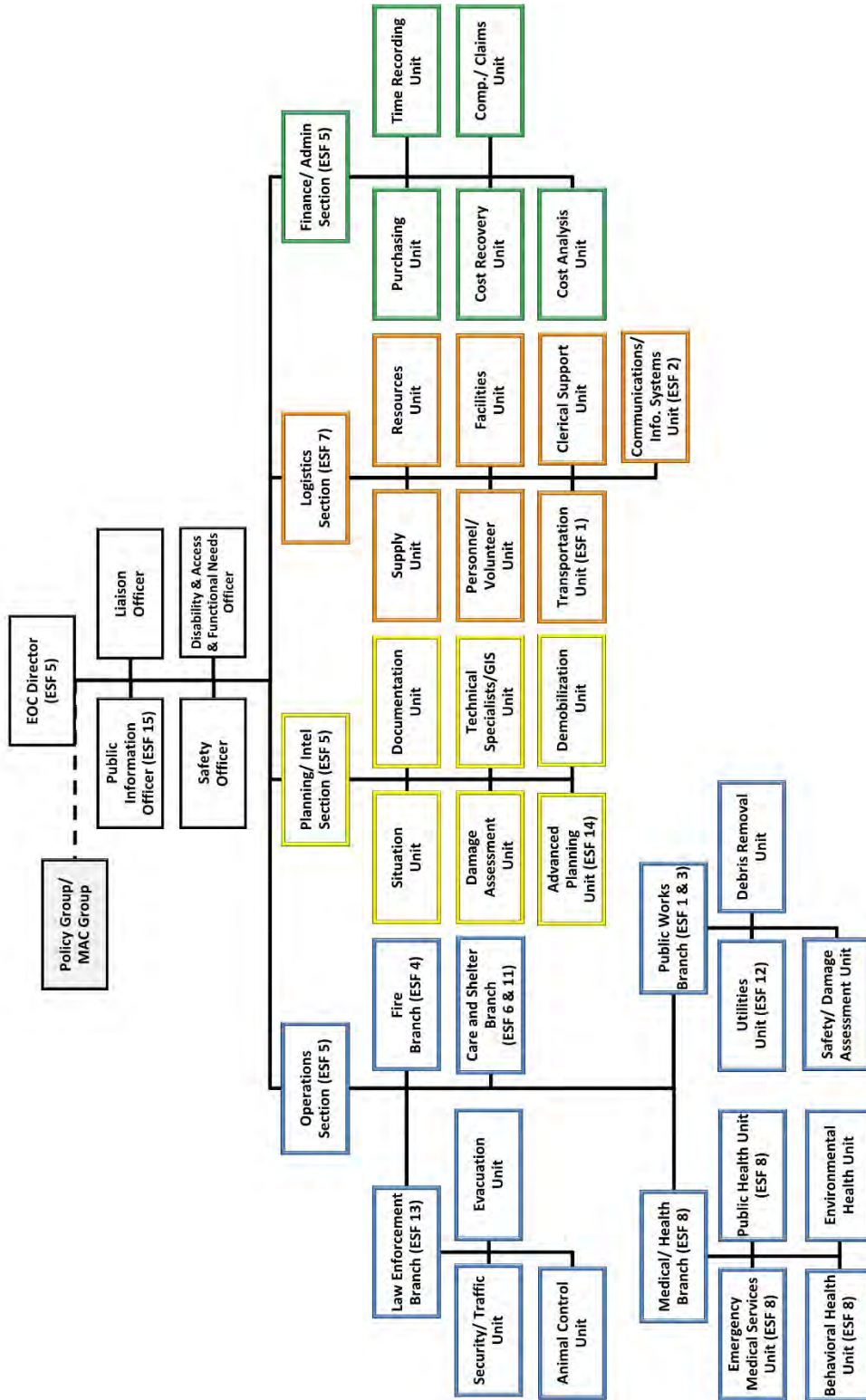


EOC Action Plan

Emergency Operations Center



Organization Chart:



Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan



Emergency Operations Center

Weather Impacts on Operations:

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Daily Forecast

Weather 5-day Forecast

Weather Maps:

Prepared By: Planning Unit Section Chief Name

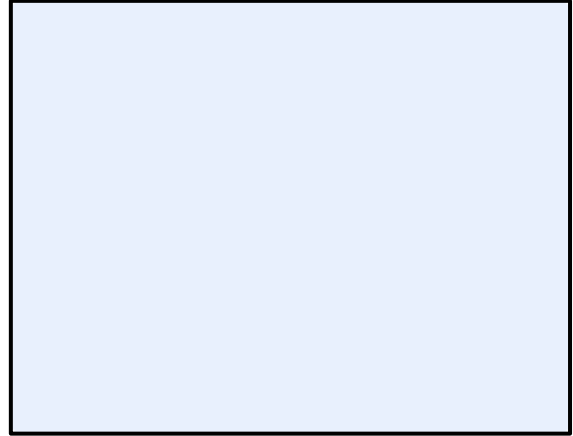
Approved By: EOC Director Name



EOC Action Plan



Emergency Operations Center



Additional Attachments

- EOC 205A – Communications List
- EOC 208 – Safety Message
- ICS 230 – Daily Meeting Schedule
- Situation Report

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan



Emergency Operations Center

SAFETY MESSAGE (ICS-208)

The following safety information is to ensure you are safe and healthy during your EOC shift.

- The facility has been inspected and is safe for use.
 - Ensure you are familiar with the building evacuation procedures and know the rally point location. In the event of an evacuation, use the stairs in an orderly fashion- do not run.
 - Ensure you have checked in on the ICS 211/WebEOC and have provided a contact cellphone number where you may be reached in an emergency on the ICS 205A.
 - Inspect your work area.
 - Ensure all walkways and doorways are clear of obstacles and trip hazards such as cords, personal items, or equipment. Report hazardous or unsafe situations to your supervisor or the Safety Officer, EOC Director or your Section Coordinator immediately.
 - Take care of yourself so you can take care of the people in the field.
 - Meals and hydration are provided in the breakroom. All Section Coordinators, Branch Directors, and Unit Leaders shall monitor their EOC staff to ensure they are eating, hydrating, taking breaks as needed, and are not exhibiting excessive stress or psychological issues.
 - A private space in the (identify the location) has been established to provide psychological support. All EOC staff will meet with the counseling staff for a debrief prior to demobilization.
 - All EOC staff are provided and will receive a place to rest/sleep between operational period shifts either at home or a designated location by the Demobilization Unit.
 - We are working together in close quarters. Cover your cough, use hand sanitizer, and wipe down phones and equipment as needed.
 - Ensure the HVAC system is closed during a nearby HazMat incident or Fire.
 - Should the EOC need to be evacuated all staff will exit the EOC via the front door or rear door of the building and rally at the...
-

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan



Emergency Operations Center

DAILY MEETING SCHEDULE (EOC 230)

4. Meeting Schedule (Commonly held meetings are included)				
Date/Time	Meeting Name	Purpose	Attendees	Location
0800	EOC Briefing	Present EOC AP and assignments to all EOC staff for the next operational period.	All EOC Staff	
	Policy Group Meeting	Meeting to discuss current and emerging issues.	Policy Group	
1100	Situation Status Reports Due	Situation Status Reports for EOC and JIC are due to EOC Director.	EOC Planning Section and Lead PIO	
1300	Business Continuity Meeting	Review and discuss County Business Continuity issues.	COOP Led, Policy Group, and Department Heads	
1300	Advanced Planning Meeting	EOC Director and Management and General staff discuss Advanced Planning Actions.	EOC Management and General Staff	
1430	EOC Objectives/ Resource Meeting	EOC Director and Management & General staff review and revise current incident objectives and priorities.	EOC Management and General Staff	
1530	EOC Planning Meeting	Review status and finalize strategies and assignments to meet incident objectives for the next operational period.	EOC Management, General Staff & Support	
	Recovery Meeting	Discuss issues associated with transition to recovery and the establishment of a Local Assistance Center.	Assigned Recovery Staff	

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



EOC Action Plan

Emergency Operations Center



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Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name



AFTER ACTION REPORTING AND CORRECTIVE ACTION PLANS

SEMS/NIMS Requirements

Section 2450 (a) of the California Code of Regulations and the SEMS and NIMS guidelines, require “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 Cal OES within **ninety (90) days** of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(j).”

Section 2450 (b) The After Action report shall, at a minimum:

- Be a review of response actions taken.
- Application of SEMS.
- Suggested modifications to SEMS.
- Necessary modifications to plans and procedures.

The completion of an After Action Reports (AAR)/Corrective Action Plan (CAP) is a part of the required SEMS reporting process. The Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), Section 8607 (f) specifies that the California Governor’s Office of Emergency Services (Cal OES) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states, “This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.”

Amador County Director of Emergency Services or designee will be responsible for completion and distribution of Amador County After Action Report, including sending it to the Cal OES Inland Region OES, who will include it in the Operational Area AAR/CAP and send it to the Governor’s Office of Emergency Services (SharedMail.CalAAR@caloes.ca.gov) within the required 90-day period.

For Amador County, the After Action Report’s primary audience will be EOC staff, elected officials, County management and all employees. As public documents, reports are accessible to the public in compliance with requests made under the California Public Records Act.

Public Disclosure

Although, SEMS requires Cal OES to make their AAR/CAP available to state and local agencies, those local agencies are not mandated to share their AAR/CAP with any agency except Cal OES. However, it should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.



Purpose

The After Action Report will serve as a source for documenting Amador County's emergency response activities, and identifying areas of concern and success. It will also be utilized to develop a work plan for implementing Corrective Actions or Improvement Plans.

After Action Reports/Corrective Action Plans serve the following important functions:

- Provide a source for documentation of response and recovery activities.
- Identify problems and successes that occurred during emergency operations.
- Analyze the effectiveness of components of the SEMS.
- Describe and defines a plan of action for implementing improvements, including mitigation activities.

Requirement for submit an AAR

The AAR requirement is triggered depending on who has proclaimed and for what.

- 1) State Agencies
 - a. If the Governor proclaims a state of emergency for any event(s), any State Agency that responds to the event(s) in question is required to provide an AAR to Cal OES.
- 2) Operational Areas
 - a. If an Operational Area proclaims a local emergency for their county and the Governor proclaims a state of emergency for the emergency-causing event(s), an AAR is due to Cal OES.
- 3) Municipalities
 - a. If a municipality proclaims a local emergency and the Governor proclaims a state of emergency for the emergency-causing event(s), an AAR is due to Cal OES.
- 4) Special Districts, Schools, CA Tribes, Etc.
 - a. There is no requirement that these organizations submit an AAR to Cal OES. It is up to the discretion of Operational Areas and municipalities to determine whether they want to ask for AAR data from these agencies.

AAR Request process

As soon as possible after a Governor's proclamation, Cal OES will send the Proclaiming jurisdiction a Request for Information (RFI) email:

- 1) All State Agencies and Departments who respond, or have previously responded, to any disasters.



- a. It is up to the State Agencies to report whether they did or did not respond to an event. They need to contact us to report this or they will be assumed to have not submitted an AAR despite owing one.
 - b. Cal OES will also require all of its internal branches to provide AAR data.
- 2) The Operational Areas that:
- a. Proclaimed for the same event(s) that the Governor proclaimed for and/or
 - b. Contain a municipality that proclaimed for the same event(s) that the Governor proclaimed for.

Operational Areas are responsible for contacting their municipalities and requesting AAR data.

AARs need to be submitted in the AAR Board in Cal EOC. For State Agencies and Operational Areas. For the municipalities, their Operational Area may decide how to handle AAR submission. They have three options:

- 1) If the Operational Area and the municipality in question both proclaimed local emergencies for the same event for which there is a Governor's proclamation, the Operational Area may include the municipal responses in their own AAR.
- 2) If the Operational Area did not proclaim, they may submit the AAR into Cal EOC on behalf of the municipality. They should clearly indicate in the AAR which municipality the AAR is being submitted for.
- 3) If the Operational Area did not proclaim, the municipality (or the Operational Area on their behalf) may submit their AAR to sharedmail.calAAR@caloes.ca.gov
 - a. It is preferred that the Operational Area submit AARs on behalf of their municipalities, regardless of how it is submitted.

Contents of the After Action Report

The After-Action Report will be written in simple language, well structured, brief, well presented, and geared to the primary audience. Data for the After-Action Report will be collected from documents developed during the disaster response and interviews with emergency responders. The most up-to-date form, with instructions, can be found on Cal EOC.

At a minimum, the After Action Report will provide the following information.

- Response actions taken
- Application of SEMS/NIMS
- Suggested modifications to SEMS/NIMS



- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

Reporting Process

The complete AAR/CAP process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

An After Action Report will provide a broad perspective on the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and will address specific areas of the response, if necessary. The report will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the After Action Report.

Importance of Documentation

Documentation is critical for developing After Action Reports and must be initiated early in the preparedness or response phase of an incident, disaster, emergency, pre-planned event, or prior to training or an exercise. Although dynamic events command much focus during the emergency response, adequate documentation:

- Is essential to operational decision-making.
- May have future legal ramifications.
- May have implications for reimbursement eligibility.
- Provides the foundation for development of the AAR and CAP.

The Planning/Intelligence Section shall initiate documentation actions early during response phase and:

- Assign the responsibility for collecting and filing all documents and data pertaining to the event.
- Emphasize the importance of documentation to all sections.
- Emphasize early identification of possible system improvements and facilitate immediate actions to address issues.



- Stress early data collection and reporting prior to staff returning to their normal duties.
- Establish timelines and expedites for the preparation of the AAR/CAP.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the After Action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the After Action report function to provide continuity.

Sources of Documentation

Depending upon the situation, different types of documentation comprise the source documents or "database" for the After Action Report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this database such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

Documentation sources include, but are not limited to:

- Action plans developed to support operational period activities.
- Forms used in the SEMS field level Incident Command Systems.
- Section, branch, or unit activity logs and journals.
- Planning function reports and forms.
- Data from all functions of the emergency organization.
- Cal OES Operational Area EOC resource and reporting program (Cal EOC).
- Written messages.
- Function and position checklists.
- Public information and media reports.
- FEMA-developed forms.
- Other forms or documentation.

Supplemental Documentation

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.



- Surveys distributed to individuals and organizations after the event that can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data-gathering tool.

Data Organization and Structuring

There are many approaches to structuring and organizing compiled data. Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "responders," for example, all activated personnel, were included in the survey/workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements and corrective actions to be taken?
- Does the survey/workshop process permit identification of needed external improvements?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the critique/survey format coincide with the After Action report format?
- Does the designated person understand the assignment and tasks?

AAR Preparation

An eight-step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and After Action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AAR/CAP and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.



8. Prepare final AAR/CAP, obtain appropriate approval from the Director of Emergency Services or Chairman of the County Disaster Council, and forward the report to the Operational Area, Cal OES Inland Region and Cal OES Headquarters. Consider providing copies to all participating jurisdictions, private and volunteer organizations.

Identification of CAP planning activities

Corrective Action Planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAPs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CAP should contain:

- Description of the system and method of tracking the CAP, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CAP.
- Brief description of the issue or problem, and the needed corrective action or activity.
- Party or organization(s) responsible for completing the CAP.
- Expected end product.
- Expected completion date.
- Funding source and justification of the need for funding in order to carry out CAPs.
- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAPs, if appropriate.

Tracking and Implementing Corrective Action Plans

Implementation of CAPs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Services will have the overall responsibility for following through that the Corrective Action plan is implemented and completed as written.

AARs for non-declared disasters /Training and Exercises

Because After Action Reports are used to document an event, identify “corrective actions” that need to be completed and improve the quality of emergency management, an AAR/CAP should be completed for both declared and non-declared disasters, for training/exercises, and pre-identified planned events consistent with NIMS requirements.



AARs for non-declared events

A similar process as that described in the previous section for declared events, may be followed for non-declared events, exercises/trainings, or pre-identified planned events. When appropriate, Cal OES may request an AAR/CAP be completed, if determined an AAR/CAP would benefit emergency management in California.

After Action Report/Improvement Plan reporting for federally funded exercises

For exercises conducted using federal funding or grants, complete an After Action Report and Improvement Plan using the Homeland Security Exercise and Evaluation Program (HSEEP) templates (<https://pretoolkit.fema.gov/HSEEP.html>), within the grant required timeframe of the event, and post the report on the ODP Grants and Training secure portal, or attach the Word version of the After Action Report/Improvement Plan to the portal.

Cal OES Statewide AAR/CAP

The Emergency Services Act Section 8607 (f) specifies that the Cal OES shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster.

Cal OES will compile a consolidated statewide AAR for declared events in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions.

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, Cal OES, in accordance with its procedures, will do the following:

- Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
- Establish a work group and work plan for developing the Statewide AAR.
- Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
- Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.



- Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event.

Cal OES Statewide AAR/CAP in Recovery Phase

SEMS regulations call for identifying “Recovery activities to date.” The Recovery activities listed in the AAR are the likely areas that will fall within the 120-day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies.
- Proclamation/Declaration process.
- Joint Field Office (description of locations and services offered to public).
- Damage Assessment (description of assessed damages).
- Safety Assessment Program activities.
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster).
- Applicant Briefings.
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster).
- Activation of Assistance Centers (description of services offered to public).
- Hazard Mitigation Program (description of services offered).

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.



AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE
for responses to

[Incident Name]

[Affected Operational Areas]

GENERAL INFORMATION

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, City, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
OES Admin Region: (Coastal, Coastal, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response - using mm/dd /yyyy)	



SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	



OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	



LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	



AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Was the action planning process used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			



15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was a MAC group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			

19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) or Emergency Functions (EFs) effectively?			
22. Was communications inter-operability an issue?			



Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

27. If applicable, what recovery activities have you conducted 60 days or less from the end of the incident? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

28. Were there any Access and Functional Needs issues identified during your response? If so, please provide a brief explanation.



29. Were there any issues related to Public Information for this incident? If so, please provide a brief explanation.

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Also, address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action /Improvement Plan	Agency(s)/Depts. To Be Involved	Point of Contact Name /Phone	Estimated Date of Completion

If you have questions or need further assistance, please contact Scott Marotte of the Cal OES AAR Team at SharedMail.CalAAR@Cal.OES.ca.gov or call (916) 845-8780.



RESPONSE SUMMARY

State and local agencies response activities chart

The following chart summarizes the wide array of activities that local and state agencies/departments performed during the *(Name of Incident)*. It reflects the various mutual aid systems (fire and rescue, law enforcement, medical), as well as other state response capabilities.

Note: Agencies and organizations were not asked to provide specific information on personnel and equipment deployment. If available, this information has been included in the matrix. N/A= data not available, not submitted.

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
Activities:			



LOGISTICS SECTION

PURPOSE

The Logistics Section will be responsible for coordinating acquisitions to supply the incident with the necessary services, equipment and personnel. This includes supplying communications, transportation, medical services, food, water and shelter, incident facilities and other resources in support of incident objectives.

PRIORITIES

When establishing the Mission, Goal, Objectives and Strategies during emergency response operations, the following priorities are considered.

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Eliminate or mitigate hazards.
- Provide for the rapid resumption of essential human services and support community and economic recovery.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide emergency public information on conditions and suggested personal protective actions.
- Provide accurate documentation and records required for cost recovery efforts.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment Purchasing 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 Board of Supervisors.

OBJECTIVES

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



except mutual aid resources requested through law enforcement and fire mutual aid channels, will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during an incident, emergency, or disaster:

- 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 County's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

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

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- 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 or contact their supervisor or the Sheriff's Office shift supervisor in accordance with their individual department plan guidelines.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.
- Amador County will coordinate response and recovery activities with the Cal OES Inland Region or State Operational Center.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.



SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section. The Logistics Section Coordinator shall request the activation of Units within the Logistics Section as needed.

When to Activate

The Logistics Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC Director will instruct activated EOC staff to respond to either the Primary EOC or Alternate EOC based on the EOC activation level. The Primary EOC is located within the Amador County General Services Administration, 12200-B Airport Road, Jackson, CA 95642. The Alternate EOC is located in the Amador Administrative Building Conference Room C, 810 Court Street, Jackson, CA 95642.

LOGISTICS SECTION STAFF

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

- Supply Unit
- Resources Unit
- Personnel Branch
- Facilities Unit
- Transportation Unit
- Clerical Support Services Unit
- Communications/Information Systems Unit

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

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. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for Purchasing and resources management.



Supply Unit

The Supply Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Supply Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Supply 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 Supply Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed).

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering spontaneous unaffiliated volunteers (SUV) as Disaster Service Workers and for managing EOC personnel issues and requests.

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.



Clerical Support Services Unit

The Clerical Support Services Unit is responsible for the obtaining, coordination and allocation all clerical support requests received and the management of clerical personnel issues and requests.

Communications/Information Systems Unit

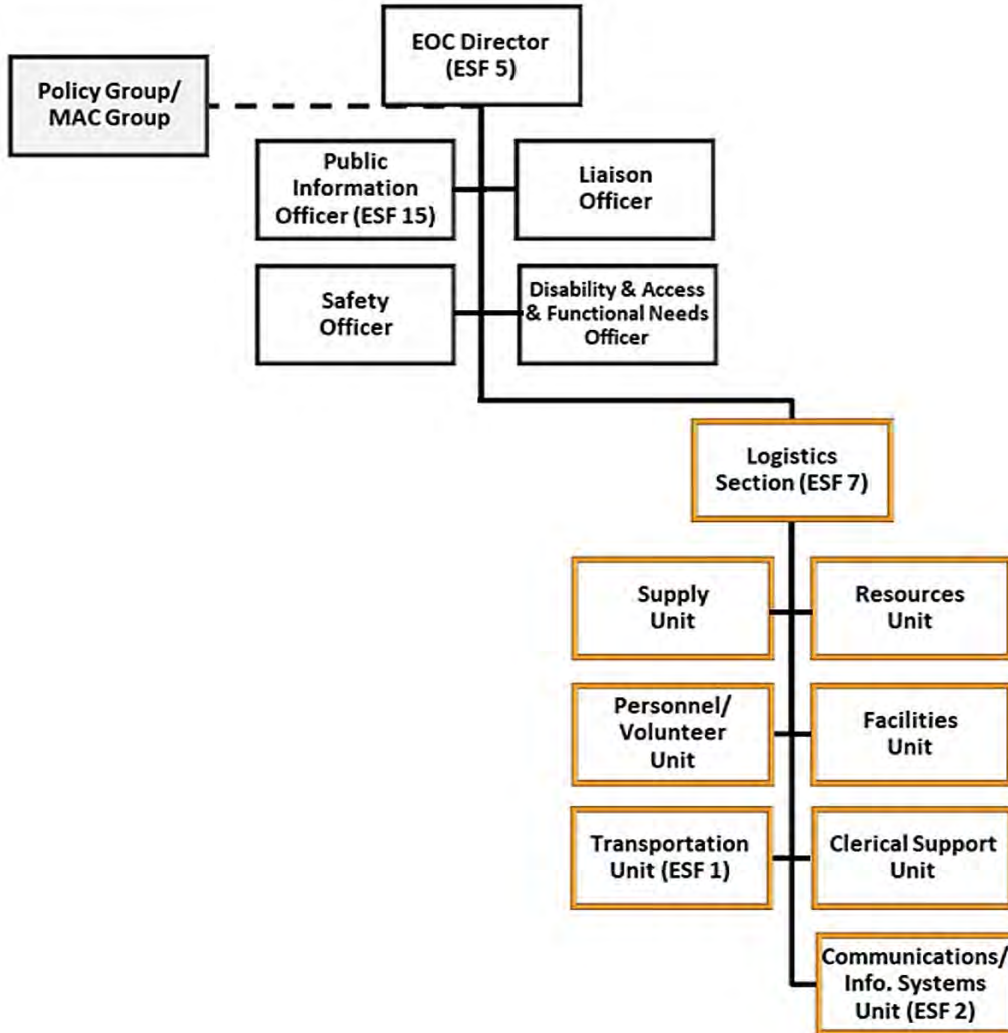
The Communications/Information Systems Unit is responsible for managing all radio, data, and telephone needs of the EOC staff. This unit is also responsible for developing plans for the effective use of incident communications and information technology equipment and facilities; installing and testing of communications equipment, computers, networks, and related equipment; distribution of communications and information technology equipment to EOC and incident personnel; the maintenance and repair of such equipment; and the supervision of the Incident Communications Center.

Attachments:

- Figure 28: Logistics Section Organization Chart
- Logistics Section Position Checklists
 - Supply Unit Leader Position Checklist
 - Resources Unit Leader Position Checklist
 - Personnel Branch Leader Position Checklist
 - Facilities Unit Leader Position Checklist
 - Transportation Unit Leader Position Checklist
 - Clerical Support Services Unit Leader Position Checklist
 - Communications/Information Systems Unit Leader Position Checklist



Figure 28: Logistics Section Organizational Chart





LOGISTICS SECTION COORDINATOR POSITION CHECKLIST

PRIMARY: County Employee

ALTERNATE: County Employee

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
 - Resources management and tracking.
 - Managing all radio, data, telephone, videoconferencing needs of the EOC.
 - Coordinating transportation needs and issues.
 - Managing personnel issues and registering spontaneous unaffiliated volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
 - Coordinating management of facilities used during disaster response and recovery.
 - Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Be prepared to form additional units as dictated by the situation.
 - Oversee distribution of supplies, equipment, and personnel, in accordance with priorities established by the EOC Director.
 - Obtain, allocate and track ordered resources to support emergency operations.
 - Advise the EOC Director if suspension of competitive bidding is warranted.
 - Assess status of communications and information systems and arrange for repairs and/or alternate systems.
 - Assess damage to County facilities to determine habitability, accessibility and need for repairs.
 - Maintain complete and accurate records of resource requests, acquisitions and distributions.
 - Exercise overall responsibility for the coordination of unit activities within the Section.
 - Coordinate the provision of logistical support for the EOC.
 - Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES: Support the response effort and oversee the acquisition, transportation and mobilization of resources.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Consider alerting/recalling off-duty personnel and specialized teams.
- Establish an emergency work schedule.
- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).



STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing from the EOC Director in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
 - Past actions, present and forecasted activity.
 - Current and anticipated staffing expectations, limitations and demobilization procedures.
 - Organization within the EOC.
 - Location of work area.
 - Expectations of the Section.
 - Identification of specific job responsibilities.
 - Identification of Management and General Staff co-workers and work areas.
 - Availability of communications and identified paths of communication within the EOC.
 - Fiscal expectations and limitations.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
 - EOC emergency or evacuation procedures and rally points.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
- Action taken



- Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Set up your Section workstation, including maps and status boards. Use your EOC Section materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Section staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Section functions should be activated and request approval for additional staffing or resources from the EOC Director. Upon approval initiate staff notification procedure.
- Activate organizational elements within your Section as needed and designate Branch Directors for each element or combination of elements as needed.
- Supply Unit
 - Transportation Unit
 - Facilities Unit
 - Personnel Branch
 - Clerical Support Services
 - Communications/Information Systems Unit

If additional Unit staffing is needed:

- Request additional personnel for the Section to maintain a 24-hour operation as required.



- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing.
- Determine if other Section staff is at the EOC and obtain estimated times of arrival for outstanding staff.
- Activate other elements/Units of the Section, establish work area, assign duties and ensure Section or Unit logs are opened.
- Ensure that all Section/Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Section/Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Based on the situation as known or forecasted determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Develop a list of key issues currently facing the Section to be accomplished within the next operational period.
- Prepare work objectives for Section staff and make staff assignments.
- Ensure internal coordination between Branch directors.



- Carry out responsibilities of the Section/Branches that are not currently staffed.
- Keep up to date on situation and resources associated with the Section. Maintain current status and displays at all times. Provide situation and resources information to the Situation Unit on a periodic basis or as the situation requires.
- From the Situation Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Review situation reports as they are received. Ensure your Section status/information is accurate and confirm where questions exist.
- Brief the EOC Director on major problem areas that need or will require solutions. Provide periodic situation or status reports.
- Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Ensure that Section/Branch/Unit logs and files are maintained.
- Monitor Section activities and adjust Section organization as appropriate.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions.
- Identify key issues currently affecting the Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- Provide the Planning Section Coordinator with the Section's objectives prior to each Action Planning meeting.



- Ensure that all contacts with the media are fully coordinated first with the EOC Director and the Public Information Officer (PIO).

SECTION OPERATIONAL DUTIES

- Assess the impact of the emergency/disaster on the County, including the initial safety/damage assessment by field units.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Obtain a current communications status briefing from the Communications Unit Leader in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Determine status of transportation system into/within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate branches and units.
- Coordinate with the Planning Section Coordinator to determine the need for any Technical Specialists.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the Cal OES Inland Region or State Operation Center apprised of overall situation and status of resource requests via email, phone, or Cal EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Oversee distribution of supplies, equipment, and personnel, in accordance with priorities established by the EOC Director.
- Obtain, allocate and track ordered resources to support emergency operations.
- Advise the EOC Director if suspension of competitive bidding is warranted.



- Assess status of communications and information systems and arrange for repairs and/or alternate systems.
- Assess damage to County facilities to determine habitability, accessibility and need for repairs.
- Maintain complete and accurate records of resource requests, acquisitions and distributions.
- Identify service/support requirements for planned and expected operations.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
 - Consider the need for stress management, counseling and/or debriefing.
 - Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.



- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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SUPPLY UNIT LEADER POSITION CHECKLIST

PRIMARY: Purchasing Agent

ALTERNATE: County Employee

SUPERVISOR: Logistics Section Coordinator

- GENERAL DUTIES:**
- Coordinate and oversee the Purchasing, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
 - Provide supplies for the EOC, field operations and other necessary facilities.
 - Determine if the required items exist within the County supply system.
 - Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if County stocks do not exist.
 - Purchase items within limits of delegated authority from EOC Finance/Administration Section. Coordinate with the EOC Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
 - Arrange for the delivery of the items requisitioned, contracted for or purchased.
 - Maintain records to ensure a complete accounting of supplies procured and monies expended.
 - Support activities for restoration of disrupted services and utilities.

RESPONSIBILITIES: Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

The Purchasing of resources will follow the priority outlined below:

1. Resources within the County inventory (County-owned).
2. Other sources that may be obtained without direct cost to the County.
3. Resources that may be leased/purchased within spending authorizations.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Meet and coordinate activities with EOC Finance/Administration Section Coordinator and determine purchasing authority to be delegated to Purchasing Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Obtain names of personnel who have ordering authority.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Assign a Donation Coordinator, if necessary.
- Place orders in a timely manner. Check with Donation Coordinator for donation items that may fill a need and consolidate orders when possible.
- Maintain information regarding:
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from County stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.



- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify EOC Finance/Administration Section Coordinator of Purchasing needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Purchasing Unit of the EOC Finance/Administration Section develop necessary agreements.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Identify to the Logistics Section Coordinator any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to Care and Shelter shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with EOC Operations Section to avoid duplication.
- Be prepared to provide veterinary care and feeding of animals.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, Purchasing catalogs, directories and supply locations.
- Continually update communications availability information with the Communications/Information Systems Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.



- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Ensure reusable equipment is serviced before being returned to inventory.
- Provide and coordinate with EOC Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including Care and Shelter shelters.
- Procure and arrange for basic sanitation and health needs at Care and Shelter facilities (toilets, showers, etc.) as requested by EOC Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the emergency/disaster.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with EOC Operations Section and Amador County EOC, maintain essential medical supplies in designated Field Treatment Sites.
- Oversee distribution of supplies, equipment, and personnel, in accordance with priorities established by the EOC Director.
- Obtain, allocate and track ordered resources to support emergency operations.
- Maintain complete and accurate records of resource requests, acquisitions and distributions.



- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.



- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.

- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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RESOURCES UNIT LEADER POSITION CHECKLIST

PRIMARY: Amador County Employee

ALTERNATE: Amador County Employee

SUPERVISOR: Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources: personnel, equipment and vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

RESPONSIBILITIES: Maintain detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the EOC Operations Section (to determine resources currently in place and resources needed) and with other Planning/Intelligence Units (to provide resources information to the EOC Action Plan).



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, videoconferencing, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.



- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Collect, organize and display status of incident resources to include:
 - Category, Kind, and Type
 - Allocation or number
 - Location
 - Status
 - Assigned
 - Unassigned
 - Staged
 - Deployed
 - Demobilized
- Maintain a master list of all resources reported.
- Ensure that adequate staff are assigned to maintain all maps, status boards, and other displays.
- Provide for an authentication (cross check) system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Unit of the EOC Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinator for the EOC Action Planning Meeting.



- Assist in strategy planning based on the availability of the resources, to include those:
 - Requested
 - En-route
 - Available
 - Needed

- Identify the need for use of special resources.

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.

- Assemble information on alternative strategies.

- Ensure that the EOC Operations Section staff does not overlook available resources.

- Make recommendations to the EOC Logistics Section Coordinator of resources that are not deployed or should be demobilized.

- Account for personnel, equipment, supplies, and materials provided to each facility.

- Maintain Resource Status Unit records or forward information to Documentation Unit if activated.

- Release mutual aid resources when no longer needed.

- Consider the need for stress management, counseling and/or debriefing.

- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.

- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.

- Ensure that any required forms or reports are completed prior to your release and departure.



- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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PERSONNEL/VOLUNTEERS UNIT LEADER POSITION CHECKLIST

PRIMARY: County Human Resources Employee

ALTERNATE: County Employee

SUPERVISOR: Logistics Section Coordinator

- GENERAL DUTIES:**
- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from County response elements in the field.
 - Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
 - Ensure that all Disaster Service Worker Volunteers and spontaneous unaffiliated volunteers are registered and integrated into the emergency response system.
 - Assign personnel within the EOC as needs are identified.
 - Coordinate Emergency Management Mutual Aid (EMMA) as necessary through the Amador County EOC.

RESPONSIBILITIES: Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register spontaneous unaffiliated volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

- ADDITIONAL GUIDANCE DOCUMENTS:**
- A Guide to Managing Stress in Crisis Response Professionals, (U.S. Department of Health and Human Services, 2005)
 - Tips for Managing and Preventing Stress: A Guide for Emergency Response and Public Safety Workers (U.S. Department of Health and Human Services, 2007)
 - Tips for Disaster Responders: Understanding Compassion Fatigue (U.S. Department of Health and Human Services, 2014)

- DAFN GUIDANCE DOCUMENTS:**
- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Work with the Finance/Administration Section Time Recording Unit to maintain sign in/out logs.
- In conjunction with the Planning/Intelligence Section Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check in. Ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
 - Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- Obtain crisis counseling for emergency workers.



- Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Purchasing Unit and Personnel Unit.
- Establish a plan for childcare for County employees as needed. Coordinate with Personnel Branch for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Arrange for childcare, eldercare, and pet care services for EOC personnel as required.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Coordinate with the Amador County EOC of additional personnel needs.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Establish Disaster Service Worker and spontaneous unaffiliated volunteer registration and interview locations - typically at County Local Assistance Centers. Assign staff to accomplish these functions.
- Issue ID cards to spontaneous unaffiliated volunteer Disaster Service Workers per the DSWV policy and procedures.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Amador County EOC.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.



- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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FACILITIES UNIT LEADER POSITION CHECKLIST

PRIMARY: County Facility Maintenance

ALTERNATE: County Facility Maintenance

SUPERVISOR: Logistics Section Coordinator

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to Facilities' operations.
- Close out each facility when no longer needed.

RESPONSIBILITIES: Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received



- Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local assistance centers (LACs), etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Purchasing Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.



- Ensure that operational capabilities are maintained at facilities.
- Develop and maintain a status board or other reference which 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.
- 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.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at Care and Shelter facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employee's families and volunteers.
- Be prepared to provide facilities for animal boarding as required.
- Coordinate water resources for consumption and sanitation at all facilities.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.



- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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TRANSPORTATION UNIT LEADER POSITION CHECKLIST

PRIMARY: County Employee

ALTERNATE: Amador Transit

SUPERVISOR: Logistics Section Coordinator

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the County by all available means.
- Coordinate all public transportation resources.
- Provide transportation resources required for evacuations.
- Assist with the transportation of evacuees with disabilities and others with access and functional needs when appropriate.

RESPONSIBILITIES: Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

DAFN GUIDANCE DOCUMENTS:

- Language Guidelines for Inclusive Emergency Preparedness, Response, Mitigation and Recovery (FEMA, 2015)
- Transit Emergency Planning Guidance (Cal OES/Caltrans, 2007)



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.

- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Coordinate with the Operational Area EOC, Cal Trans, and CHP for Highway status.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with Fire and Law on road closures and openings.
- Ensure that current road closures and traffic signal outage information is displayed in the EOC.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
 - Individuals to medical facilities as requested by Operations Section.
 - Emergency workers and volunteers to and from risk area.
- Coordinate with the Operations Section on the movement of disabled and elderly persons.
- Coordinate transportation of animals as required.
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.



- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Maintain inventory of support and transportation vehicles (staff cars, buses, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.
- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.



- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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CLERICAL SUPPORT UNIT LEADER POSITION CHECKLIST

PRIMARY: County Administrative Assistant

ALTERNATE: Administrative Assistant

SUPERVISOR: Personnel Branch Director

GENERAL DUTIES:

- Coordinate all clerical support requests received at or within the EOC, including any category of clerical support requested from the EOC functional elements or from County response elements in the field.
- Identify sources and maintain an inventory of clerical support and clerical resources.
- Assign clerical personnel within the EOC as needs are identified.

RESPONSIBILITIES: The Clerical Support Unit is responsible for the obtaining, coordination and allocation all clerical support requests received and the management of clerical personnel issues and requests.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.

 - Develop and implement accountability, safety, and security measures for staff and resources.

 - Review position responsibilities.

 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.

 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)

 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.

- Determine estimated times of arrival of staff from your supervisor.

- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.

- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.

- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Process all incoming requests for clerical support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting party.
- Develop a system for tracking personnel/volunteers processed by the Unit. Work with the Finance/Administration Section Time Recording Unit to maintain sign in/out logs.
- Personnel/Volunteers relieved from assignments will be processed through the Demobilization Unit.
- Maintain information regarding:
 - Clerical personnel processed.
 - Clerical personnel allocated and assigned by agency/location.
 - Clerical personnel on standby.
 - Special Clerical personnel requests by category not filled.
- Ensure training of clerical personnel to perform emergency functions. Coordinate with Safety Officer to ensure that training for clerical personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Coordinate feeding, shelter and care of clerical personnel with the Supply and Facilities Units.
- Develop a plan for communicating with those agencies having clerical personnel resources capable of meeting special needs.
- Coordinate with the Amador County EOC for additional clerical personnel needs.
- Coordinate transportation of clerical personnel with the Transportation Unit.



- If the need for a call for clerical volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



COMMUNICATION/INFORMATION SYSTEMS UNIT LEADER POSITION CHECKLIST

PRIMARY: Information Technology Manager

ALTERNATE: Information Technology Manager

SUPERVISOR: Logistics Section Coordinator

- GENERAL DUTIES:**
- Notify support agencies and oversee the installation, activation and maintenance of all radio, data, telephone, videoconferencing and Wifi communications services inside of the EOC and between the EOC and outside agencies.
 - Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
 - Provide necessary communication system operators and ensure effective continuous 24-hour operation of all communications services.
 - Copy and log incoming radio, data, telephone and videoconferencing reports on situation reports, major incident reports, resource requests and general messages.
 - Make special assignment of radio, data, telephone and videoconferencing services as directed by the EOC Director.
 - Organize, place and oversee the operation of amateur radio services working in support of the EOC.
 - Establish appropriate computer distribution/maintenance system.
 - Ensure necessary information technology systems are installed and tested.
 - Ensure an equipment accountability system is established.
 - Ensure EOC laptops, printers, and other related equipment is distributed to assigned EOC workstations.
 - Provide technical information as required on:
 - Adequacy of information technology/communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities/limitations.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
 - Anticipated problems in the use of information technology equipment.



- Prepare and implement the Incident Radio Communications Plan
- Ensure the Incident Communications Center and the Disaster Hotline Center is established.
- Establish appropriate communications distribution/maintenance locations.
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- Supervise Communications Unit activities.

RESPONSIBILITIES: Manage all radio, data, and telephone needs of the EOC staff. Developing plans for the effective use of incident communications and information systems equipment and facilities; installing and testing of computers, networks and related equipment, and communications equipment; distribution of information technology and communications equipment to EOC and incident personnel; supervision of the incident communications center; and the maintenance and repair of information systems and communications equipment. Manage all radio, data, telephone and videoconferencing needs of the EOC staff.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Establish operating procedure for use of telephone, videoconferencing, radio and data systems and provide to other units.
- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate frequency and network activities with the Amador County EOC.
- Provide communications briefings as requested at action planning meetings.
- Participate in developing the EOC Communication Plan.
- Support activities for restoration, maintenance, operations of computer services.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Establish appropriate computer distribution/maintenance system.
- Ensure necessary information technology systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure EOC laptops, printers, monitors, cameras, and other related equipment is distributed to assigned EOC workstations.
- Provide technical information as required on:



- Adequacy of information technology systems currently in operation.
 - Equipment capabilities/limitations.
 - Amount and types of equipment available.

 - Meet with section and unit coordinators and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.

 - Coordinate all communications activities.

 - Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.

 - Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data, telephone, videoconferencing and Wifi needs utilizing established communications, the private sector, amateur radio and volunteers.

 - Coordinate with volunteer and private sector organizations to supplement communications needs.

 - Establish a plan to ensure staffing and repair of communications equipment.

 - Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

 - Prepare and implement the Incident Radio Communications Plan

 - Ensure the Incident Communications Center and the Disaster Hotline Center is established.

 - Establish appropriate communications distribution/maintenance locations.

 - Ensure communications systems are installed and tested.

 - Ensure an equipment accountability system is established.

 - Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.

 - Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
-



- Equipment capabilities/limitations.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
-
- Supervise Communications Unit activities.
 - Anticipated problems in the use of information technology equipment.
 - Release mutual aid resources when no longer needed.
 - Consider the need for stress management, counseling and/or debriefing.
 - Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.



- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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FINANCE AND ADMINISTRATION SECTION

PURPOSE

To enhance the capability of Amador County to respond to emergencies by providing financial support and coordination to County 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, environment, and property.
- Provide continuity of financial support to the County and community.
- Documentation of County costs and recovery of those costs as allowable.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the County's emergency response team.

OVERVIEW

The Finance and Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the County functioning during an emergency/disaster. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

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

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES 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 emergency/disaster:



For all disasters/emergencies:

- Notify the other sections and County departments that the Disaster Accounting System is to be used for the emergency/disaster.
- Determine the extent to which the County's computer systems are accessible and/or usable.
- Determine if the County's bank can continue handling financial transactions.
- Maintain, as best possible, the financial continuity of the County (payroll, payments and revenue collection).
- Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
- Upon declaration of a disaster by the State and/or Federal Government, coordinate with disaster agencies to initiate the recovery process of the County's costs.
- Coordinate with the other sections and departments the collection and documentation of costs pertaining to the emergency/disaster.
- Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

For disasters/emergencies where the County's computer systems and bank are accessible and usable:

- Inform the other sections and County 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 emergency/disaster-related costs.

For disasters/emergencies where the County's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

- Inform the other sections and County 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.

For disasters/emergencies where the County's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

- Inform the other sections and County departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
- Activate other Finance and Administration Section Units as necessary.



CONCEPT OF OPERATIONS

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

- Amador County will utilize SEMS and NIMS in emergency response activities.
- Amador County will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the County's ability to address them.
- All existing County and departmental fiscal operating procedures will be adhered to unless modified by the EOC Director or County Board of Supervisors.
- 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 or contact their supervisor or the Sheriff shift supervisor in accordance with their individual department plan guidelines.
- While in disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 8:00 a.m. and 8:00 p.m., however operational periods should be event driven.
- Amador County will coordinate response and recovery activities with the local Cities and Cal OES Inland Region EOC.
- The resources of Amador County will be made available to local agencies and citizens to cope with disasters affecting this area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Finance and Administration Section. The Finance and Administration Section Coordinator shall request the activation of Units within the Finance and Administration Section as needed.

When to Activate

The Finance and Administration Section may be activated when the County's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC Director will instruct activated EOC staff to respond to either the Primary EOC or Alternate EOC based on the EOC activation level. The Primary EOC is located within the Amador County General Services Administration, 12200-B Airport Road, Jackson, CA 95642. The Alternate EOC is located in the West Island Room of the Amador Administrative Building Conference Room C, 810 Court Street, Jackson, CA 95642.



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing any of the following specific units.

- Purchasing Unit
- Time Recording Unit
- Cost Recovery Unit
- Compensation/Claims Unit
- Cost Analysis Unit

The Finance/Administration Section Coordinator may activate additional branches/groups/units to fulfill an expanded role if necessary.

Finance and Administration Section Coordinator

The Finance and Administration Section Coordinator, a member of the EOC Director's General Staff, supervises the financial support, response and recovery for the emergency/disaster; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System. The Section Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for Purchasing and resources management.

Purchasing Unit

The 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 Finance Section Purchasing Unit supports the Logistic Section Supply Unit by providing accounting and financial coding and other accounting support.

Time Recording Unit

The Time Recording Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being



met. The Time Recording Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and project worksheets. The Time Recording Unit will work closely with each of the individual department's payroll personnel.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Cost Recovery Unit

The Cost Recovery Unit should be activated at the onset of any emergency/disaster and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to an emergency/disaster in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery. This unit will work closely with the Planning Section Documentation Unit in the County EOC and also with each of the individual department's documentation units.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving Amador County arising out of an emergency/disaster, including 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 providing investigative support of claims and for issuing checks upon settlement of claims. The Compensation/Claims Unit will work closely with the Logistics Section Personnel Unit.

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 payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.



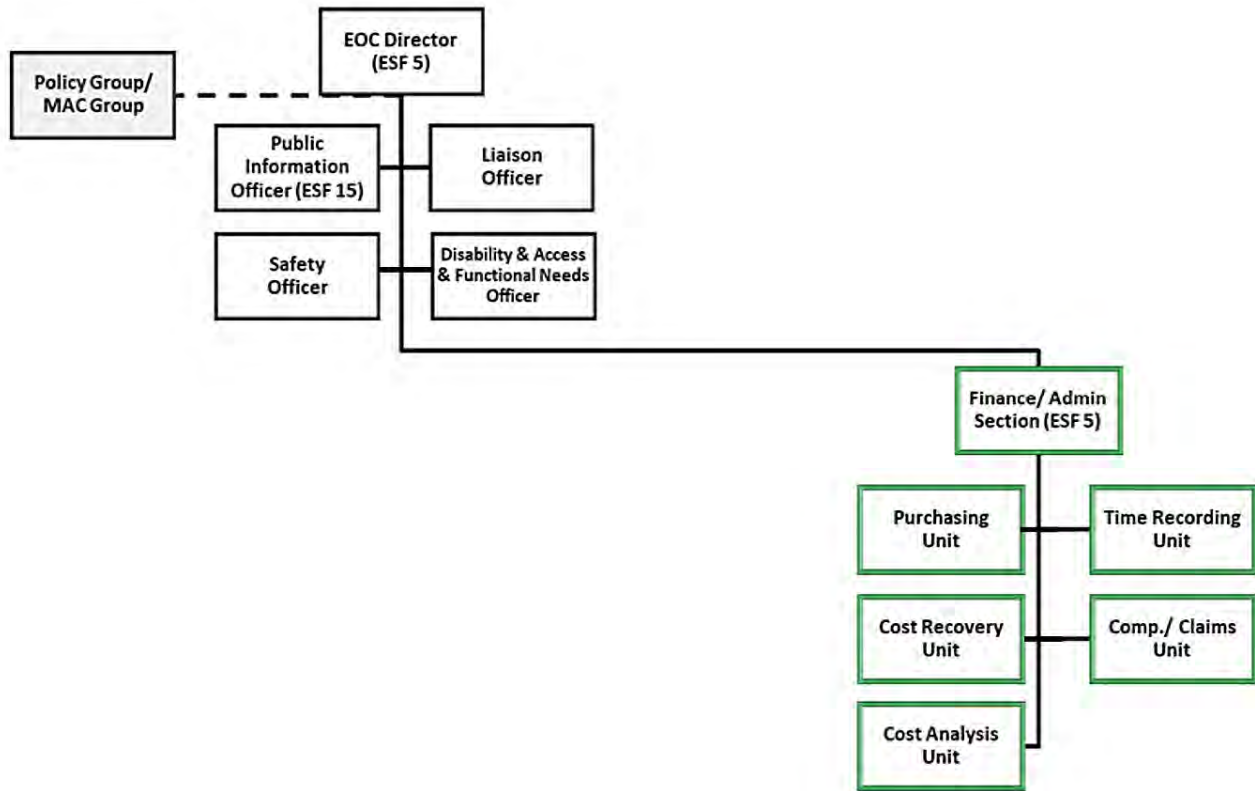
The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Attachments:

- Figure 29 - Finance/Administration Section Organization Chart
- Finance/Administration Section Position Checklists
 - Finance/Administration Section Coordinator Position Checklist
 - Purchasing Unit Leader Position Checklist
 - Time Recording Unit Leader Position Checklist
 - Cost Recovery Unit Leader Position Checklist
 - Compensation/Claims Unit Leader Position Checklist
 - Cost Analysis Unit Leader Position Checklist



Figure 29: Finance and Administration Section Organizational Chart





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FINANCE /ADMINISTRATION SECTION COORDINATOR POSITION CHECKLIST

PRIMARY: County Finance Director

ALTERNATE: County Finance Department Employee

SUPERVISOR: EOC Director

- GENERAL DUTIES:**
- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
 - Implementing a Disaster Accounting System
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing purchase orders and contracts in coordination with Logistics Section.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Providing administrative support to the EOC.
 - Supervise the Finance/Administration Section staff.
 - Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
 - Be prepared to form additional units as dictated by the situation.
 - Exercise overall responsibility for the coordination of unit activities within the Section.
 - Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
 - Keep the EOC Director updated on all significant financial developments.

RESPONSIBILITIES: Supervise the financial support, response and recovery for the emergency/disaster; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Advise pre-assigned Section staff of the potential need to respond to the EOC.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Assist in the development a potential Action Plan based on the impending emergency.
 - Prepare to participate in the development of the EOC Incident Action Plan.
- Consider alerting/recalling off-duty personnel and specialized teams.
- Establish an emergency work schedule.
- Test communications equipment.
- Coordinate Emergency Public Information with Public Information Officer (PIO).

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).



- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing from the EOC Director in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.

Briefings should include:

- Current situation assessment.
 - Past actions, present and forecasted activity.
 - Current and anticipated staffing expectations, limitations and demobilization procedures.
 - Organization within the EOC.
 - Location of work area.
 - Expectations of the Section.
 - Identification of specific job responsibilities.
 - Identification of Management and General Staff co-workers and work areas.
 - Availability of communications and identified paths of communication within the EOC.
 - Fiscal expectations and limitations.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
 - EOC emergency or evacuation procedures and rally points.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedures to document items for the After Action Report.
 - Encourage them to think ahead and anticipate situations and problems before they occur.
-
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- Check-in and Check-out times



- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.

Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.

- Set up your Section workstation, including maps and status boards. Use your EOC Section materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for Section staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Section functions should be activated and request approval for additional staffing or resources from the EOC Director. Upon approval initiate staff notification procedure.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Purchasing Unit
 - Time Recording Unit
 - Cost Recovery Unit
 - Cost Analysis Unit
 - Compensation/Claims Unit

If additional Unit staffing is needed:

- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing.



- Determine if other Section staff is at the EOC and obtain estimated times of arrival for outstanding staff.
- Activate other elements/Units of the Section, establish work area, assign duties and ensure Section or Unit logs are opened.
- Ensure that all Section/Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming Section/Unit personnel are fully briefed in accordance with the EOC Action Plan.
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Based on the situation as known or forecasted determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Develop a list of key issues currently facing the Section to be accomplished within the next operational period.
- Prepare work objectives for Section staff and make staff assignments.
- Ensure internal coordination between Branch directors.
- Carry out responsibilities of the Section/Branches that are not currently staffed.
- Keep up to date on situation and resources associated with the Section. Maintain current status and displays at all times. Provide situation and resources information to the Situation Unit on a periodic basis or as the situation requires.



- From the Situation Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Review situation reports as they are received. Ensure your Section status/information is accurate and confirm where questions exist.
- Brief the EOC Director on major problem areas that need or will require solutions. Provide periodic situation or status reports.
- Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
 - Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
 - Ensure that Section/Branch/Unit logs and files are maintained.
 - Monitor Section activities and adjust Section organization as appropriate.
 - Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
 - Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
 - Use face-to-face communication in the EOC whenever possible.
 - Be prepared to participate in the EOC Director's action planning meetings and policy decisions.
- Identify key issues currently affecting the Section; meet with section personnel and determine appropriate section objectives for the first operational period.
 - Provide the Planning Section Coordinator with the Section's objectives prior to each Action Planning meeting.
 - Ensure that all contacts with the media are fully coordinated first with the EOC Director and the Public Information Officer (PIO).
 - Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.



- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

SECTION OPERATIONAL DUTIES

- Assess the impact of the emergency/disaster on the County, including the initial safety/damage assessment by field units.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Authorize use of the Disaster Accounting System.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Recording Unit and the Cost Analysis Unit at the end of each operational period.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources as need diminishes.
- Consider the need for stress management, counseling and/or debriefing.



- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



PURCHASING UNIT LEADER POSITION CHECKLIST

PRIMARY: Finance Department Employee

ALTERNATE: County Employee

SUPERVISOR: Finance/Administration Section Coordinator

GENERAL DUTIES:

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by Board of Supervisors or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

RESPONSIBILITIES: Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. **Ensure that all records identify scope of work and site-specific work location.**



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Account for personnel, equipment, supplies, and materials provided to each facility.
- Contact appropriate branch/group/unit leaders on needs and any special procedures.
- Review/prepare EOC purchasing procedures.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place that meets County's property management requirements.
- Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensations/Claims Unit on procedures for handling claims.
- Finalize all agreements and contracts. Coordinate efforts with the Purchasing Unit within the Logistics Section.
- Contact appropriate unit leaders on needs and any special procedures.
- Review/prepare EOC purchasing procedures.



- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place that meets County's property management requirements.
- Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensations/Claims Unit on procedures for handling claims.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Verify cost data in pre-established vendor contracts with Cost Analysis Unit.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.



- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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TIME RECORDING UNIT LEADER POSITION CHECKLIST

PRIMARY: Payroll/Benefits Technician

ALTERNATE: County Employee

SUPERVISOR: Finance/Administration Section Coordinator

- GENERAL DUTIES:**
- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
 - Establish and maintain a file for all personnel working at the emergency/disaster.
 - Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, Cal OES and FEMA time recording policies.
 - Track, record and report equipment use and time.

RESPONSIBILITIES: Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.



Document:

- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.



- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility. Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

PERSONNEL TIME RECORDER

- Assist sections and units in establishing a system for collecting equipment time reports.
- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Tracks all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy.
- Ensure that all employee identification information is verified to be correct on the time report.



- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (Twelve-hour shifts recommended).
- Coordinate with the Personnel Branch of the Logistics Section.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.

EQUIPMENT TIME RECORDER

- Ensure that all records identify scope of work and site-specific work location. (See Finance/Administration – Disaster Equipment Records - Sample.)
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). 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 County-owned equipment separate from rented equipment.
- Maintain records security.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES



- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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COST RECOVERY UNIT LEADER POSITION CHECKLIST

PRIMARY: County Finance Department Employee

ALTERNATE: County Employee

SUPERVISOR: Finance/Administration Section Coordinator

GENERAL DUTIES:

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

RESPONSIBILITIES: Maintain the Disaster Accounting System and procedures to capture and document costs relating to an emergency/disaster in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Cost Recovery Unit should be activated at the onset of any emergency/disaster. Accurate and timely documentation is essential to financial recovery.**



READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:



- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
-
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
 - Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
 - Develop and implement accountability, safety, and security measures for staff and resources.
 - Review position responsibilities.
 - Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
 - Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
 - Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)



- Ensure each has a copy of the written Action Plan (if developed)
- Establish reporting requirements concerning execution of the action plan.

- Request additional resources through the Logistics Section or established ordering procedures, as needed.

- Think ahead and anticipate situations and problems before they occur.

- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.

- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.

- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.

- Keep up to date on Unit situation and resource status.

- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.

- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.

- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.

- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.

- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.

- Use face-to-face communication in the EOC whenever possible.



- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to an emergency/disaster in coordination with other sections and departments.
- Inform all sections and departments that the Disaster Accounting System is to be used.
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Coordinate with the Documentation Unit of the Planning/Intelligence Section.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, Amador County EOC (as appropriate) and the Cal OES Inland Region or State Operation Center as required.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Receive and allocate payments.
- Organize and prepare records for final audit.
- Prepare recommendations as necessary.



- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Consider the need for stress management, counseling and/or debriefing.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.
- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.



- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.



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COMPENSATION/CLAIMS UNIT LEADER POSITION CHECKLIST

PRIMARY: Human Resources Director – Risk Manager

ALTERNATE: County Employee

SUPERVISOR: Finance/Administration Section Coordinator

GENERAL DUTIES:

- Accept as agent for Amador County claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to Amador County.

RESPONSIBILITIES: Manage the investigation and compensation of physical injuries and property damage claims involving Amador County arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.



**READ THE ENTIRE CHECKLIST AT START-UP AND AT THE
BEGINNING OF EACH SHIFT**

**HOW TO
CHECKL**

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation of a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture and activate to the EOC. Ensure your dependents and pets are cared for and you have the personnel to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, aides, and mutual aid agreements in preparation for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - o Receive a copy of the written Action Plan (if one has been developed, if not, receive the EOC Action Plan includes the items below).
 - o Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity done for reference for any After Action Report.

Document:

 - o Messages received
 - o Action taken
 - o Decision justification and documentation
 - o Requests filled



- EOC personnel, time on duty and assignments
- Check-in and Check-out times

- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
- Determine your personal work area. Set up your Unit workstation, including maps and status boards. Organize EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for staff and resources.
- Review position responsibilities.
- Clarify with your EOC Supervisor any issues you may have regarding your authority and assign others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communication equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, maps, etc.)
- Determine the extent to which Unit functions should be activated and request additional staffing from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staff from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is open.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.



GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific tasks. Monitor activities and adjust staffing/organization as appropriate.
- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operation.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that require solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and complete where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning and have a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time Accounting Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Maintain a log of all injuries occurring during the emergency/disaster.
- Develop and maintain a log of potential and existing claims.



- Prepare claims relative to damage to County property and notify and file the claims with insurance.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete
 - Entries are accurate and timely
 - Work is in compliance with Amador County requirements and policies.
- Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel accordingly.
- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Branch of the EOC Logistics Section completes claims for any injuries to personnel and volunteers working at the emergency.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.



- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified and requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC and home department when you've arrived safely at home.

COST ANALYSIS UNIT LEADER POSITION CHECKLIST

PRIMARY: County Finance Department Employee

ALTERNATE: County Employee

SUPERVISOR: Finance/Administration Section Coordinator

- GENERAL DUTIES:**
- Provide all cost analysis activity associated with the emergency/disaster.
 - Obtain and record all cost data for the emergency/disaster.
 - Ensure the proper identification of all equipment and personnel requiring payment.
 - Analyze and prepare estimates of the emergency/disaster costs.
 - Maintain accurate record of the emergency/disaster costs.



RESPONSIBILITIES

:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

This Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. This Unit must maintain accurate information on the actual costs for the use of all assigned resources.

READ THE ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

HOW TO USE THE CHECKLIST

If a checklist item is not applicable to the situation, then it should be skipped. However, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

INCREASED READINESS

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture by preparing to activate to the EOC. Ensure your dependents and pets are cared for and you have the personal effects needed to deploy for multiple operational periods.
- Review this checklist, Emergency Operations Plan, agency guidelines, any applicable annexes, position job aides, and mutual aid agreements in preparation



for activation.

STARTUP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Identify yourself as your position in the EOC by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Report to your EOC organizational supervisor. Confirm the operational period work shift and your assigned workspace.
- Contact your department/supervisor and let them know you have been assigned to the EOC.
- Obtain a briefing from your EOC supervisor in accordance with the EOC Action Plan (if one has been developed).
 - Receive a copy of the written Action Plan (if one has been developed, if not, receive a briefing that includes the items below).
 - Confirm reporting requirements concerning execution of the action plan.
- Use an **Activity Log (ICS 214)**, to record details of notable activities, basic incident activity documentation and reference for any After Action Report.

Document:

 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
 - Check-in and Check-out times
- Retain all paperwork (notes, memos, messages, etc.). Ensure that logs and files are maintained.
- Determine your personal work area. Set up your Unit workstation, including maps and status boards. Use your EOC Unit materials, guidance documents, job aides, and on-site supplies.
- Develop and implement accountability, safety, and security measures for staff and resources.
- Review position responsibilities.



- Clarify with your EOC Supervisor any issues you may have regarding your authority and assignment as well as others in the emergency organization structure. Know where to go for information or support.
- Ensure that all required supplies are available and equipment, including internal and external communications equipment, is working properly (phones, computers, radios, forms, checklists, guidance documents, job aides, maps, etc.)
- Determine the extent to which Unit functions should be activated and request additional staffing or resources from your supervisor if needed.

If additional staffing is needed:

- Ensure that sufficient staffing is in place to meet responsibilities. If not, request additional staffing from your EOC Supervisor.
- Determine estimated times of arrival of staff from your supervisor.
- Activate elements of your Unit, establish work area, assign duties, and ensure a log is opened.
- Ensure that all Unit personnel have completed status check on equipment, facilities, and operational capabilities.
- Assign and ensure that all your incoming personnel are fully briefed in accordance with the EOC Action Plan (if developed)
 - Ensure each has a copy of the written Action Plan (if developed)
 - Establish reporting requirements concerning execution of the action plan.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Think ahead and anticipate situations and problems before they occur.
- Inform your EOC Supervisor when your Unit is fully operational.

GENERAL OPERATIONAL DUTIES

- Develop a plan for Unit operations and support of field operations as requested. Assign specific responsibilities. Monitor activities and adjust staffing/organization as appropriate.



- Evaluate the need for stress management, counseling and/or debriefing for all affected personnel.
- Make a list of key issues currently facing the Unit to be accomplished within the next operational period.
- Keep up to date on Unit situation and resource status.
- Brief and keep your EOC Supervisor advised of your Unit status and any major problems that need or may need solutions.
- Review situation reports as they are received. Ensure your Unit status/information is accurate and confirm where questions exist.
- Establish operating procedure for use of telephone, radio, videoconferencing, and data systems. Provide staff with direction, expectations, and priorities.
- Anticipate potential situation changes, such as aftershocks or cascading effects, in all planning. Develop a backup plan for off-site communications.
- Conduct periodic briefings to your staff. Provide staff with direction, expectations, and priorities.
- Use face-to-face communication in the EOC whenever possible.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all Unit personnel, equipment, time, and material records are provided to the Time and Cost Analysis Units of the Finance/Administration Section.

UNIT OPERATIONAL DUTIES

- Collect and record all cost data.
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Identify the need for use of special resources.



- Maintain cumulative emergency/disaster cost records.
- Ensure that all financial obligation documents are accurately prepared.
- Prepare resources-use cost estimates.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Recording Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Release mutual aid resources when no longer needed.
- Consider the need for stress management, counseling and/or debriefing.
- Begin planning for recovery.

DEMOBILIZATION/DEACTIVATION DUTIES

- Consider demobilization of organizational elements within the Unit when they are no longer needed. Let your EOC Supervisor know when your position should be demobilized.
- Ensure that any open actions are handled by your position is transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Account for all equipment, personnel, and supplies.
- Demobilize your position and close out logs when authorized by your EOC Supervisor.



- Brief your relief personnel at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Leave forwarding phone number and email where you and your Unit staff can be reached.
- Sign out with your EOC Supervisor and on the sign-in sheet before leaving the EOC.
- Participate in post-emergency debriefing sessions.
- If another shift is not required, contact the person that was supposed to fill your Unit position to let them know they are not needed.
- Contact your department/supervisor and let them know you have been released from the EOC. Contact your EOC supervisor and home department when you've arrived safely at home.

Emergency Operations Plan

ANNEX 1: Alert, Warning, and Public Information



Amador County, California
2024

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ANNEX 1 ALERT, WARNING, AND PUBLIC INFORMATION

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

Providing Emergency Alerts, Warnings, and Public Information is a priority during a real or threatened disaster or emergency. The Amador County Sheriff's Office has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures on behalf of the communities in Amador County.

This Alert, Warning, and Public Information Annex establishes guidelines for use in partnership with the jurisdictions within the Amador County and the surrounding counties. The alert and warning program provides public notification of protective actions to take before, during, and after threats or emergencies and to disseminate other kinds of messages to community members who have opted in to receive such messages.

1.2 SCOPE

This Alert, Warning, and Public Information Annex details procedures, processes, and provides tools and resources for the function of emergency notifications and communications during an incident or disaster.

1.3 ASSUMPTIONS

- Natural and manmade disasters can occur with or without warning, at any time of the day or night, and can affect multiple jurisdictions.
- The succession of events in an emergency is not predictable.
- To avoid conflicts and confusion, the Emergency Alert, Warning and Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations within Amador County.
- Joint Information Center staffing, and activities will depend on the nature and demands of the emergency.
- Emergency communications during an incident will require use of multiple channels that include mass media (TV, radio, and print), social media (Facebook, Instagram), emergency website, email, town halls and community meetings, door-to-door canvassing, signage, and the County's CodeRED Emergency Alerts alert and warning system which reaches people via their cell phone, landline or email.
- Critical information will be made accessible in accordance with local, State and federal ADA guidelines.



2.0 CONCEPT OF OPERATIONS

2.1 CENTRALIZED AND COORDINATED EMERGENCY MESSAGING

Centralized and coordinated emergency messaging is carried out by the Amador County Sheriff's Officer Dispatch and Communications Center or the Office of Emergency Services.

In conjunction with established public safety warning protocols, the Amador County Sheriff's Officer Dispatch and Communications Center or the Office of Emergency Services, in coordination with the activated Amador County EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as possible once a threat is detected, using the most direct and effective means possible.

The following information describes the various systems available to fulfill this responsibility.

2.2 TRANSMITTING AN EMERGENCY ALERT AND WARNING MESSAGE

A comprehensive alert and warning program is a critical component to a community's ability to effectively respond to emergencies. Most Alert and Warning messages are associated with evacuation advisories and are often the result of a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

A **Public Alert** is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive, takes the intended action, and searches for additional information from the sources you direct them to.

A **Public Warning** is a communication intended to persuade members of the public to take one or more protective actions to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes the intended protective action.

2.2.1 Activation Authority and Process

Activation of the Amador County Emergency Alerting Systems shall be for emergency incidents and conditions of concern. The Amador County Director of Emergency Services or Sheriff's Office supervisor can request activation of the Emergency Alerting Systems via the Sheriff's Officer Dispatch and Communications Center or Office of Emergency Services.



Emergency Alerting Systems activation can be authorized by any one of the following parties:

- Sheriff or designee acting as the Director of Emergency Services.
- Undersheriff or any member of the Sheriff's Office command staff or supervisor.
- Sheriff's OES Coordinator.
- Amador County Health Officer.

When it becomes necessary to transmit an Emergency Alert or Warning message the initiating individual/authority shall contact the Sheriff's Dispatch and Communications or the OES Coordinator to request a message be sent.

Pre-scripted emergency messages for various emergencies may be found in **Appendix A4: PRE-SCRIPTED EMERGENCY MESSAGES.**

The initiating individual/authority shall provide the Sheriff's Dispatch and Communications Center or OES Coordinator with:

- Initiating individual/authority's name.
- Name of the Incident Commander or person in charge on-scene.
- Contact cellphone number.
- Nature of the emergency.
- Area impacted in need of notification.
- Preferred system of notification (CodeRED Emergency Alerts, EAS, etc.)
- Public action to be taken (Evacuation Warning, Evacuation Order, Shelter in place, etc.)
- Evacuation routes, roads to avoid, and evacuation arrival points (if established)

Effective, accessible, and informative notifications to the public will be vital in convincing them that they should evacuate or shelter-in-place.

Once additional information is available, the public will need to know a variety of factors pertaining to their evacuation or sheltering in place including:

- Why they need to evacuate or shelter-in-place,
- How long they may need to do so,
- Location of transportation routes and evacuation pick-up points, availability/location of evacuee arrival points, evacuation and emergency shelters,
- What they should take with them,
- How their pets will be accommodated,
- How they should secure their homes,
- Level of security that will be provided when they are away from their homes,
- How to stay updated on the situation.
- How/where students from local schools are being evacuated,



If the event happens during the weekday and school children are being evacuated, parents will need timely information on where to pick up their children. The Amador Unified School District has an Emergency Operations Plan that details the district's evacuation and reunification plan.

Table 1.1: Alerting Systems

Type	Alerting Systems	Req. Systems	Page
Local Alerting Systems			
CodeRED Emergency Alerts	Text messages, landline phones, Voice messaging, email – CodeRED Emergency Alerts will allow the Amador County Sheriff's Office to provide geographically targeted consumers emergency alert or warning messages to registered users instantly via cell phone text message, voice dial and/or email.	Landline & Cellphone service, Internet/WiFi.	30
Integrated Public Alert and Warning System (IPAWS)/includes-EAS, WEA, UAS.	Cellphone calls, Text messages, TV and Radio Alerts, Email, Landline phone calls, Digital signs, Websites- National alert and warning system gateway to send alert and warning messages to the public using EAS, WEA, UAS & NWR.	Landline/C cellphone service, TV, Radio, WiFi, or satellite internet.	30
Emergency Alert System (EAS)	TV and Radio Alerts – The Emergency Alert System (EAS) leverages the capabilities of participating analog and digital radio, television, cable, satellite, and wireline providers working in concert to distribute alert and warning messages to the public. Local TV (KCRA Ch3 & 58, KXTV Ch10, KOVR Ch13, KTXL Ch40, KCSO Telemundo Ch33 Primary EAS radio station is KFBK 1530 AM Secondary stations KSTE 650 AM or KGBY 92.5 FM Local Radio KVGC 1340 AM/96.5 FM	TV - Channel 3, 10, 13, 40, & 33 Radio – KFBK 1530 AM, KVGC 1340 AM/96.5 FM or Satellite TV and Radio	32
Wireless Emergency Alert (WEA) System	Cellphone messages – WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. Short version: 90 characters	Cellphone service.	31



Type	Alerting Systems	Req. Systems	Page
	Long version: 360 characters		
Unique Alert Services (UAS)	Unique Alert Services are systems that have permission to retrieve alerts directly from IPAWS and delivers the alerts to their customer base. This system retrieves alerts from IPAWS and delivers appropriate alerts to various pathways such as Changeable Message Signs, 511 Real-time Traveler Information, Highway Advisory Radio , subscription based notifications, emails, websites, or programs based on geographic location and/or type of alert.	Landline/Cellphone service, TV, Radio, Wi-Fi, or satellite internet.	33
Public Notice Signage	Electric road signs, Freeway Changeable Message Signs (CMS). 530 AM Highway Advisory Radio (HAR) disseminates information by broadcast radio to travelers. HAR operates in the AM Broadcast Band (530 kHz - 1700 kHz). 511 Real-time Traveler Information enables the traveling public to make informed transportation choices by calling 511 on their phone. Electronic Highway Sign Trailers, Sandwich boards and Flyers	Cal Trans or Public Work sign trailers, Public Works boards, printed flyers.	33
Social Media	Amador County SO Facebook Amador County SO Instagram Amador County SO/OES Website	Cellphone service, WiFi, or satellite internet	34
Sheriff Units	Door to door notifications, Sheriff vehicle loudspeakers and Hi – Lo sirens, Helicopter loudspeakers and sirens.	ACSO two-way radio	34
Volunteers -	Door to door notifications, and loudspeakers. SAR, Posse, Chaplaincy, DSWVP	ACSO two-way radio	35
Volunteers - AC ACS	HAM radio communications Amador County Auxiliary Communications System	HAM radio operators and equipment	35
Operational Area Satellite Information System (OASIS)	Satellite internet, voice, or data system between OA and Cal OES - This satellite voice or data transmission system to Cal OES allows virtually uninterrupted communication between state, regional and operational area level EOCs.	Cal OES provided Satellite dish and equipment.	35



Type	Alerting Systems	Req. Systems	Page
State Alerting Systems			
California State Warning Center (CSWC)	<p>Internet, voice, or data systems - This 24/7 staffed, central information hub for statewide emergency communications and notifications serves as a highly reliable and accurate “one-stop” resource for emergency management, law enforcement and key decision-making personnel throughout the state. The CSWC has the responsibility to receive, coordinate, verify and disseminate information pertaining to events which occur within California or that could affect California.</p>	Landline/C ellphone service, WiFi, or satellite internet.	36
California Warning System (CALWAS)	<p>California Warning System (CALWAS) is the state portion of NAWAS that extends to communications and dispatch centers throughout the state.</p> <ul style="list-style-type: none"> • California Emergency Services Fire Radio System (CESFRS). • California Emergency Services Radio System (CESRS). • California Law Enforcement Mutual Aid Radio System (CLEMARS). • California Law Enforcement Radio System (CLERS). • California Law Enforcement Telecommunications System (CLETS). 	Public Safety Radio Systems	37
State Threat Assessment System (STAS)	<p>California State Threat Assessment Center (STAC) is California’s primary Fusion Center. The STAS is a key prevention component of the statewide Homeland Security Strategy. The STAS assists in the detection, prevention, investigation, and response to criminal and terrorist activity, disseminates intelligence, shares information, and facilitates communications.</p>	Law Enforcement and Intelligence Communicat ions Network	39
Federal Alerting Systems			
Integrated Public Alert and Warning System (IPAWS)	<p><u>Presidential Alert and Warning</u> Cellphone calls, Text messages, TV and Radio Alerts, Email, Landline phone calls, Websites- National alert and warning system gateway to send alert and warning messages to the public using EAS, WEA, UAS & NWR.</p>	Landline/C ellphone service, TV, Radio, WiFi, or satellite internet.	30
National Weather Service Radio (NWR)	<p>Text messages, Instant message, RSS, Email messages - National Weather Service transmits continuous weather information on 162.550Mhz KEC57 & WWF67. MOUNT ZION (MTZC1) https://www.weather.gov/sto/ https://forecast.weather.gov/MapClick.php?lat=38.3471&lon=-120.7734#.ZBZDMLMK5c</p>	Radio, Internet, WiFi,	40



Type	Alerting Systems	Req. Systems	Page
National Warning System (NAWAS)	During major peacetime emergencies, state agencies may use portions of NAWAS. See State Level CALWAS for more information.	Landline/Cellphone service, WiFi, or satellite internet.	40
National Terrorism Advisory System (NTAS)	Terrorism related information may be shared with the DHS and the Federal Bureau of Investigation (FBI) through the California State Threat Assessment Center (STAC) or the Sacramento Regional Threat Assessment Center (RTAC) at https://sacrtac.org or (916) 808-8383.	Cellphone service, Landline phone service, WiFi or email.	40

2.3 COMMUNICATION, ALERT, AND WARNING METHODS

- It is important to consider using multiple communication methods to communicate with the public as individuals receive information in different ways. For example, residents who are deaf or hard of hearing may not hear messages delivered via bullhorn or telephone message.
- Residents who are blind or low vision may not see text messages and residents who speak a language other than English may need information translated or interpreted for them. Emergency information should be available in not only English but American Sign Language (ASL), and the primary non-English languages spoken in the county, Spanish.

It is important that disaster information is available in a variety of accessible formats and languages. Available communication tools/capabilities which may be used to notify the general public about the need to evacuate or shelter-in-place include:

- **Amador County Sheriff’s OES - CodeRED Emergency Alerts**
 - CodeRED Emergency Alerts provides geographically targeted consumers emergency alert or warning messages to registered users instantly via cell phone text message, voice dial and/or email.
 - Text messages and emails to registered devices
- **Integrated Public Alert and Warning System (IPAWS)**
 - Wireless Alert System (WEA) – Cellphone voice message and text
 - CodeRED Emergency Alerts
 - Emergency Alert System (EAS) – TV and Radio
 - Local TV (KCRA Ch3 & 58, KXTV Ch10, KOVR Ch13, KTXL Ch40, KCSO Telemundo Ch33
 - Primary EAS radio station is KFBK 1530 AM
 - Secondary stations KSTE 650 AM or KGBY 92.5 FM
 - Local Radio KVGC 1340 AM/96.5 FM



- National Oceanic and Atmospheric Assoc. (NOAA) Weather Radio
 - NWS transmits continuous weather information on 162.550Mhz KEC57 & WWF67. MOUNT ZION (MTZC1)
 - <https://www.weather.gov/sto/>
 - <https://forecast.weather.gov/MapClick.php?lat=38.3471&lon=-120.7734#.ZBZDLMLMK5c>
- **Amador County OES Social Media** – Facebook and Instagram.
- **Amador County OES website:** <https://www.amadorgov.org/departments/office-of-emergency-services/where-to-find-information>
- Sirens in special safety zones (CA. State Prison lone)
- Sheriff vehicle public address system (PA) and Sirens (Hi-Lo)
- Helicopters equipped with bullhorns (Upon request from CHP)
- Low power local radios (Auxiliary Communications Service - A.C.S.)
- Door to door notification
- Changeable Message Signs

Most of emergency alerts are based on a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

In the event of a no-notice or short-notice incident that will require an evacuation effort, CodeRED Emergency Alerts will most likely be the first system used to notify the public. However, the media will often quickly begin notifying the public with information they obtain. The Amador County EOCs Joint Information Center (JIC) will not be operational and therefore the Sheriff's Office PIOs will be required to coordinate and provide information to the media or the public until the JIC and EOC is activated. It is also important to note that certain methods of communicating with the public may not be available following an incident, including television and the internet. In the event of a total loss of television or Internet connectivity, the Amador County Sheriff's OES could utilize the EAS to broadcast emergency alerts over AM/FM radio.

Refer to the **Amador County Emergency Operations Plan: Evacuation Annex** for further information.

2.3.1 Notification Considerations

Effective initial communication to the public will enhance the efficiency of the overall evacuation and reduce the associated mental and physical strains. If available, public notification should, as soon as possible, provide basic information to residents including:

- Whether residents should evacuate or shelter-in-place.
- If a shelter-in-place order is issued, residents should be given information regarding any recommended personal protective actions they should take.



- The areas that need to be evacuated, with reference to known geographic features (e.g. evacuation zones or street boundaries).
- Why and when residents should evacuate (e.g. is this an evacuation warning or evacuation order).
- The time required for evacuation efforts.
- Where residents should evacuate to.
- The designated transportation and evacuation pick-up points and evacuation routes.
- Available transportation options.
- Belongings residents should take (and not take) with them from their homes.
- How long the evacuation is expected to last (if known).
- How pets will be accommodated.
- Security plans that are in place to protect residential property.
- When informational updates will be made available, including where information updates can be found.
- Other information deemed appropriate and required before residents evacuate, including information critical for individuals with disabilities and others with access and functional needs.
- For people that will be relying on transportation assistance, it is important that they are informed about when transportation services will begin and end, transportation point pick-up points, frequency of pick-ups, travel destinations (evacuation arrival points), and what to bring with them.

2.3.2 Communication Contingency Plans

The Amador County Office of the Sheriff Auxiliary Communications Service (ACS) can obtain a great deal of information for local governments even when other communications systems are unavailable. The ACS may be used to relay information from the incident site to the EOC.

2.4 COMMUNICATING WITH PEOPLE WITH DISABILITIES OR ACCESS AND FUNCTIONAL NEEDS AND OTHER VULNERABLE POPULATIONS

The traditional types of notification methods may not meet the requirements of people with disabilities and other access and functional needs, to include those who are blind, have low vision, are deaf or are hard of hearing or are non-English speaking. As much as possible, notification procedures will accommodate each group, employing multiple methodologies to ensure that all segments of the population are provided with the necessary information. Some of the methods available are as follows:

- TTY/TTD;
- Font size;
- Color analyzer;
- Sound & vibrations;
- Flashes;
- Use of attachments (video);



- 508 compliance (use of screen-readers);
- Posting of accessible electronic content, documents, and videos; and
- Video relay as an option.

The Amador County Sheriff's OES and the Amador County Departments of Social Services, Public Health, and Behavioral Health have engaged with public and private agencies/advocates that provide home-based care provision services or work with people with disabilities and other access and functional needs. Additionally, individuals with access and functional needs are also encouraged to develop relationships with community leaders, neighbors, and friends who may be able to support during an emergency and develop a personal evacuation plan. The Amador County Sheriff's OES provides public outreach and tools for residents to develop a personal evacuation plan to ensure they have the assistance necessary to safely evacuate during an emergency.

For further details and methods to Communicate with People with Disabilities or Access and Functional Needs and Other Vulnerable Populations refer to **2.3 COMMUNICATION, ALERT, AND WARNING METHODS.**

2.4.1 Compliance Actions (CA. Gov. Codes 8593.3 & 8593.3.5)

- Provision of equal access to emergency communications that encompasses the full range of disabilities that people may have, including mobility, vision, hearing, cognitive and mental disabilities. Use of formats that are accessible to all including, but not limited to, American Sign Language (ASL) interpretation for press conferences and video, video captioning, video phones, Alternate Text for images, and use of plain language.
- Translation of key emergency messages and public information into Spanish.
- For alerts and warnings sent via CodeRED Emergency Alerts, use of the TTY option (a text-based system for communicating over phone lines used for people with hearing challenges) and translation of messages into Spanish.
- Coordination with community AFN and ADA coordinators for each jurisdiction, and agencies and other community-based organizations to disseminate information to vulnerable communities.

2.5 EVACUATION INFORMATIONAL UPDATES

The public must be provided with coordinated, frequent, and accurate information of any changes during an evacuation effort. Real-time updates must be communicated to evacuees whenever possible, including the location of transportation, evacuation pick-up points, and evacuation arrival points; evacuation routes; road and area closures; the availability of hotels, food, fuel, medical and other essential services; traffic conditions; and shelter capacities. Other essential information includes security measures that are being implemented, weather conditions, and any changes to evacuation plans.



Real-time informational updates will be provided to evacuees through CodeRED Emergency Alerts, social media, Amador County Sheriff's OES website, radio stations, television, websites, the NOAA National Weather Service Radios (NWR), and highway changeable message signs. Amador County Sheriff's OES has also developed "Evacuation Zones" along major evacuation transportation corridors that provide information about emergency evacuation routes that can be used during an emergency. **Refer to ANNEX B: Evacuation Annex, Appendix C: Evacuation Zones and Routes Maps.**



3.0 EMERGENCY HAZARD CONDITIONS AND WARNING ACTIONS

Methods of warning state and local governments of specific emergency conditions are described below:

3.1 EARTHQUAKE

Earthquakes occur without warning. Cal OES could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley.
- California Institute of Technology, Pasadena.
- Water Resources Department.
- Cal OES Regional Offices.
- Local Governments.
- Federal/State Agencies.
- Honolulu Observatory.

This information may be received through NAWAS, radio, Teletype, and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

3.1.1 Earthquake Advisories

Earthquake Advisories are statements by Cal OES regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

3.1.2 Local Government

Upon notification of an Earthquake Advisory from Cal OES, local government should: disseminate information to key personnel; ensure the readiness of systems essential to emergency operations; implement actions to protect and mitigate; and provide guidance to the public on appropriate precautionary actions.

3.1.3 Notification Process

Cal OES will notify state agencies, local governments, and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to state agencies, local governments, and Federal agencies will vary depending upon the availability of communications. Systems to be used may



include the California Warning System (CALWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX, and commercial telephone service.

Cal OES will follow a four-step process in issuing and canceling advisories:

1. Information regarding additional seismic activity will be disseminated in the form of an Earthquake Advisory. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk. Advisories are usually issued for a 3-5 day period. Cal OES will keep local governments advised of any updates on the situation as they become available.

In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. County offices that receive the Advisory should, in turn, forward the information to the County emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, Cal OES will issue a Notice of Earthquake Advisory to State departments, specified Federal agencies, and all other counties in the State.

The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. Cal OES will inform the news media and public of an Earthquake Advisory by the issue of an Earthquake Advisory News Release.
4. At the end of the period specified in the initial Advisory, Cal OES will issue an End of Earthquake Advisory Period message. This cancellation message will be issued over the same telecommunications systems initially used to issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.



3.1.4 Earthquake Prediction (Short-Term)

The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increased likelihood that a damaging earthquake may occur. When implemented, the actions recommended within this Plan will result in increased operational readiness and preparedness of State agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), which have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

MyShake App

Earthquake Warning California is the country's first publicly available, statewide warning system that could give California residents crucial seconds to take cover before you feel shaking. Managed by the Governor's Office of Emergency Services (Cal OES), Earthquake Warning California uses ground motion sensors from across the state to detect earthquakes before humans can feel them and can notify Californians to "Drop, Cover and Hold On" in advance of an earthquake.

To receive earthquake warnings, individuals and family members can download the MyShake App and ensure phone settings are adjusted to receive emergency alerts, including:

- **MyShake App:** Free smartphone app that provides iPhone and Android users with audio and visual warnings [magnitude 4.5 or higher and Modified Mercalli Intensity III (weak) shaking]. Available at in the Apple App and Google Play stores;
- **Android Earthquake Alerts:** Android phones with updated operating systems are automatically subscribed to Android Earthquake Alerts, which uses the same technology as the MyShake App; and
- **Wireless Emergency Alerts (WEAs):** No-cost text messages for emergency situations [magnitude 5.0 or higher and Modified Mercalli Intensity IV (light) shaking].

3.2 FIRE

Initial warnings of wildland fire or Emergency alerts are normally issued by Amador County Sheriff's Dispatch and Communications or Amador County Sheriff's OES to the local communities. Additionally, notifications and warning may come through a neighboring Operational Area and/or Cal OES Regional Fire Coordinator, using whatever means of communications that are appropriate and available. Requests for mutual aid follow the same channels.



3.3 FLOOD

A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to address the emergency. During the buildup period, Cal OES cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. Cal OES receives this information over selected circuits and relays it to Cal OES Regions through the Cal OES private line Teletype system and to law enforcement agencies via CLETS.

3.3.1 Flood Stages and Bulletins

Flooding poses a serious risk to life, property and public health and safety and could cripple the state's economy. During periods of potential flooding in San Francisco Bay Area, the National Weather Service, San Francisco Office, will issue the appropriate bulletins. After receiving these messages, the State Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected. California Specific Weather Watches and Warnings may also be obtained through the National Oceanic and Atmospheric Association (NOAA)/National Weather Service (NWS).

3.4 HAZARDOUS MATERIALS

The Amador Fire Protection District (AFPD) identifies potential hazardous materials situations during the Planning Phase. Area Plans address in detail the specifics for hazardous materials planning for the local area. A complete list of all locations within Amador County using, maintaining, or storing hazardous materials is maintained by the AFPD and the Amador County Environmental Health Department. The responsible party or the responding agency shall notify the California Warning Center in Sacramento at (800) 852-7550 as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

3.5 TERRORISM (NATIONAL TERRORISM ADVISORY SYSTEM)

The National Terrorism Advisory System effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

When there is credible information about a threat, an NTAS Alert will be shared with the American public. Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; and protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat. The advisory will



clearly indicate whether the threat is **Elevated**, if we have no specific information about the timing or location, or **Imminent**, if we believe the threat is impending or very soon.

The Secretary of Homeland Security will announce the alerts publicly. Alerts will simultaneously be posted at [DHS.gov/alerts](https://www.dhs.gov/alerts) and released to the news media for distribution. The Department of Homeland Security will also distribute alerts across its social media channels, including the Department's blog, Facebook page, and RSS feed.

Citizens should report suspicious activity to their local law enforcement authorities. The "If You See Something, Say SomethingTM" campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity.

The NTAS Alerts carry an expiration date and will be automatically cancelled on that date. If the threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

3.6 SEVERE WEATHER WARNING

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the State Warning Center on the National Weather Service Teletype circuit. The Warning Center, in turn, relays the information to the affected areas. The National Weather Service, Sacramento Office, may also broadcast a Weather Watch or Warning.



4.0 PUBLIC INFORMATION OFFICER REFERENCE INFORMATION

The Amador County Sheriff's OES has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

4.1 EMERGENCY PUBLIC INFORMATION OBJECTIVES

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC, if appropriate.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

4.2 EMERGENCY COMMUNICATIONS PRINCIPLES AND GUIDELINES

Following these basic principles and guidelines from Crisis Emergency Risk Communication, published by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention, can help establish a sense of order and consistency. These principles are applicable to any incident, disaster, and emergency.



- **Be First:** Crises are time sensitive. Communicating information quickly is crucial. For members of the public, the first source of information often becomes the preferred source.
- **Be Right:** Accuracy establishes credibility and trust. Even if all the facts are not known at a given time, the PIO can let the public know: a) what is known, b) what is not known, and c) what is being done to fill in the gaps.
- **Be Credible:** Honesty and truthfulness should not be compromised during crises.
- **Express Empathy:** Crises create harm, and the suffering should be acknowledged in words. Addressing what people are feeling, and the challenges they face, builds trust and rapport.
- **Promote Action:** Giving people meaningful things to do calms anxiety, helps restore order, and promotes some sense of control.
- **Show Respect:** Respectful communication is particularly important when people feel vulnerable. Respectful communication promotes cooperation and rapport.

4.2.1 Proactive – Not Reactive – Communications

A proactive approach to emergency communications will help set a tempo for the release of information to the media and public and establish the JIC as a primary and credible source of information. Proactive methods include:

- As soon as possible, release a statement about the incident to the media and sharing across all channels. Observe the Emergency Communications Principles and Guidelines in crafting and delivering these messages and include public health and safety messages and instructions.
- Establish and publicize a media briefing schedule and closely adhere to it.
- Create a content calendar and use social media to post regular updates and address community concerns in a way that is proactive and not reactive. For example, post broad statements to address emerging trends and do not respond to individual posts unless they contain potentially harmful misinformation.

4.2.2 Content Strategy

The Management Section personnel, the EOC Director and Lead PIO, provide direction for communication priorities and information to be shared with the media and public. The JIC staff will develop a content strategy that reflects these priorities and ensures that the right messages get to the right audiences at the right time in a targeted, culturally competent manner. Elements of a content strategy include situation analysis, audience analysis, communication goals and objectives, key messages, call-to-action, communication channels, timeline, and plan of action.

4.2.3 Spokespersons



The Lead PIO may serve as a spokesperson or delegate a spokesperson and coordinates additional spokespersons for specific areas of responsibility and expertise such as law enforcement, fire, Public Health, Medical Examiner, Consumer and Environmental Protection, Parks, allied agencies and public and private utilities such as Amador Transit, Amador Water Agency, and PG&E. Spokespersons may receive support from the JIC to develop talking points and create supporting visual materials such as maps, graphs, photographs and video.

4.2.4 Social Media

Monitoring social media (Facebook, Instagram) in the JIC helps the communications team to maintain situational awareness and dispel misinformation and potentially harmful rumors. Keeping a regular posting schedule on social media provides a constant flow of useful information and reassurance to the community. Social media management tools such as Hootsuite helps manage social media by providing visibility to multiple social media handles, reporting, and streamlines the process of scheduling and posting to multiple accounts. When appropriate, the JIC will utilize the lead agency and other relevant County's social media handles to coordinate messaging.

4.3 COMPOSING MESSAGES

In March of 2019, the California Governor's Office of Emergency Services issued the State of California Alert & Warning Guidelines for writing alert and warning messages. To maximize warning effectiveness, the tone and language of a warning message should be:

- **Specific** – The message should make it clear which people are at risk and what protective action they should take. Inevitably, some people who are not at risk will receive the message; and they should be able to determine that from the message.
- **Consistent** – The public should receive consistent and mutually reinforcing messages through all media and from all sources.
- **Confident** – Even if the underlying information is uncertain, there should be no hedging or ambiguity about the protective action recommendations.
- **Clear** – Wording must be in plain language that can be easily understood. Technical jargon should be avoided.
- **Accurate** – If people learn or suspect they are not receiving correct and complete information, they may begin to ignore both the message and source.

Some warning delivery systems have limitations on character length or composition that require a warning message to be brief. Alert and warning messages should address the five essential topics listed in the following chart:



Figure 1.1: Five Essential Topics of Alert and Warning Messages

1. Source	Identify who—agency/authority—the alert or warning is coming from. This should be a source that is familiar to and trusted by the community.
2. Hazard	Describe the threat and its impacts
3. Location	Articulate the impact boundaries in common language, i.e. use street names, landmarks, neighborhood name, etc...
4. Protective Action	Say what protective action to take, the time to do it, how to accomplish it and how doing it reduces the impact.
5. Time	Expected duration, if known, or “until further notice”

4.3.1 Sending Alert and Warning Messages

To increase the effectiveness of alerts and warnings, messages should be disseminated via the alert and warning system and at the same time via social media, website, and mass emails. Those who are authorized to use the Integrated Alert and Warning System (IPAWS) have completed the CodeRED Emergency Alerts training course offered by the Office of Emergency Management. The Lead PIO coordinates with the EOC Director to disseminate the alert and warning messages through social media and all other communications channels.

4.4 PIO TEAMS

PIO Teams consist of representatives from all departments who will support the Public Information function. All involved departments will name individuals who can speak and work as a representative of the County and the individual departments. These departments’ representatives will work together under the general direction of the PIO function coordinator so that all information released is through coordinated effort.

4.4.1 PIO Role in Emergency Notification

Emergency notification instructions and advisories are primarily the County’s responsibility. During the initial emergency phase, the Amador County Sheriff’s Office PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- Amador County Sheriff’s Office
- Type of incident
- Safety information



- Location of incident
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

4.4.2 PIO Role in Emergency Phase

During this phase, the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

4.4.3 Rumor Control

Government is responsible for providing verified information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry. PIO Rumor Control staff will work with command/management and other general staff positions as required to collect, verify, and disseminate accurate information to response and recovery personnel, government officials, allied agencies, and the public.

4.5 MEDIA INFORMATION

4.5.1 Media Information Center

Media accommodation begins with access to the scene through a Media Information Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/Emergency Operations Director and staff as well as the public.

A Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.



- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

4.5.2 Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, law enforcement issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497 (1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographers plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."



These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

4.5.3 News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the Liaison Officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. Information should be translated into the appropriate languages and considerations for cultural competencies for the impacted community. Press Conferences should include closed captioning and American Sign Language and other locally appropriate non-English translation. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

4.5.4 Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs, and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.



When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

4.5.5 Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however, all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The Sheriff's Office will act as the investigator's agent when restricting access. They will decide on access. Deputies are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

4.6 PIO ROLE IN POST-EMERGENCY PHASE

4.6.1 Recovery



Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after-action report.
- Consider contacting the media for their input into the after-action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

5.0 ANNEX DEVELOPMENT AND MAINTENANCE

The Amador County Sheriff's Office is responsible for overseeing the development and maintenance of this Alert, Warning, and Public Information Annex. Maintenance and update of this annex will be consistent with the overall Amador County Emergency Operations Plan (EOP) maintenance and update policies. At a minimum, the Sheriff's OES Coordinator will coordinate and conduct an annual review of this plan with all support agencies. Additional reviews may be conducted if experience with an incident or if a regulatory change indicates a need.

Recommendations for change will be submitted to Amador County Sheriff's Office of Emergency Services for approval, publications, and distribution. Exercise of the provisions of this annex should occur periodically. Inclusion of County, State and other partners is strongly encouraged in functional exercises. Each response and support agency will develop internal procedures for administrative support.



Appendix 1.1: ALERTING, WARNING AND NOTIFICATION SYSTEMS

LOCAL ALERTING, WARNING AND NOTIFICATION SYSTEMS

“CodeRED Emergency Alerts” Emergency Alerting System

CodeRED Emergency Alerts can alert residents and businesses within Amador County that are impacted by a real or threatened emergency. The CodeRED Emergency Alerts message will include basic information about the incident and what specific protective actions (shelter in place, lockdown, evacuate, avoid the area, etc.) are necessary to protect life and health.

Messages may include information on the following:

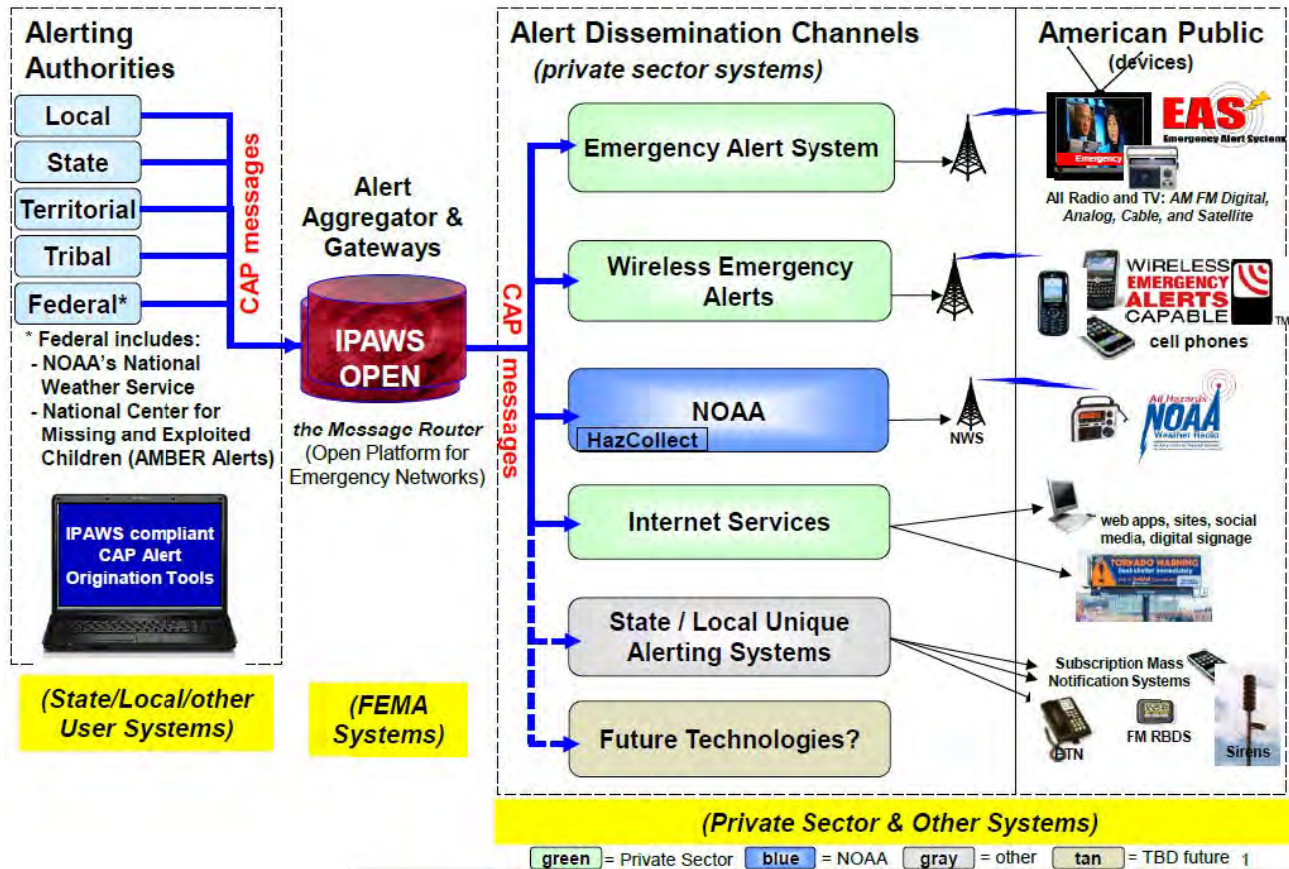
- Wildfires
- Evacuations
- Criminal Activity
- Missing Children
- Public Health Advisories
- Other Important Information

This system will allow emergency personnel to rapidly inform users of emergency information and actions, evacuation information, shelter in place and individual protective safety measures information, missing person(s), as well as other relevant safety and community event information. Residents may register for these notifications on-line at the Amador County Sheriff’s OES CodeRED Emergency Alerts emergency notifications system Cellphone opt-in Emergency Communications (866) 419-5000/Non-emergency community notifications (855) 969-4636 <https://amadorsheriff.org/administration-division/codered> .

Integrated Public Alert and Warning System (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is a national alert and warning infrastructure available for use by Local, State, Territorial, Tribal, and Federal public alerting authorities to send emergency alerts to citizens. IPAWS provides public safety officials an integrated gateway to send alert and warning messages to the public using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), NOAA Weather Radio (NWR), and other public alerting systems, all from a single interface.

Figure 1.2: IPAWS Activation System



Wireless Emergency Alert (WEA) System

The Wireless Emergency Alert System is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area.

It is important to understand that WEAs are designed to get the public's attention and alert them to an imminent threat with a unique sound and vibration. When sending alert messages, it is recommended that WEAs be used for highly localized incidents and point people to additional sources of information.

WEAs work hand-in-hand with other alerting systems to create a more layered approach; even if one system does not work, other alerting systems provide redundancy to increase the likelihood the message still reaches the public.

Pre-authorized federal, state or local government authorities may send alerts regarding public safety emergencies, such as evacuation orders or shelter-in-place orders due to severe weather, a terrorist threat or chemical spill, via WEA.



The alerts from authenticated public safety officials are sent through FEMA's Integrated Public Alert and Warning System (IPAWS) to participating wireless carriers, which then push the alerts from cell towers to mobile devices in the affected area. The alerts appear like text messages on mobile devices. Alerts are broadcast only from cell towers whose coverage areas best match the zone of an emergency. Phones that are using the cell towers in the alert zone will receive the WEA. The alerts are free and customers do not need to sign-up or “opt-in” to receive WEA messages.

Emergency Alert System (EAS)

The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability to the President to address the American public during a national emergency. State and local authorities may also use the system to deliver important emergency information, such as AMBER alerts and weather information.

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, guidance, instructions and news of a human caused or natural threat to the public safety, health, and welfare.

The California State EAS Plan is the official document for statewide implementation and organization of the EAS based on monitoring assignments and other provisions in local EAS Plans. It includes all Local Area Plans that found in the MAPBOOK section of the State Plan. A Local Area Plan is an FCC-mandated document for organization and implementation of the EAS for a specific local area. In California the divisions are called Operational Areas. Local Plans are based on committees composed of local broadcasters and other EAS participants called Local Emergency Communications Committees (LECC's).

Responsibility for writing, administering and maintaining a Local Area Plan rests with the members of the LECC. The heart of each LECC Plan is a listing of monitoring assignments for local entities with FCC compliance responsibilities that fulfill the compliance requirements of 47 CFR Part 11, and a schedule of Required Monthly Tests (RMT) to be originated by their respective Operational Area warning center(s).

Monitoring assignments stations are detailed out in the Local EAS plan. As the LP-1 & LP-2 (California Local Area Primary Stations) designation can change for a variety of reasons, and sometimes rather quickly, always check with the local LECC Chair for current information. Refer to the “**California State EAS Plan**” for LP and operational details.



Amador County Operational Area LP stations are:

- Local TV (KCRA Ch3 & 58, KXTV Ch10, KOVR Ch13, KTXL Ch40, KCSO Telemundo Ch33)
- LP Primary EAS radio station is KFBK 1530 AM.
- LP Secondary stations KSTE 650 AM or KGBY 92.5 FM.
- Local Radio KVGC 1340 AM/96.5 FM

National Oceanic Atmospheric Administration (NOAA) Weather Radio/NWS transmits continuous weather information on 162.550Mhz KEC57 & WWF67. MOUNT ZION (MTZC1)

Amador County Sheriff's OES administers the EAS. Activation of the EAS shall be for emergency incidents and conditions of concern to a significant segment of the population of Amador County.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- **Priority One** - Immediate and positive action without delay is required to save lives.
- **Priority Two** - Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- **Priority Three** - Information to the public and all others.

Unique Alert Services (UAS)

Unique Alert Services are systems that have permission to retrieve alerts directly from IPAWS and delivers the alerts to their customer base. This system retrieves alerts from IPAWS and delivers appropriate alerts to various pathways such as Changeable Message Signs, subscription based notifications, emails, websites, or programs based on geographic location and/or type of alert.

530 AM Highway Advisory Radio (HAR)

The Highway Advisory Radio disseminates information by broadcast radio to travelers. HAR operate in the AM Broadcast Band (530 kHz - 1700 kHz) and are limited to a 10 watt transmitter output power, an antenna height no greater than 15 meters (49.2 feet), and a coverage radius of 3 km.

511 Real-time Traveler Information

511 Real-time Traveler Information enables the traveling public to make informed transportation choices by calling 511 on their phone. The current 511 three-digit number routes the call to the region the traveler is calling from for region-specific information. Road closure information can be provided to this system by contacting CHP. This information can assist in an evacuation or emergency road closure to help divert traffic from the impacted area.



Changeable Message Signs (CMS)

Changeable Message Signs (CMS) are located on **E/B State Route 88 E/O near Pine Grove at Mt Zion Road** and on **E/B State Route 88 at Dew Drop Bypass and Shake Ridge Road** in Amador County. The CMS provide timely safety information to road users. This system may also be used to provide emergency alert, warning, and public information, such as “Amber Alerts”, road closure information, evacuation notices, or other information as appropriate.

Emergency messages may be requested through the California Highway Patrol Sacramento Dispatch.

Table 1.2: Amador Area Traveler Information Sign Information

County	Route	Post Mile	Description
Amador	SR 88		EB 88 E/O PINE GROVE at Mt Zion Road
Amador	SR 88		EB 88 at DEW DROP/Shake Ridge Road

Project Lifesaver (Alzheimer’s Patient Tracking System)

Project Lifesaver is a free service offered to residents of Amador County. If you are the caretaker of a person with Alzheimer’s, dementia, autism, or other conditions that make them likely to wander, Project Lifesaver can provide peace of mind. Sheriff’s Office volunteers will fit your loved one with a plastic bracelet that weighs just one ounce. This bracelet contains a waterproof radio transmitter. Each bracelet is assigned a unique radio frequency.

If a Project Lifesaver client goes missing, their caregiver should use 911 to call the Amador County Sheriff’s Office immediately. A search and rescue team can then respond to the wanderer’s area and start searching with the mobile locater tracking system.

Emergency response personnel may use the mobile locater tracking system to locate Project Lifesaver program participants during evacuation operations to quickly locate and escort the program participate to safety. The Project Lifesaver program coordinator may be contacted through the Sheriff’s Dispatch and Communication Center (209) 223-6513.

Amador County Sheriff’s OES Website and Social Media

The Amador County Sheriff’s OES maintains a website, <https://www.amadorgov.org/departments/office-of-emergency-services/where-to-find-information>. and a Facebook and Instagram social media accounts that may be used to provide public alert, warning, and information before or during an emergency or evacuation.



Mobile Emergency Vehicle Sirens (Hi-Lo) And Loudspeakers

Additional warning systems for the Amador County Sheriff's Office include mobile emergency vehicle sirens (Hi-Lo) and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Incident Commander or Sheriff's Office Supervisor.

The Hi-Lo siren is a two-tone siren that makes a very distinctive and unfamiliar sound that will only be used for immediate evacuation notifications in a large area and during an extreme emergency. In a small evacuation situation, or when more time is available, officers will continue to use the traditional door-to-door notification method.

For large area evacuations, helicopters could provide low-level flights using PA systems. All areas of the jurisdiction are accessible by vehicle.

Volunteers/Disaster Service Workers

Other warning systems utilized by the Amador County Sheriff's Office include limited door-to-door notification by Disaster Service Worker Volunteers (Posse or Search and Rescue), County staff, and other disaster service workers.

Amador County Auxiliary Communications Service (ACS)

Amador County Auxiliary Communications Service (ACS) is comprised of volunteer, registered Disaster Service Workers attached to the Amador County Sheriff's Office of Emergency Services. ACS mission is to provide auxiliary communications support and services to Amador County government agencies in the event of a disaster or communications emergency.

ACS can provide amateur radio emergency communications, operation of conventional land-mobile radio, phone, and fax services, and support for the new RoadRunnR Portable Advisory Radio System. ACS have a fully-equipped communications trailer with government VHF and amateur HF, VHF, and UHF capabilities.

ACS members are also enrolled in ARES, a non-government emergency communications organization that supports the American Red Cross and other non-government disaster response organizations.

Amador County Sheriff's Office Posse

The Amador County Sheriff's Office Posse is a team that was designed to develop and sustain partnerships with the residents of our community by offering volunteer opportunities in support of the mission of the Sheriff's Office by helping the citizens of Amador County. Posse Positions are available to assist with administrative support, field operations, and public events.

The Posse is supervised, as a collateral duty assignment, by a lieutenant and a sergeant. Posse members receive training in leadership, community policing and crime prevention. Posse members are encouraged to attempt to qualify for all prospective



duties; however, individuals that wish to limit their participation to a singular type of assignment are also permitted.

Operational Area Satellite Information System (Oasis)

The Operational Area Satellite Information System (OASIS) project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system that allows virtually uninterrupted communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub.

The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with State Cal OES and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal (VSAT) technology. These sites were originally set up by Cal OES and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

The final component is the hub. The hub is a large external dish antenna and a network control station that is managed by Cal OES personnel. The hub provides access control for the system and can control up to 800 remote stations. Cal OES personnel will use the hub to define the network, detect trouble, and serve as an emergency alert network for other Cal OES personnel.

The Amador County Sheriff's Office has Cal OES OASIS equipment installed in the Sheriff's Dispatch and Communications Center. OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub. Through this system, the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access Cal OES and other participating state agencies.



STATE ALERTING, WARNING AND NOTIFICATION SYSTEMS

California State Warning Center (CSWC)

The California State Warning Center (CSWC) is staffed 24 hours a day, seven days a week. The mission of the CSWC is to be the central information hub for statewide emergency communications and notifications. The CSWC is staffed with Emergency Notification Controllers, Emergency Services Coordinators and Senior Communications Coordinators. The CSWC serves as a highly reliable and accurate “one-stop” resource for emergency management, law enforcement and key decision making personnel throughout the state. The CSWC can be reached by calling (916) 845-8911 or (800) 852-7550.

The CSWC has the responsibility to receive, coordinate, verify and disseminate information pertaining to events which occur within California or that could affect California. Information received by the CSWC is coordinated between Cal OES and other sources to ensure that the information, which is disseminated, is both timely and accurate. Procedures have been established for the handling of such incidents as:

- Hazardous Materials Spill Reports
- Earthquakes
- Tsunamis
- Floods
- Major fires
- Missing or overdue aircraft
- Search and rescues
- Radiation or Nuclear Incidents
- Weather watches and warnings
- Train derailments

California Warning System (CALWAS)

The California Warning System (CALWAS) is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. Cal OES headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol 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]).

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. The first of each month, the alternate state warning point, CHP, conducts a test at 9:00 a.m. local time.

Backup systems for CALWAS include:



- California Emergency Services Fire Radio System (CESFRS).
- California Emergency Services Radio System (CESRS).
- California Law Enforcement Mutual Aid Radio System (CLEMARS).
- California Law Enforcement Radio System (CLERS).
- California Law Enforcement Telecommunications System (CLETS).

California Emergency Services Fire Radio System (CESFRS)

The 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. All three white channels are designated by the Federal Communications Commission 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)

The California Emergency Services Radio System (CESRS) serves as an emergency communications system for Cal OES and county emergency services organizations. The system assists in the dissemination of warning information and to 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. It operates under appropriate FCC rules and regulations and is administered by the State of California through Cal OES.

California Law Enforcement Mutual Aid Radio System (CLEMARS)

The California Law Enforcement Mutual Aid Radio System (CLEMARS) was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of human-caused or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through Cal OES.

Participation in CLEMARS is open to all California Law Enforcement agencies that are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency’s political subdivision must be a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.



The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The system establishes four priorities for use:

- Emergency Operations of law enforcement agencies, primarily mutual aid activities.
- Emergency or urgent operations of above, involving a single agency.
- Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities shall be considered as Priority III activities.
- When no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communication.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The Amador County participates in CLEMARS, and is licensed for mobile and base station communications.

California Law Enforcement Radio System (CLERS)

The California Law Enforcement Radio System (CLERS) is a microwave interconnected radio repeater system with statewide coverage. It is managed by the California Office of Emergency Services (Cal OES) and provides point-to-point (fixed and temporary mobile base) or dispatch-to-dispatch communications for interagency coordination among state and local law enforcement agencies. CLERS also serves as the primary Emergency Alert System (EAS) for the State and as the alternate alert system for Operational Areas.

California Law Enforcement Telecommunications System (CLETS)

The California Law Enforcement Telecommunications System (CLETS) is a high-speed message switching system that became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various databases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon, and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment that link them to their county termination point. The CLETS terminal and information manual is located in the Amador County Sheriff's Office dispatch and communications center.

State Threat Assessment System (STAS)

The California State Threat Assessment Center (STAC), California's primary Fusion Center as designated by the Governor, leads California's Fusion Center network. The STAS is a key prevention component of the statewide Homeland Security Strategy. The



STAS assists in the detection, prevention, investigation, and response to criminal and terrorist activity, disseminates intelligence, shares information, and facilitates communications between tribal, local, state, and federal agencies and private sector partners, to help address critical threats and public safety issues facing California.

The STAS is comprised of the STAC, four Regional Threat Assessment Centers, and one Major Urban Area Intelligence Center:

- STAC (<https://caloes.ca.gov>)
- Joint Regional Intelligence Center (<https://www.jric.org>)
- Central California Intelligence Center (RTAC) (<https://sacrtac.org>)
- Northern California Regional intelligence Center (NCRIC) (<https://ncric.org>)
- San Diego Law Enforcement Coordination Center (<https://sd-lecc.org>)
- Orange County Intelligence Assessment Center (<https://ociac.ca.gov>)

Amador County Sheriff's Office are members of the Northern California Regional intelligence Center (NCRIC).

Northern California Regional Intelligence Center (NCRIC)

The NCRIC is a Federal, State and Local public safety government program that serves as a dynamic security nexus that is connected to the National Network of Fusion Centers and our nation's High Intensity Drug Trafficking Areas. NCRIC improves the detection, prevention, investigation, and response to major criminal activity, including acts of terrorism.

450 Golden Gate Avenue, 14th Floor (Physical Address)
P.O. Box 36102 (Mailing Address)
San Francisco, CA, 94102
866-367-8847 for the Duty Officer



FEDERAL ALERTING, WARNING AND NOTIFICATION SYSTEMS

National Warning System (NAWAS)

The National Warning System (NAWAS) is a dedicated wire-line system that provides two-way voice communications between federal warning center, state, and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack or emergency/disaster throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CALWAS for more information.

NAWAS is tested two times daily at unscheduled times. The state warning point, California Governor's Office of Emergency Services (Cal OES), acknowledges the test for California. If Cal OES does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

National Weather Service Radio (NWR)

The National Weather Service transmits continuous weather information on KEC57 & WWF67 162.550 MHz frequencies. MOUNT ZION (MTZC1). Weather Service severe weather broadcasts are preceded with a 1.050 MHz tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

National Terrorism Advisory System (NTAS)

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families. DHS will announce the advisories publicly. All advisories will be simultaneously posted at DHS.gov, and released to the media for distribution. DHS will also distribute advisories across its social media channels, including Facebook and Instagram.



Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The “If You See Something, Say Something™” campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Terrorism related information may be shared with the DHS and the Federal Bureau of Investigation (FBI) through the California State Threat Assessment Center (STAC) or the Sacramento Regional Threat Assessment Center (RTAC) at <https://sacrtac.org> or (916) 808-8383. (Refer to 6.2 State Alerting, Warning and notifications Systems, Sacramento Regional Threat Assessment Center (RTAC))

NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

OUTLOOK:	For possible events to develop in the extended period (extended definition depends on the type of event)
ADVISORY:	For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)
WATCH:	For the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)
WARNING:	For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)
STATEMENTS (OR UPDATES):	Issued as updates to the above products

SPECIFIC TYPES OF ISSUANCES

FLASH FLOOD WARNING:	Flash Flooding is occurring or imminent.
URBAN AND SMALL STREAM FLOOD ADVISORY:	Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.



**FLASH FLOOD
WATCH:**

There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

**FLASH FLOOD
STATEMENT:**

Updates any of the above three issuances.

**TORNADO AND
SEVERE
THUNDERSTORM
WARNINGS:**

Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

**TORNADO AND
SEVERE
THUNDERSTORM
WATCHES:**

Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

**DENSE FOG
ADVISORY:**

Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer

**DENSE FOG
WARNING:**

Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

NON-WEATHER EMERGENCY MESSAGES ON NOAA WEATHER RADIO

<u>EAS Event Code</u>	<u>Definition</u>
ADR	Administrative Message
CAE	Child Abduction Emergency (AMBER Alert)
CDW	Civil Danger Warning
CEM	Civil Emergency Message
EQW	Earthquake Warning
EVI	Evacuation Immediate
FRW	Fire Warning
HMW	Hazardous Materials Warning
LAE	Local Area Emergency
LEW	Law Enforcement Warning
NUW	Nuclear Power Plant Warning
RHW	Radiological Hazard Warning
SPW	Shelter in Place Warning
TOE	911 Telephone Outage Emergency



Figure 1.3: National Warning System (NAWAS)

State of California
Emergency Plan
Section 16
Attachments

D.6 – California’s Portion of National Warning System (CALWAS)

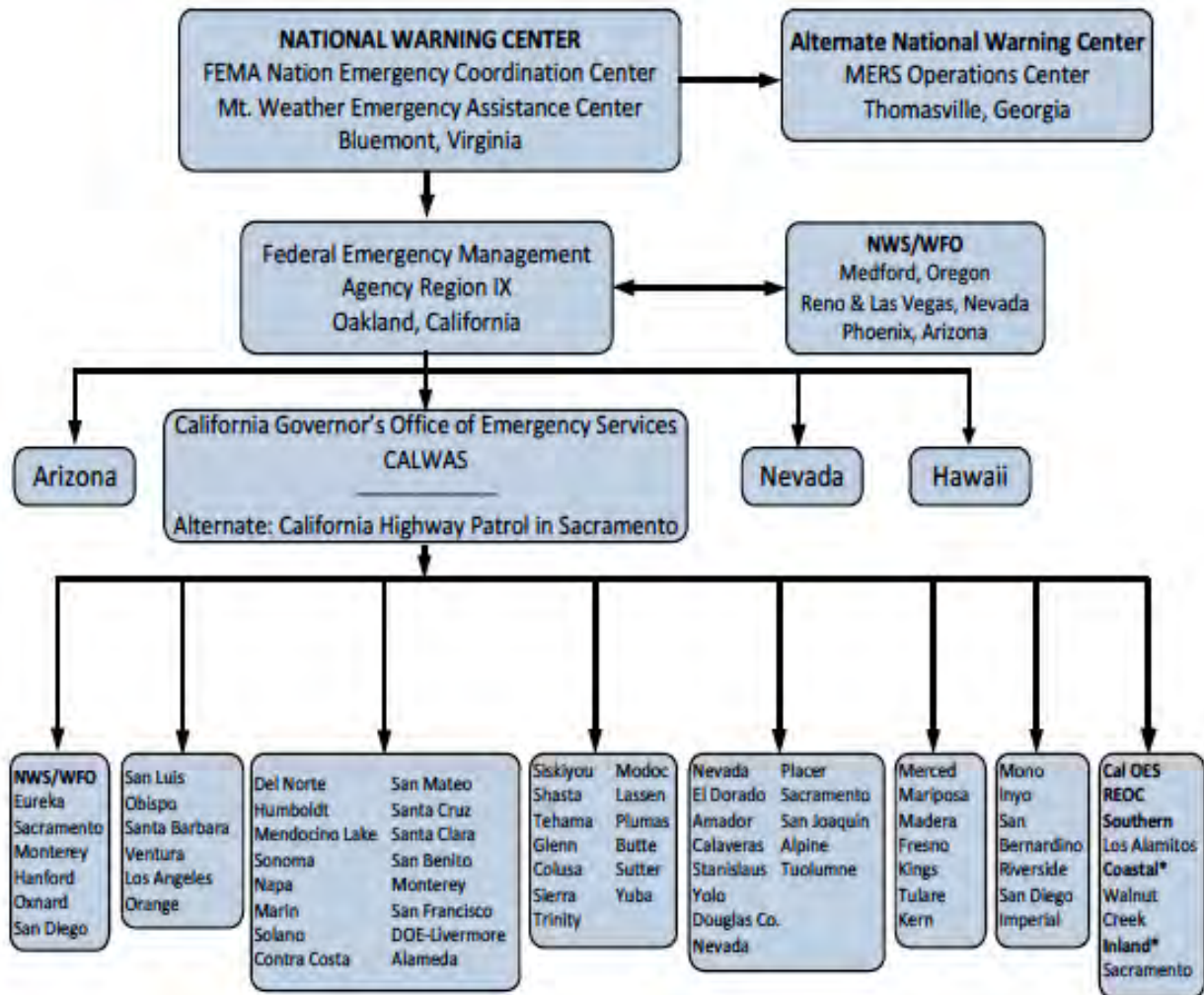




Figure 1.4: California Warning System (CALWAS)

State of California
Emergency Plan
Section 16
Attachments

16.4. ATTACHMENT D – CALIFORNIA WARNING SYSTEM

D.1 - California Warning System

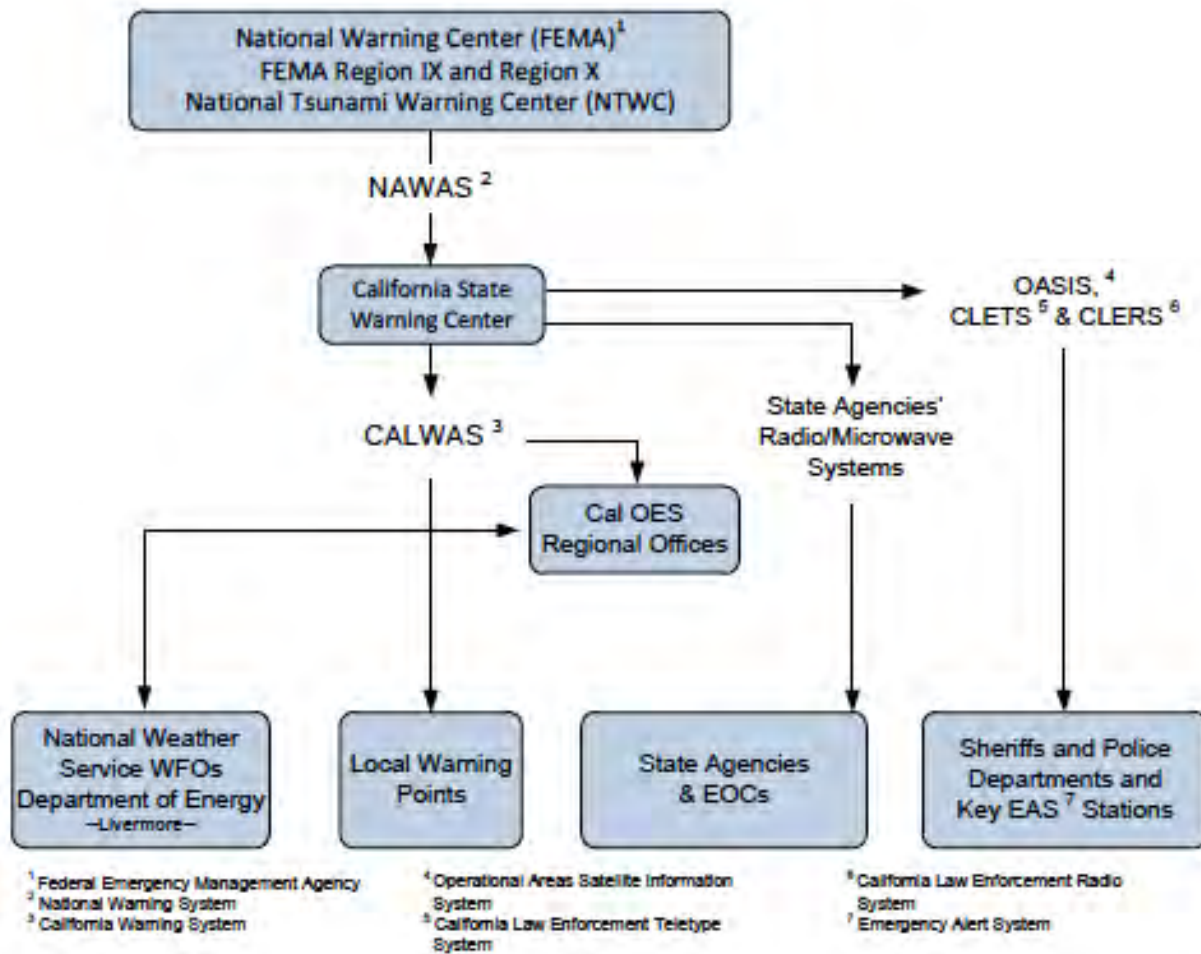




Figure 1.5: Severe Weather Warning

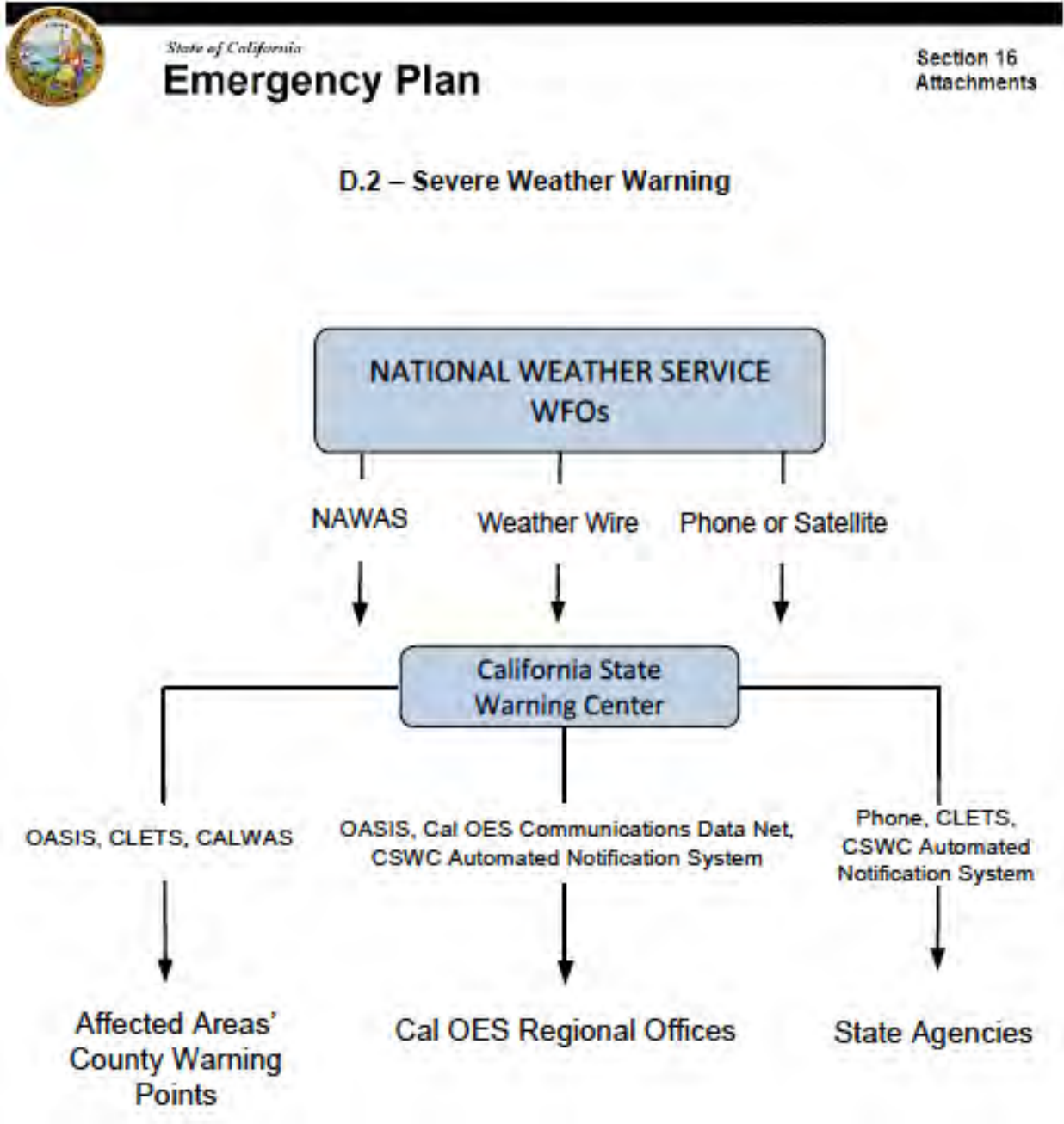




Figure 1.6: Flood Forecast Warning

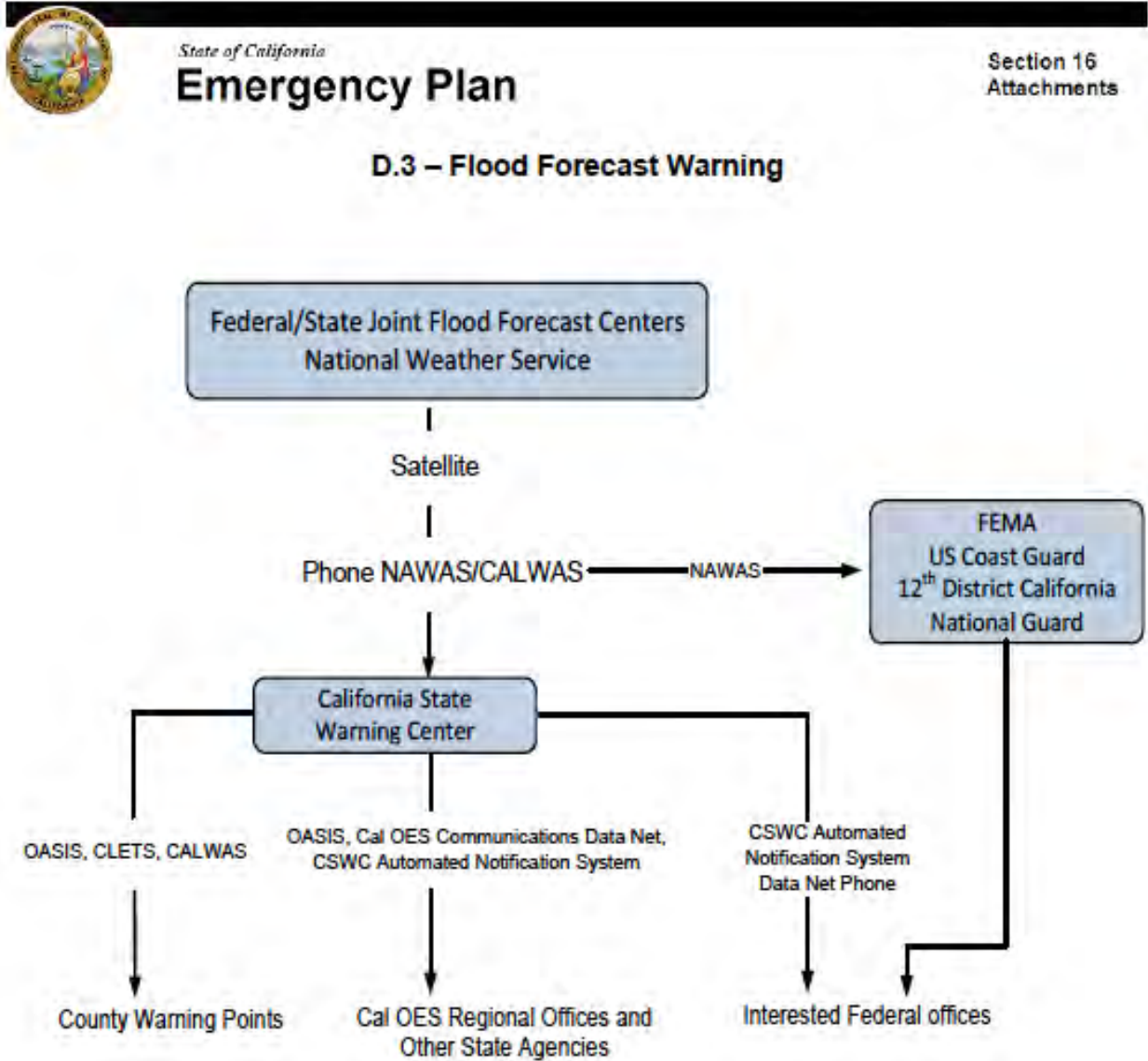
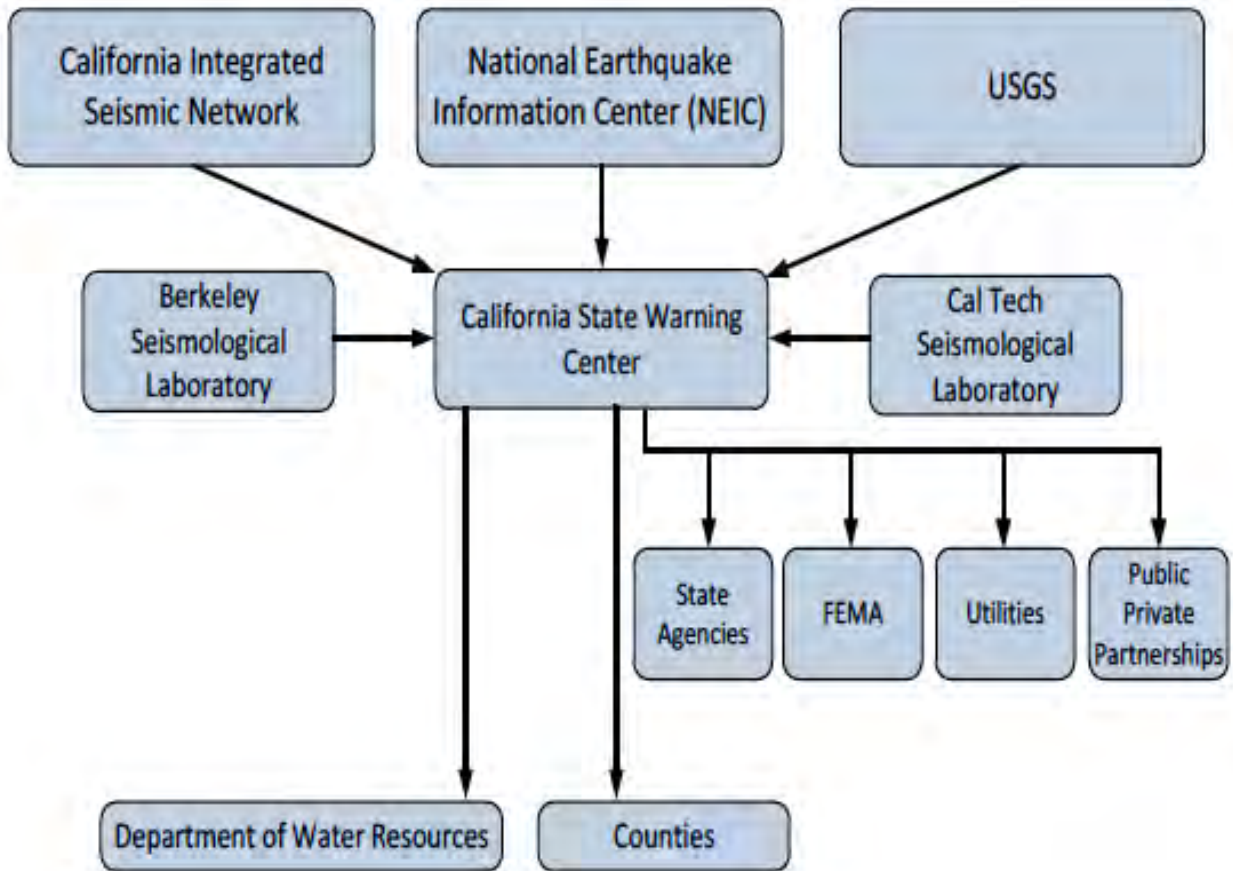




Figure 1.7: Earthquake Warning System

D.4 – Earthquake Warning System





Appendix 1.2: WATCHES, WARNINGS AND ALERTS

Table 1.3: Watches, Warning, and Alert Terms

Agency	Alert/Notification	Description
PG&E	Public Safety Power Shutoff	Factors generally include, but are not limited to: 1. A Red Flag Warning declared by the National Weather Service. 2. Low humidity levels, generally 20 percent and below. 3. Forecasted sustained winds generally above 25 mph and wind gusts in excess of approximately 45 mph, depending on location and site-specific conditions such as temperature, terrain, and local climate. 4. Condition of dry fuel on the ground and live vegetation (moisture content). 5. On-the-ground, real-time observations from PG&E's Wildfire Safety Operations Center and field crews.
National Weather Service	Flash Flood Watch	Conditions are favorable for flash flooding. It does not mean that flash flooding will occur, but it is possible.
National Weather Service	Flash Flood Warning	Flash flooding is imminent or occurring.
National Weather Service	Flood Watch	Conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
National Weather Service	Flood Warning	Flooding is imminent or occurring.
National Weather Service	Excessive Heat Watch	There is a potential for the heat index value to reach or exceed 105 degrees for 2 or more hours within the next 24 to 48 hours.
National Weather Service	Excessive Heat Warning	The heat index value is expected to reach or exceed 105 degrees for 2 or more hours within the next 12 to 24 hours. An Excessive Heat Warning may be issued for lower criteria if it is early in the season or during a multi-day heat wave.
National Weather Service	Heat Advisory	The heat index value is expected to reach 105 to 109 degrees within the next 12 to 24 hours. A Heat Advisory may be issued for lower criteria if it is early in the season or during a multi-day heat wave.



National Weather Service	Red Flag Warning	<ol style="list-style-type: none">1. Issued to alert fire officials and firefighters of potentially dangerous fire weather conditions within the next 12 to 24 hours. They are issued when the following three criteria are met:2. Surface relative humidity (RH) less than 30 % for VA and MD; RH less than or equal to 25% for WV AND3. Sustained surface wind of 20 MPH or greater AND 10-hour fuel moisture less than 8% for VA; less than or equal to 8% for MD and WV
National Weather Service	Fire Weather Watch	<ol style="list-style-type: none">1. Issued to alert fire officials and firefighters of potentially dangerous fire weather conditions within the next 24 to 36 hours. They are issued when the following three criteria are met:2. Surface relative humidity (RH) less than 30 % for VA and MD; RH less than or equal to 25% for WV AND3. Sustained surface wind of 20 MPH or greater AND4. 10-hour fuel moisture less than 8% for VA; less than or equal to 8% for MD and WV



Appendix 1.3: NWS HEAT RISK IDENTIFICATION PRODUCTS

NATIONAL WEATHER SERVICE (NWS) HEAT RISK FORECAST

The National Weather Service (NWS) experimental Heat Risk forecast provides a color and numeric value that places forecast heat for a specific location into an appropriate level of heat concern, along with identifying groups potentially most at risk at that level. The Heat Risk is accompanied by recommendations for heat protection and is a useful tool for planning for upcoming heat and its associated potential risk. Based on the high-resolution NWS national gridded forecast database, a daily Heat Risk value is calculated for each location from the current date through seven days in the future. *At this time, the experimental Heat Risk forecast is being used to influence the issuance of, and to add value, to the NWS's official heat watches, advisories, and warnings across much of the western United States in an experimental capacity.* This product is another NWS tool that can be used to protect lives and property from the potential risk of excessive heat, being especially useful for those who are more easily affected by heat or those who provide support to those communities of heat vulnerable individuals. The experimental Heat Risk product ensures that communities have the right information at the right time to be better prepared for upcoming heat events.

Who Are Most Susceptible to Heat?

Heat commonly affects certain groups, typically identified as heat sensitive or heat vulnerable, at lower thresholds than other populations. Some of these groups include:

- The elderly and the very young.
- Those on certain medications and/or those with preexisting conditions which make them more sensitive to heat (your doctor can let you know if this is you).
- Those working outdoors -- especially new workers, temporary workers, or those returning to work after a week or more off.
- Those exercising or doing strenuous activities outdoors during the heat of the day - especially those not used to the level of heat expected those who are not drinking enough fluids, or those new to that type of activity.
- Those without a reliable source of cooling and/or hydration.
- Those not acclimated to the level of heat expected - especially those who are new to a much warmer climate.
- Some economic sectors are also affected by increasing levels of heat, such as energy and transportation.



Understanding the Heat Risk Product

The purpose of the NWS Heat Risk product is to help you understand what forecasted heat means to you. To make it easier to understand, the Heat Risk is divided into five categories:

Table 1.4: NWS Heat Risk

Heat Risk Values	Risk of Heat Effects	Level of Heat Concern
When the Heat Risk value is:	...the risks of heat effects are:	...as symbolized by this color:
0	Very Low	Green
1	Low	Yellow
2	Medium	Orange
3	High	Red
4	Very High	Magenta

Simply put, the higher the value, the greater the level of heat concern would be for that location. If both the overnight lows and daytime highs are exceptionally warm for that date at a given location over a period of at least 48 hours, at levels that pose an elevated risk for heat complications, the highest level of 4 for Heat Risk is achieved.

Essentially when Heat Risk values are 1 or greater, heat is of concern – at first for those who are extremely sensitive to heat, then for everyone as Heat Risk values get to the highest levels. For example, a Heat Risk value of 0 represents no *elevated* risk for heat concerns; a Heat Risk value of 2 represents a moderate potential risk for members of heat sensitive groups; while a Heat Risk value of 3 represents a high potential risk of heat effects for anyone without proper hydration and adequate cooling.

The NWS has assigned a specific color to each Heat Risk category to make it easier for people to understand quickly whether heat is reaching a high enough level to create heat concerns for their unique situation. Each Heat Risk category



corresponds to a different level of potential heat concern. The five levels of heat concern and what they mean are shown in the following table.

Table 1.5: NWS Heat Risk Levels

Numeric Value	Meaning	Who/What is at Risk?	How Common is this Heat?	For those at risk, what actions can be taken?
0	Level of heat poses little to no risk	No elevated risk	Very Common	No preventative actions necessary
1	Heat of this type is tolerated by most; however, there is a low risk for sensitive groups to experience health effects	Primarily those who are extremely sensitive to heat	Very Common	Increase hydration Reduce time spent outdoors or stay in the shade when the sun is strongest Open windows at night and use fans to bring cooler air inside buildings
2	Moderate risk for members of heat sensitive groups to experience health effects. Some risk for the general population who are exposed to the sun and are active. For those without air conditioning, living spaces can become uncomfortable	Primarily heat sensitive groups, especially those without effective cooling or hydration Some transportation and utilities sectors.	Fairly common most locations Very common in southern regions of country.	Reduce time in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place during the heat of the day Move outdoor activities to cooler times of the day Open windows at night



	<p>during the day, but should cool below dangerous levels at night.</p>			
<p>3</p>	<p>High Risk for much of the population who are 1) exposed to the sun and active or 2) are in a heat sensitive group Dangerous to anyone without proper hydration or adequate cooling</p> <p>Poor air quality is Possible Power interruptions may occur as electrical demands increase.</p>	<p>Much of the population, especially people who are heat sensitive and those without effective cooling or hydration Transportation and utilities sectors.</p>	<p>Uncommon most locations Fairly common in southern regions of country.</p>	<p>Try to avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place especially during the heat of the day If you have access to air conditioning, use it. Fans may not be adequate. Cancel outdoor activities during the heat of the day.</p>
<p>4</p>	<p>Very High Risk for entire population Very dangerous to anyone without proper hydration or adequate cooling. This is a multi-day excessive heat event. A prolonged period of heat is dangerous for everyone not prepared. Poor air quality is likely. Power outages are increasingly likely as electrical demands</p>	<p>Entire population is at risk. For heat sensitive groups, especially people without effective cooling, this level of heat can be deadly. Most Transportation and utilities sectors.</p>	<p>Rare most locations Occurs up to a few times a year in southern regions of country, especially the Desert Southwest.</p>	<p>Avoid being outdoors in the sun between 10 a.m. and 4 p.m. Stay hydrated Stay in a cool place, including overnight If you have access to air conditioning, use it. Fans will not be adequate. Cancel outdoor activities during the heat of the day.</p>



	may reach critical levels.			
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Because heat affects people and various economic sectors in very individual and different ways, the level of Heat Risk that is important to you may be different than for another person. It also may be different depending on what activities you are engaged in, or medication you are on.

For someone who is in a heat sensitive group, monitoring the Heat Risk forecasts and taking specific actions to avoid adverse heat effects when the forecast is calling for an “orange” day or greater would make sense for them. For someone not in a heat sensitive group with routine access to air-conditioned spaces, “red” or “magenta” might be the only levels they would pay attention to and take specific actions to avoid adverse heat effects. In this way the Heat Risk allows for decisions to be made based on individual heat tolerance and situation and for appropriate actions to be taken when that level is forecast.

Your Level May Change as Your Activities Do

The level of Heat Risk that is important for you is not always the same. For example, if you decide to take up jogging in July during your lunch break, you may want to monitor the forecast for “orange” Heat Risk forecasts for the first few weeks until you get used to both jogging and the heat of the day. So initially, when “orange” levels or greater are forecast, you might follow the suggested action of moving the time you jog to before work and avoid the heat of the day. Once you get used to the heat and to jogging, you may decide to start modifying your activities only when “red” levels are forecast.

Or let’s say you are traveling in April from a northern climate to the desert Southwest for a week of hiking and exploring the landscape in some of our national parks. You haven’t gotten used to temperatures in the 80s or 90s yet, but these temperatures are not that uncommon in the desert regions at this time of year. So, you may want to monitor the forecast for “orange” levels or greater during the vacation to identify days that you may want to begin taking additional steps to ensure proper hydration, schedule activities around the heat of the day, etc. Taking just these few actions may make the difference in having an enjoyable and safe trip. Meanwhile, those that live in the desert Southwest and are not in a heat sensitive group are doing their normal day-to-day activities when “orange” levels are forecast, because they have already become acclimated to these types of temperatures and are able to stay hydrated and cool.

The Heat Risk product can also be used by industry as well as public health sectors. For example, for a Heat Risk of 4 or “magenta”, the power industry might anticipate a significantly increased demand and load on the power grid. They could take appropriate actions based on the NWS forecast of potential heat effects.

So you can see that the NWS Heat Risk forecast is something that can be adapted to your particular needs and heat sensitivity, allowing you to track the forecast and take the actions that you need to take, when you need to take them.

How does the Heat Risk work?



The Heat Risk takes into consideration:

1. how significantly above normal the temperatures are at your location,
2. the time of the year (for example, is this early season heat that you likely haven't become used to, or late season heat that you have become more used to),
3. the duration of unusual heat (for example, are temperatures overnight at levels that would lower heat stress, or will warm overnight low temperatures continue to add to heat stress into the next day), and
4. if those temperatures are at levels that pose an elevated risk for heat complications, such as heat stress, based on peer reviewed science.

You may wonder where humidity is in this process. We know that humidity plays a significant role in making warm temperatures feel even more oppressive. Unfortunately, there are not an adequate number of weather stations across the country which report humidity values for a long enough period to be used directly in the Heat Risk approach. But there are many more stations that report temperature. Because of this, we use well known physical relationships of temperature to humidity to approximate the role of humid air. This is done by considering:

1. How unusually warm the overnight temperatures are (more humid air usually leads to warmer overnight low temperatures than are typical for an area), and
2. How large the difference is between overnight lows and daytime high temperatures (the difference tends to be smaller the more humid the air is).

All these factors are used to create daily dynamic heat thresholds. These thresholds differ from one location to another, especially between cities and rural locations and in areas where elevation changes. As appropriate, these thresholds also change based on the day of year so that they are lower in the spring than in the summer, for example. The official NWS gridded forecast for high and low temperatures are then compared to these dynamic heat thresholds at each location, and the forecast temperatures are matched to their appropriate Heat Risk color/level. Information from both the overnight lows and daily highs are combined to create the final output: the experimental 24-hour Heat Risk. This information is available for the entire upcoming seven-day period and provides additional information to base heat-related decisions on, not only for human health, but for many sectors that are affected by heat. The experimental Heat Risk product is just one more way the NWS is working toward ensuring that communities have the right information at the right time to be better prepared for upcoming heat events.



AIR QUALITY INFORMATION RESOURCES

Air Quality Index (AQI) Basics

The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health affects you may experience within a few hours or days after breathing polluted air. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. Ground-level ozone and airborne particles are the two pollutants that pose the greatest threat to human health in this country.

<https://www.airnow.gov/>

https://airnow.gov/index.cfm?action=aqi_brochure.index

Table 1.6: Air Quality Index Values

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>..air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0 to 50	Good	Green
51 to 100	Moderate	Yellow
101 to 150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

How Does the AQI Work?

Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 300 represents hazardous air quality.



An AQI value of 100 generally corresponds to the national air quality standard for the pollutant, which is the level EPA has set to protect public health. AQI values below 100 are generally thought of as satisfactory. When AQI values are above 100, air quality is considered unhealthy-at first for certain sensitive groups of people, then for everyone as AQI values get higher.

Understanding the AQI

The purpose of the AQI is to help you understand what local air quality means to your health. To make it easier to understand, the AQI is divided into six categories: Note: Values above 500 are considered Beyond the AQI. Follow recommendations for the Hazardous category. Additional information on reducing exposure to extremely high levels of particle pollution is available [here](#). Each category corresponds to a different level of health concern. The six levels of health concern and what they mean are depicted in the next table:

- "Good" AQI is 0 to 50. Air quality is considered satisfactory, and air pollution poses little or no risk.
- "Moderate" AQI is 51 to 100. Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people. For example, people who are unusually sensitive to ozone may experience respiratory symptoms.
- "Unhealthy for Sensitive Groups" AQI is 101 to 150. Although general public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at a greater risk from exposure to ozone, whereas persons with heart and lung disease, older adults and children are at greater risk from the presence of particles in the air.
- "Unhealthy" AQI is 151 to 200. Everyone may begin to experience some adverse health effects, and members of the sensitive groups may experience more serious effects.
- "Very Unhealthy" AQI is 201 to 300. This would trigger a health alert signifying that everyone may experience more serious health effects.
- "Hazardous" AQI greater than 300. This would trigger a health warnings of emergency conditions. The entire population is more likely to be affected.



Table 1.7: Air Quality Index Concern Levels

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

Air Quality Index Colors

EPA has assigned a specific color to each AQI category to make it easier for people to understand quickly whether air pollution is reaching unhealthy levels in their communities. For example, the color orange means that conditions are "unhealthy for sensitive groups," while red means that conditions may be "unhealthy for everyone," and so on.



Appendix 1.3: CALIFORNIA STANDARD EVACUATION TERMINOLOGY

Issued on May 15, 2020 by CalOES, <https://www.caloes.ca.gov/>

- **Evacuation Order:** Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.
- **Evacuation Warning:** Potential threat to life and/or property. Those who require additional time to evacuate, and those with pets and livestock should leave now.
- **Shelter in Place:** Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction.
- **Evacuation Order(s) Lifted:** The formal announcement of lifting evacuations in an area currently under evacuation.
- **Hard Closure:** Closed to all traffic except Fire and Law Enforcement.
- **Soft Closure:** Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e. Utility, Caltrans, City/County Roads etc. or those needed to repair or restore infrastructure).
- **Resident only Closure:** Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.



Appendix 1.4: PRE-SCRIPTED ALERT AND WARNING MESSAGES

Below are sample messages alerting agencies can use as a guide to draft a specific message relevant to a local emergency. These samples are not exhaustive. Final messages should always be tailored to the specific needs of the unique event precipitating their need.

Evacuation Sample Messages

Long Messages

General Evacuation

- This is the Amador County Sheriff's Office with a mandatory evacuation order for [location]. Take the following protective actions and leave immediately;
 1. Gather all family members.
 2. Gather all pets.
 3. Gather only essential items.
 4. Be sure to bring essential medications with you.
 5. Turn off all appliances and lights in your home
 6. Lock your home. The evacuation route is: [Evacuation Route].

An Evacuation Center is open at [Name and Location of Emergency Evacuation Shelter]. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].

Short Message

Mandatory Evacuation-Order Between Named Roads

English SMS (Text Message): Mandatory evacuation order for (Name of Road/Street/Neighborhood) from (Name of Road) to (Name of Road). Evacuate immediately.

Spanish SMS (Text Message): Orden de evacuación obligatoria para (Name of Road/Street/Neighborhood in English) de la calle (Road Name in English) a (Road Name in English). Evacue inmediatamente.

Evacuation Warning Between Named Roads

English SMS (Text Message): Evacuation Warning for (Name of Road/Street/Neighborhood) from (Name of Road) to (Name of Road). Use caution.



Spanish SMS (Text Message): Orden de evacuación voluntaria para (Name of Road/Street/Neighborhood in English) de la calle (Road Name in English) a (Road Name in English). Use precaución.

Mandatory Evacuation Order-North/South/West/East of Roads

English SMS (Text Message): Mandatory evacuation order (North/South/East/West) of (Name of Road) to (North/South/East/West) of (Name of Road). Evacuate immediately.

Spanish SMS (Text Message): Orden de evacuación obligatoria al (norte/sur/este/oeste) de la calle (Name of Road in English) hasta el (norte/sur/este/oeste) de la calle (Name of Road in English). Salga inmediatamente.

Evacuation Warning -North/South/West/East of Roads

English SMS (Text Message): Evacuation Warning (North/South/East/West) of (Name of Road) to (North/South/East/West) of (Name of Road). Use caution.

Spanish SMS (Text Message): Orden de evacuación voluntaria al (norte/sur/este/oeste) de la calle (Name of Road in English) hasta el (Norte/Sur/Este/Oeste) de la calle (Name of Road in English). Use precaución.

Wildfire Threat-Evacuation Order

Wildfire Threat-Evacuation Order for [location]-Leave now-Details on the Amador County Sheriff's Office website, Facebook, or Instagram.



Flood Evacuation

Long Message

• The Amador County Sheriff's Office is issuing an evacuation order for [location]. The National Weather Service has issued a flood warning for [location]. All residents in the impacted area should evacuate immediately. An Emergency Evacuation Shelter is open at [location]. For more information go to [insert resource]. Please listen to [radio station] for updated details.

Short Message

Flooding-No Evacuations

English SMS (Text Message): Flooding on (Name of Road /Area). Avoid area. No evacuations at this time.

Spanish SMS (Text Message): Inundaciones sobre [la calle (Name of Road in English) /el área de (Name of Area in English)]. Evite esta área. No hay órdenes de evacuación por el momento.

Flooding-Seek Higher Ground

English SMS (Text Message): Flooding on (Name of Road /Area). If you are in the area, seek higher ground immediately.

Spanish SMS (Text Message): Inundaciones sobre [la calle (Name of Road in English) /el área de (Name of Area in English)]. Si se encuentra en esta área, busque terreno elevado inmediatamente.

Shelter-in-Place Sample Messages

Long Messages

Hazardous Materials

• This is the Amador County Sheriff's Office reporting mandatory shelter in-place for residents in [location] due to a hazardous materials release. Take self-protective actions immediately:

1. Go inside immediately and stay inside your house or building.
2. Bring pets indoors only if you can do so quickly.



3. Close all windows and door.
4. Turn off air conditioners and heating system blowers.
5. Close fireplace dampers.
6. Gather radio, flashlight, food, water and medicines.
7. Call 911 only if you have a true emergency.

You will be advised when this dangerous condition has passed and it is safe to go outside and resume normal activities.

For more information, please tune to local radio and television stations, visit [\[url\]](#), or call [\[###-###-####\]](#).

- The Fire Department requests everyone within a ½ mile radius of [\[location\]](#) to get inside and remain inside due to a hazardous materials release. Stay indoors, close your windows, turn off your air conditioner, and bring your pets indoors. More information to follow. [\[link\]](#)

Short Message

- Hazardous Release. All within ½ mi of [\[location\]](#). Get Inside. Stay Inside. Stay Tuned.

Hazardous Materials-Shelter in Place

English SMS (Text Message): Hazardous material incident at [\(Name of Road /Location\)](#). Shelter in place.

Spanish SMS (Text Message): Incidente de material peligroso en [\[la calle \(Name of Road in English\) /la ubicación de \(Name of Location in English\)\]](#). Busque refugio donde se encuentre.

Hazardous Materials-Evacuation

English SMS (Text Message): Hazardous material incident at [\(Name of Road /Location\)](#). Evacuate immediate area by using [\(Name of Road\)](#).

Spanish SMS (Text Message): Incidente de material peligroso en [\[la calle \(Name of Road in English\) /la ubicación de \(Name of Location in English\)\]](#). Evacue el área inmediatamente usando la calle [\(Name of Road in English\)](#).



Explosion-Shelter in Place

English SMS (Text Message): Explosion at (Name of Road /Location). Shelter in place.

Spanish SMS (Text Message): Ha ocurrido una explosión en [la calle (Name of Road in English) /la ubicación de (Name of Location in English)]. Busque refugio donde se encuentre.

Explosion-Evacuate

English SMS (Text Message): Explosion at (Name of Road /Location). Evacuate immediate area by using (Name of Road).

Spanish SMS (Text Message): Ha ocurrido una explosión en [la calle (Name of Road in English) /la ubicación de (Name of Location in English)]. Evacue el área inmediatamente usando la calle (Name of Road in English).



Weather Awareness Sample Messages

Long Messages

• This is the Amador County Sheriff's Office reporting an evacuation order for [location] due to potential flooding. Take the following protective actions and leave immediately:

1. Gather all family members or other individuals.
2. Gather all pets.
3. Gather only essential items.
4. Be sure to bring essential medications with you.
5. Turn off all appliances and lights in your home.
6. Lock your home.

The evacuation route is: [Evacuation Route]. An Evacuation Center is open at [Name and Location of Evacuation Center]. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].

The National Weather Service is predicting flooding in [location] within the next 24 hours. Police are advising residents who live in this area to be prepared for potential evacuation at any time. Info on how to prepare to evacuate is here. Updates to follow.

Short Message

• Flood Warning for [location] Avoid area. Turn Around-Don't Drown. Stay tuned for updates.



Active Shooter Sample Message

Long Message

This is the Amador County Sheriff's Office reporting an active shooter near [location]. Avoid the area. If you are near [location], get inside, stay inside, and take the following protective measures:

1. Go inside immediately and stay inside your residence
2. Bring pets indoors only if you can do so quickly
3. Close and lock all windows and doors
4. Call 911 immediately if you have a true emergency or hear or see any suspicious activity in or near your location.

You will be advised when your safety is no longer at risk. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].

• As of [insert time], Sheriff's Deputies advise public to avoid area of [insert location]. Officers are responding to an active shooter. Those located in the area should seek shelter, lock and barricade doors, and mute phones until further notice. If engaged with the shooter, RUN, HIDE, FIGHT. Please go to [link] for additional information and standby for further instruction.

Short Message

Instructions: Road and locations names should always be in English in both the English and Spanish.

English SMS (Text Message) & Email and Web Message Subject: Active Shooter at (Name of Road /Location). Click Link for Information.

English Email & Web Message Body: Active Shooter at (Name of Road /Location). Law enforcement on scene. Seek shelter and lock and barricade doors until further notice.

Spanish SMS (Text Message) & Email and Web Message Subject: Tirador activo en [la calle (Name of Road in English) /la ubicación de (Name of Location in English)]. Haga clic en el enlace para obtener más información.



Spanish Email & Web Message Body: Tirador activo en [la calle (Name of Road in English) /la ubicación de (Name of Location in English)]. Busque refugio y bloquee y cierre las puertas con llave hasta nuevo aviso.



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Emergency Operations Plan

ANNEX 2: Evacuation



Amador County, California
2024

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ANNEX 2 EVACUATION

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1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

The purpose of this Amador County Evacuation Annex is to provide strategies and procedures for Amador County and other supporting agencies and organizations' response to emergencies that involve the evacuation of people from an impacted area.

This involves coordination and support for the safe and effective evacuation of some or all of the County's population, including people with disabilities and access and functional needs who may require additional support to evacuate. Focus areas within this evacuation annex include evacuation triggers; public alert, warning, and information; and evacuation transportation and traffic control. The annex outlines organizational roles and responsibilities, operational concepts, and a documented process to accomplish an evacuation.

This Annex was developed as an Annex to the Amador County Emergency Operations Plan (EOP); and is consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The development of this Evacuation Annex was coordinated with the Amador County Office of Emergency Services, California Governor's Office of Emergency Services (Cal OES) and other local and regional jurisdictions, agencies, community organizations and representatives of the whole community. This Annex is also consistent with the State emergency plan and is applicable to all locations and to all agencies, organizations, and personnel with evacuation and evacuation support function responsibilities.

1.2 SCOPE

The Amador County Evacuation Annex applies to mass evacuation preparedness, response, and recovery operations during local emergencies or major disasters and to all Amador County public, private, and nongovernmental organizations (NGOs) with operational responsibilities in a mass evacuation event.

This document is intended to provide evacuation strategies and protocols for Medium-Level (Partial) to High-Level (Multi-Zone or Complete) evacuation events in Amador County and is developed with consideration to predominant threats and hazards impacting Amador County.

This Annex is intended to support activation of the Amador County Emergency Operations Center (EOC). This plan also provides overall operational guidance for public alert, warning and public information, movement of evacuees; it provides a concept of operations and provides the roles of key departments and agencies during an evacuation. It does not provide or replace operational plans for specific departments or specific functions, such as shelter management.



In Low-Level (Local) evacuations, such as those occurring during isolated local structure fire(s), at crimes scenes, or due to a localized hazardous materials spill. This annex assumes that such events will be managed by local first responders in the field Incident Command Post (ICP), typically without an activation of the County EOC and without an activation of this Annex.

1.3 SITUATIONAL OVERVIEW

The Amador County (population 40,474) is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The county may experience incidents that threatened the health, safety and the life of Amador County residents requiring the evacuation of all or a portion of the county. These threats and hazards may include fire, floods, earthquakes, gas or pipeline ruptures, hazardous material releases, or human caused threats. For more information on natural hazards refer to the Amador County Local Hazard Mitigation Plan (2020).

There are several emergency situations that could require an evacuation from or within Amador County. For example, a low-level or localized evacuation might be needed for a localized flood Incident, residential or commercial fire, crime scene, or small hazardous materials incident, while a medium-level or high-level evacuation could be required in the event of a wildfire, earthquake, serious hazardous materials release, or major flooding. Below are some of the threats and hazards that could lead to evacuation operations within the county.

- Earthquake
- Wildfire
- Flooding
- Landslide/Debris Flow/Avalanche
- Dam Failure
- Hazardous/Toxic Materials
- Gas/Pipeline Rupture or Explosion
- Transportation Accident
- Terrorism, WMD, Bombing
- Active Shooter
- Civil Unrest
- Enemy Attack, State of War



1.4 ASSUMPTIONS

The decision to recommend an evacuation will normally be made at the incident level by on-scene sheriff or fire supervisors and in accordance with existing plans and protocols. The authority to issue a shelter-in-place order, evacuation warning, or evacuation order may be issued by one of the following:

- Sheriff or designee acting as the Director of Emergency Services.
- Undersheriff or any member of the Sheriff's Office command staff.
- Amador County Health Officer.

An accurate assessment of the need to initiate the mass evacuation process will consider the following factors and assumptions:

1. Decisions to evacuate or shelter-in-place will be made based on situational analysis, with factors including the type and duration of the threat, potential for the incident to expand and trigger secondary incidents, roadway conditions, health and safety issues and sheltering capacity.
2. High-Level evacuation resource requirements will exceed the response capability of Amador County and will require the immediate activation of mutual aid from a variety of county, state and other evacuation support agencies and organizations.
3. Shelter-in-place may often be the better decision for some types of emergencies, as mass evacuations pose inherent risks, especially in moving those who are medically fragile.
4. Response decisions, including the decision to evacuate, will be based on the preservation of life and safety first, then protecting the environment and property.
5. The need to coordinate evacuation operations including routes, resources, and sheltering with one or more other jurisdictions.
6. The Amador County EOC will be activated for an incident severe enough to create the need for a High-Level (Multi-Zone or Complete) evacuation. Consistent with the Amador County EOP, the Amador County EOC will align management and coordination of the evacuation with the other impacted jurisdictional EOCs, Cal OES Inland Region, and others who provide support.
7. When activated the Amador County EOC will assist in the coordination of evacuation related public alert, warning, and information dissemination.
8. In a major disaster, mass evacuation operations will require an influx of resources from outside the area to be fully operational. A full complement of resources will be contingent on the severity of the incident, impact to transportation infrastructure, and the ability to move resources into and within the affected area.
9. State, and federal resources will be extremely limited due to high demand during the first few days after a major regional disaster in which there has been widespread damage to access/transportation infrastructure and to suppliers.



10. Most people will evacuate if given clear directions and warnings. However, some will refuse to evacuate no matter how dangerous the situation.
11. No one system exists that can quickly warn every citizen of an evacuation emergency, so multiple alert and warning systems should be considered.
 - a. **CodeRED Emergency Alerts emergency notifications system**
(Cellphone opt-in Emergency Communications (866) 419-5000/Non-emergency community notifications (855) 969-4636)
 - b. **Integrated Public Alert Warning System (IPAWS)** –
 - i. Wireless Emergency Alert (WEA),
 - ii. Emergency Alert System (EAS) on television and radio
 1. Primary EAS radio station is KFBK 1530 AM.
 2. Secondary station is KSTE 650 AM or KGBY 92.5 FM.
 - iii. Local Radio KVGC 1340 AM/96.5 FM
 - iv. Unique Alerting System (UAS) Roadway Changeable Message Signs and 511 AM Highway Advisory Radio.
 - v. National Oceanic Atmospheric Administration (NOAA) – NWS Radios 162.550Mhz KEC57 & WWF67. MOUNT ZION (MTZC1)
 - c. Community Alert Sirens (River Pine Community and lone prison)
 - d. Social Media – Facebook and Instagram
 - e. Amador County OES/Sheriff's Office Website
 - f. Sheriff vehicle public address system (PA) and Sirens (Hi-Lo)
12. Evacuation information will need to be available in not only English but American Sign Language (ASL), and the primary non-English language spoken in the county, Spanish.
13. Mass evacuation may cause evacuees to cross jurisdictional boundaries, requiring a regional response.
14. A percentage of the population requiring evacuation and shelter will have disabilities or other access and functional needs. Categories of individuals that may need additional assistance include the following:
 - a. Senior citizens
 - b. Medically fragile or dependent people
 - c. Those with limited mobility, hearing, or vision impairments
 - d. People dependent on support services like in-home supportive caregivers
 - e. People with learning or cognitive disabilities
 - f. People who have limited or no proficiency in English
 - g. Unaccompanied minors



- h. Individuals without access to a vehicle to self-evacuate
 - i. Other population groups that may require extra support include:
 - i. People who are homeless or marginally housed
 - ii. People who are culturally isolated
 - iii. People without a support system
15. Many households have at least one household pet; and of those households, many will not evacuate without their pets. The Pets Evacuation and Transportation Standards (PETS) Act of 2006 requires that states and local jurisdictions be prepared to support the evacuation and sheltering of household pets. Household pets will be treated as the law requires.
 16. Service animals shall remain with the people to whom they are assigned throughout every stage of disaster assistance.
 17. Some licensed care facilities may require additional resources (personnel and transportation) to evacuate their residents. However, these facilities should have an evacuation plan and mutual assistance agreement with another like facility.
 18. As soon as evacuation orders are implemented it is vital that sheltering support agencies like the Red Cross, Salvation Army, and Amador County Social Services, Public Health, and Behavioral Health Departments are notified and integrated into the planning.
 19. Caregivers will stay with their clients to provide the appropriate care throughout the duration of the evacuation period.
 20. Law Enforcement will be the primary agency for managing the movement of people, with transportation agencies/departments and other departments and agencies in supporting roles.
 21. Roadways and ground transport will be the primary mode for evacuating persons from the affected area. Over-water and air evacuations may be considered on an individual basis.
 22. Major roadways will remain intact for some period following the emergency. In the case of a flood event or earthquake, some roadways will remain intact while many others will eventually be submersed in floodwater or damaged by earthquake.
 23. In a major disaster, infrastructure (roads, bridges, electrical power) will be affected which will impact mass evacuation operations.
 24. Day-to-day mass transit service resources will need to be augmented for additional capacity to meet the demand during an emergency.
 25. Statistically, approximately 80% of those needing to evacuate will self-evacuate in personal vehicles.



26. Statistically, approximately 20% of those needing to evacuate will need assistance, whether via mass transit, obtaining rides from neighbors/friends, paratransit-type vehicles, or other specially designed transport services.
27. The principal responsibility for planning and responding to an evacuation event resides with the community in which the incident has occurred.
28. Each member of the community, whether residents of, or workers in the community, is responsible for preparing their own personal emergency plans. Topics should include the possible need to evacuate on short notice. Amador County will provide public education to assist in preparing personal emergency plans.
29. Evacuation procedures in this plan will work in coordination with the evacuation procedures of adjacent cities and be aligned with regional planning concepts and procedures.
30. Most instances that would require a high-level (Complete/County-wide) evacuation in Amador County will have some warning and therefore some pre-event activities may be accomplished. Human caused threats, unlike natural disasters, are unpredictable and can occur at any location within the County without warning.
31. Amador County has adopted the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) and will follow NIMS and SEMS principles and structures for evacuation-related activities.



2.0 CONCEPT OF OPERATIONS

2.1 OVERVIEW

The Evacuation Annex will follow basic protocols set forth in Amador County EOP and the California Master Mutual Aid Agreement, which dictate who is responsible for an evacuation effort and how county and regional resources will be requested and coordinated. The overall objectives of emergency evacuation operations and notifications are to:

1. Expedite the timely movement of persons from hazardous areas and entry access for first responders and evacuation support transportation.
2. Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas. The Amador County Sheriff's Office may use discretion in allowing access for caregivers, personal care assistants, or other support personnel on a case-by-case basis as determined by the incident commander.
3. Provide for evacuation to appropriate transportation points, temporary evacuation points, and shelters.
4. Provide adequate means of transportation for vulnerable populations including individuals with disabilities and access and functional needs, older adults, children, and individuals who are transportation disadvantaged.
5. Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements.
6. Control evacuation traffic.
7. Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.
8. Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center (JIC).
9. Ensure the safe re-entry of the evacuated persons.

2.2 AUTHORITY TO EVACUATE

In Amador County, the decision and authority to issue a shelter-in-place order, evacuation warning, or evacuation order may be given by the following:

- Sheriff or designee acting as the Director of Emergency Services.
- Undersheriff or any member of the Sheriff's Office command staff.
- Amador County Health Officer.

The Amador County Sheriff's Office (ACSO) is the lead agency for evacuation. The Amador County Sheriff's Office or Amador Fire Protection District (AFPD) will assess



and evaluate the need for evacuations and recommend a shelter in place or an evacuation according to established procedures, which are outlined in this annex.

Additionally, as part of the Unified Command, the Amador County SO and or Amador County FPD will identify available and appropriate evacuation routes and coordinate evacuation traffic management with local city law enforcement, California Department of Transportation (Caltrans), the California Highway Patrol (CHP), other supporting agencies, and jurisdictions.

The decision to evacuate an area is not made lightly and there is a significant impact to public safety and the economy. The following process describes how emergency evacuation decisions within the county will be coordinated, allowing public safety, emergency management, public health, and other supporting response organizations to make collaborative decisions.

2.3 LEGAL CONSIDERATIONS

California Penal Code 409.5 authorizes local authorities to make evacuation decisions for their jurisdictions. The decision to order an evacuation is a collaborative effort between affected jurisdictions. Both a City and/or the County can issue evacuation orders, but the County supersedes the City if their decisions conflict (in other words, the County's order applies to both unincorporated and incorporated territory). See 62 Ops. Atty. Gen. 701 (1979).

Legal Counsel in California has maintained an opinion based on case law that **Penal Code Section 409.5 does not authorize forcible or mandatory evacuations**. The Legal Counsel stated, "without a specific legislative amendment to Penal Code Section 409.5, it would be improper to infer statutory authority to forcibly evacuate people who do not wish to be evacuated, unless their presence in the closed area, resulted from an entry made after the area was closed pursuant to 409.5(a) or 409.5(b)". See Penal Code 409.5. Emergency responders shall make every effort to inform people that failure to evacuate may result in serious physical injury or death and that future opportunities to evacuate may not exist. People must be informed that there is no guarantee that resources to rescue them will be available. Law enforcement will document the location of individuals that refuse to evacuate or, if necessary, have these individuals sign waivers. Once a local jurisdiction orders an evacuation, it is critical that public information dissemination, transportation, sheltering resources, and security and protection of private property are provided to a level where the public feels evacuation is more desirable than staying behind.

2.3.1 California Penal Code 409.5.

(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.

2.4 DECISION TO EVACUATE

In many cases the decision on whether to activate the EOC and respond at any level to an emergency is contingent on first understanding the potential threat and collecting situational data to determine credibility.

To conduct this situational assessment the County Sheriff and OES officials may meet with other key department heads and county leadership to gather and evaluate existing data, evaluate the potential threat, plan for ongoing monitoring and evaluation of the threat, and begin media reporting and rumor control. These individuals that will make up the membership of this meeting may vary depending on the type of potential threat. Examples of threats that could grow in severity to the point of requiring evacuations of populations include:



- Uncontrolled wildland fire approaching the Amador County.
- Weather reports that include flood watches or warnings, and/or storms that may bring large amounts of rain.
- Dam failure advisories for the Amador County Dams.
- Landslide or debris flow threatening or impacting structures or critical infrastructure within Amador County.
- Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening.
- Localized fire that could grow in severity.
- Gas or pipeline rupture or explosion.
- Railroad, surface transportation or other accident creating a hazardous materials release.
- Airline crash within city limits or populated areas of the county.
- Warning of terrorist attack, enemy attack or State of War emergency.
- Warning of terrorist weapon of mass destruction (WMD) attack.
- Active shooter.
- Crime scene requiring the evacuation of a neighborhood.
- Large scale civil unrest.

2.4.1 Shelter-In-Place

The decision whether to evacuate or shelter-in-place must be carefully considered with the timing and nature of the incident. This decision is made by Sheriff's Office Deputies in the field at the Incident Command Post, generally with input from both fire and law enforcement personnel. An evacuation effort involves an organized and supervised effort to relocate people from an area of danger to a safe location. Although evacuation is an effective means of moving people out of a dangerous area, due to its complexity and the stress it causes to systems and people, it should be considered a last resort option.

The decision to evacuate will depend on the nature, scope, and severity of the emergency, as well as the number of people affected and what actions are necessary to protect the public. In most cases, a medium-level or high-level evacuation will require the activation of the County EOC and possibly the Cal OES Inland Regional EOC to support the movement of evacuees out of the cities and throughout the county.

The decision on whether to evacuate must be carefully considered with the timing and nature of the incident. Preparation for evacuation should be an immediate consideration, because evacuation is an effective means of moving people out of a dangerous area. However, due to its complexity and the stress it puts on the population, in some cases, it may not be the best option when other viable options are available. Evacuation of populations pose some inherent safety concerns associated with the rapid movement of large numbers of people away from their resources, support facilities and familiar surroundings.



Sheltering-in-place may become the preferred option to avoid exposure to outside environmental hazards, such as radiological or airborne contaminants. This option will require an organized method of securing building entrances, windows, and ventilation systems to prevent outside environmental hazards from entering the building. Building and safety personnel, homeowners, and residents should have contingency plans to move to or create safe rooms or designated safe areas if sheltering-in-place is recommended.

If people are not directly impacted by the incident, shelter-in-place provides the advantage over evacuation in that it allows families, schools, or businesses to stay in familiar surroundings, with easy access to media reports (TV and radio), phones, internet, food, water, and medicines. However, sheltering can only be maintained as long as personal and emergency supplies last. Shelter-in-place operations also provide the advantage of reducing congestion on major roadways and reducing the strain on mass transportation systems.

2.5 EVACUATION LEVELS

This Evacuation Annex provides a framework for a medium-level (partial) or high-level (multi-zone or complete) evacuation in Amador County. These levels are fully defined in relation to the specific threats to Amador County in **Tables 2.4 - Evacuation Triggers** and shown briefly in **Table 2.1 - Evacuation Levels**. In general, a low-level emergency is manageable by the Incident Commander (IC), with some limited support by the EOC as needed and requested. A high-level evacuation may require the full-activation and full-staffing of all or most positions in the EOC and includes a great deal of coordination with the local jurisdictional EOCs or the Cal OES Inland Region EOC (REOC). A medium-level evacuation lies between these two extremes and can be tailored to specific events or needs. The EOC positions will be staffed appropriately and can be scaled up or down as needed.

Amador County recognizes three levels of evacuation:

Low-Level (Local) Evacuation – An evacuation of several residential or commercial neighborhoods or blocks as needed for a localized flood Incident, residential or commercial fire, crime scene, or small hazardous materials incident.

Medium-Level (Partial) Evacuation – An evacuation of a larger area of the county or multiple communities within the county for a larger incident that may require the movement of a portion of the county.

High-Level (Multi-Zone or Complete) Evacuation - An evacuation requiring a multi-zone or complete evacuation of the County for a major or catastrophic incident. This incident would require a large portion of the population to evacuate outside the county limits to a Temporary Evacuation Point or Shelter. This type of evacuation could be required in the event of a large wildfire, earthquake, serious hazardous materials release, major flooding, terrorist threat or state of war emergency.



Table 2.1: Evacuation Levels

Levels	Key Parameters	Incident Examples
Low-Level (Local)	<ul style="list-style-type: none"> Localized Area. Evacuation zone less than 1 mile. Evacuation of 0 – 1,000 people. 	<ul style="list-style-type: none"> Crime Scene Barricaded Suspect Active Shooter Hazardous Materials Gas or Power Flooding Residential or Commercial Fire
Medium-Level (Partial)	<ul style="list-style-type: none"> Portion of the County – Area/Zone. Evacuation zone greater than 1.5 mile. Possible Amador County SO, Amador County FPD, and Amador County EOC coordination. EOC activation and coordination. Requires the assistance of out of county resources. Evacuation of 1,000 – 10,000 people. 	<ul style="list-style-type: none"> HazMat > 1.5 mile Wildfire > 1.5 mile Flooding > 1.5 mile Gas or Power incident of > 1.5 mile Earthquake with cascading effects Dam failure Terrorism/WMD
High-Level (Multi-Zone or County-wide)	<ul style="list-style-type: none"> Multi-zone or county-wide. Massive movement of people and needs for sheltering and resources. Evacuation to or through other counties. Amador County EOC coordination. Possible Amador County SO, Amador County FPD & Amador County EOC coordination. EOC activation and coordination. Requires the assistance of out of county resources. Evacuation of > 10,000 people. 	<ul style="list-style-type: none"> HazMat Wildfire Earthquake with cascading effects Terrorism/WMD



2.6 EVACUATION ZONES

The geographic area of the County has been divided into Evacuation Zones to allow flexibility in designating and communicating evacuation requirements. A map of the zones is available in APPENDIX 2.4.

Table 2.2: Evacuation Zones

Communities Evac Map	Page	Evacuation Zones	Temporary Evacuation Point/Shelters
Amador City – Downtown	97	10-11, 77-79	Church of the Nazarene #149178 Italian Benevolent Society #74825
Amador Pines	99	22-28, 31	Mace Meadows Golf Course #74847 Sierra Baptist Church #74849
Buckhorn	100	27-36	Mace Meadows Golf Course #74847 Sierra Baptist Church #74849
Buena Vista	101	66-68, 72	Evelyn Bishop Hall #74816 Ione Junior High School #166629 Camanche Lake Community Center #74814
Camanche Village & North Shore	102	66-68	Camanche Lake Community Center #74814 Ione Junior High School #166629
Drytown	103	4, 10-11, 79, 80, 82	Amador County Fairgrounds #74812
Fiddletown	104	5-7, 18-19	Amador County Fairgrounds #74812
Ione – Downtown	105	68-73, 80-83	Ione Junior High School #166629 Evelyn Bishop Hall #74816
Jackson – Downtown	107	47-49, 58-65, 74	Church of the Nazarene #149178 Italian Benevolent Society #74825 Grace Fellowship Church #149179 Jackson Rancheria Casino & Resort #159323 Amador Senior Center #159338
Lockwood	109	18-22, 28, 36-37	Faith Lutheran Church #74817
Pine Grove	110	37, 41-45, 50, 52-58	Pine Grove Town Hall #74848 Calvary Chapel Of Amador #74813 Faith Lutheran Church #74817 Mt. Zion Assembly Of God #74999 Community Church Of Pine Grove #74815
Pioneer	111	28, 35-41	Faith Lutheran Church #74817 Sierra Baptist Church #74849
Plymouth – Downtown	112	1-5, 8-10	Amador County Fairgrounds #74812
Red Corral	114	18, 37-43	Pine Grove Town Hall #74848 Faith Lutheran Church #74817
Sutter Creek – Downtown	115	11, 17, 46-47, 62-64, 73-79	Church of the Nazarene #149178 Italian Benevolent Society #74825 Amador Senior Center #159338 Jackson Rancheria Casino & Resort #159323



Volcano	117	17-20, 37, 42-43	Pine Grove Town Hall #74848 Faith Lutheran Church #74817
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Community Evacuation Zone Maps on pages E-103-125

Evacuation Zone Grid Maps pages E-126-153

Table 2.3: Evacuation Zones by Map Grid

Map Grid	Evacuation Zones	Temporary Evacuation Point/Shelter
A2	1,2,5	
A3	3	
B1	1	
B2	1,2,5	
B3	5-8, 19	
2.4	6, 19-21	
B5	21, 22-27	
C1	1, 83	
C2	3, 4,8-11, 79-82	
C3	7,8, 11-19	
C4	16-21, 37-38, 43, 44	
C5	27-36, 38, 39	
D1	69, 71, 83	
D2	11, 73, 74, 79-82	
D3	11-14, 17, 45-51, 63, 74-78	
D4	40-45, 50-57	
D5	39-40	
E1	68-71	
E2	64, 66, 71-74, 80	
E3	48, 49, 57-65, 74	
E4	55-59	
F1	67, 68	
F2	66, 67	
F3	59, 65	
G1	67	
G2	66	



2.7 EVACUATION TRIGGERS

The following tables are intended to provide triggers for activating the EOC, specifically related to emergencies that would require the evacuation of persons within Amador County. The criteria listed in these trigger tables are meant as guidance and are determinate. The triggers do not replace the judgment of emergency management professionals who must decide the level of activation and level of staffing based on real-time information regarding the situation. However, the triggers do encourage a proactive and substantial level of staffing that would allow the EOC activities to meet the demands of an evolving emergency.

General triggers for EOC activation for evacuation-related emergencies are presented in this Evacuation Plan. These triggers are designed to support the County's decisions to the appropriate level of evacuation; however, the decision to evacuate must be made on a case-by-case basis. The variables that the County must consider before evacuating a community are complex, and the levels must will be carefully considered. An evacuation will likely cause instances of great community turmoil, separated families, economic loss for persons and local businesses, and in worse case, the loss of life. An evacuation puts great stress on the sick, elderly, and people with access and functional needs, for whom movement from their care provider and/or care facility may be life threatening.

In Amador County, some of the evacuation-related threats, such as wildland fire, flooding from storms and/or dam failure can be predicted with some certainty. Hesitancy to evacuate citizens in the face of realistic threats could result in extreme danger and loss of life to citizens. In many geographic areas of the county, time lost in delaying evacuation, equals a missed opportunity that cannot be recovered.

People with disabilities and access or functional needs, those in care facilities, and all who need extra time to move to safety should evacuate proactively when advised to do so, especially if living in areas where flood danger is paramount and the forecasted risk of fire or flood is imminent or likely, as an example. Residents in these categories would be well served if they are evacuated as soon as possible, for example when an evacuation warning is issued rather than waiting for an evacuation order.

There is often little warning for other threats, such as terrorism, explosions, air or rail crashes, hazardous materials accidental releases or earthquakes. In these cases, activation of emergency services and evacuation of citizens will be time critical. In all cases, the response, including evacuation will be managed at the lowest level possible, with county having the primary responsibility for evacuation, preparedness, and response. If an incident escalates beyond the capability of Amador County EOC, then the Cal OES Inland Regional County EOC may be activated to provide support. Should support or coordination with any local jurisdictional resources be required, the Amador County EOC will facilitate this coordination as required under SEMS and NIMS. If the event impacts multiple jurisdictions within the county, then the response will be managed and coordinated through the Amador County EOC and closely coordinated with the affected jurisdictional EOCs.

A mass evacuation implies area-wide movement of people throughout the county, the EOC will need to coordinate with entities throughout the impacted region to maintain



effective control and prioritization of numerous operational events occurring throughout Amador County and the region in response to the emergency. In a mass evacuation, the need to activate the county emergency operations plans is required. Mandatory activation of all available county personnel as Disaster Service Workers (DSWs) will likely be required. Once an evacuation order has been issued to the public, intensive proactive support procedures are necessary.



Table 2.4: EVACUATION TRIGGERS: SITUATION – THREATS AND HAZARDS

Situation – Threats and Hazards	Evacuation Triggers	Reference/Source
Natural Hazards		
Wildland Fire	<ul style="list-style-type: none"> • Fire impacting urban interface area, potential to continue to grow. 	Amador County FPD CAL FIRE - http://www.fire.ca.gov/current_incidents Fire Agencies Media
Flooding	<ul style="list-style-type: none"> • National Weather Service predicts heavy rains in the region. • National Weather Service (NWS) flood and flash flood warnings. 	Amador County Flood maps - FEMA Flood Map Service Center Search By Address USGS - https://waterdata.usgs.gov/ca/nwis/rt/ NWS- Sacramento/Monterey Media
Major Earthquake	<ul style="list-style-type: none"> • Credible long-term predictions of earthquakes and/or aftershocks. • Earthquakes that may impact Amador County. 	USGS - https://earthquake.usgs.gov/data/shakemap/ CalOES
Landslide/Debris Flow	<ul style="list-style-type: none"> • Heavy rainfall, earthquake, or other conditions that may lead to landslide conditions. 	NWS – https://www.weather.gov/sto/ Amador PW
Technological Hazards		
Hazardous Materials	<ul style="list-style-type: none"> • Notification received of an elevated potential for release of hazardous materials in transportation corridors, at facilities, and/or impacting a City or populated area of the County. • Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening near populated areas. 	Amador County FPD - HazMat Amador County Environmental Health – HazMat, Cal EPA



Situation – Threats and Hazards	Evacuation Triggers	Reference/Source
	<ul style="list-style-type: none"> Realistic threat of explosion due to facility or transportation accident. 	
Residential or Commercial Fire	<ul style="list-style-type: none"> Localized fire that could grow in severity. 	Amador County FPD
Gas/Pipeline Rupture or Explosion	<ul style="list-style-type: none"> Natural gas release reported by PG&E or residents. 	PG&E Residents Amador County SO Amador County FPD
Dam Failure	<p>Dam failure notification flowcharts are provided for four dam emergency levels in the Dam EAP, which include:</p> <ul style="list-style-type: none"> High Flow: Downstream flooding may occur due to high flow release; no threat to dam integrity. Non-Failure: Indicates an event at a dam that will not, by itself, lead to a failure, but requires investigation and notification of internal and/or external personnel. Potential Failure: Indicates conditions are developing at the dam that could lead to a dam failure. Imminent Failure: Indicates time has run out and the dam has failed, is failing, or is about to fail. 	Amador County Water Agency Amador County SO NOAA/NWS- Sacramento
Utility Failure	<ul style="list-style-type: none"> Utility companies warning of potential or expected outages due to storm, mechanical failure, high demand for services, or other. 	PG&E Amador PW



Human Caused Threats		
Terrorism/WMD	<ul style="list-style-type: none"> Warning of or unconfirmed act of any terrorist-related incident somewhere in the County, City jurisdiction, or adjacent County. 	Regional DHS FBI CCIC/SACRTAC Amador County SO
Civil Unrest	<ul style="list-style-type: none"> Localized disturbance or crime scene requires potential for evacuating or sheltering in place of low numbers of citizens until potential violent situation is contained. 	Amador County SO City Police Departments Cal OES/LEMA
Enemy Attack/State of War	<ul style="list-style-type: none"> Warning of or unconfirmed Enemy Attack/State of War incident somewhere in the County, City jurisdiction, or adjacent County. 	Regional DHS FBI Amador County SO Cal OES/LEMA



2.7.1 LOW-LEVEL EVACUATION

A low-level evacuation response is also referred to as the “Local Evacuation”. It is typically a localized evacuation of a neighborhood within the city. It typically involves an evacuation of less than 1 mile. Twenty percent of evacuated persons may need support and resources. The other eighty percent would self-evacuate and be self-sufficient.

Low-Level Examples

- Localized flooding
- Localized fire
- Hazardous materials release to a local area
- Bomb threat affecting one location. Building, facility, or school evacuation
- Localized civil disturbance
- Localized crime scene, such as a barricaded suspect or active shooter
- Localized gas or pipeline rupture
- Localized utility outage during inclement weather requiring the relocation of the neighborhood



Table 2.5: EVACUATION TRIGGERS - LOW LEVEL EVACUATION

Threats and Hazards	Evacuation Triggers – Low Level	Reference/Source
Natural Hazards		
Wildland Fire	<ul style="list-style-type: none"> Fire impacting urban interface area, potential to continue to grow. 	Amador County FPD CAL FIRE City FPD
Flooding	<ul style="list-style-type: none"> National Weather Service predicts heavy rains in the region. National Weather Service (NWS) flood and flash flood warnings. 	NOAA/NWS- Sacramento
Major Earthquake	<ul style="list-style-type: none"> A low magnitude earthquake and/or aftershock has occurred causing localized damage requiring building or infrastructure inspections. Earthquakes and/or aftershock has occurred that may impact Amador County. 	USGS
Landslide/Debris Flow	<ul style="list-style-type: none"> A localized landslide/debris flow impacting the County. 	Amador PW
Technological Hazards		
Hazardous Materials	<ul style="list-style-type: none"> Localized Hazmat release occurred. Sheltering in place not practical. Human exposure to hazardous substances in an area creating a localized level of concern. Localized explosion involving facility or transportation requires some level of sheltering and/or evacuation, and area control. 	Amador County FPD HazMat
Residential or Commercial Fire	<ul style="list-style-type: none"> Localized fire that could grow in severity. 	Amador County FPD
Gas/Pipeline Rupture or Explosion	<ul style="list-style-type: none"> Natural gas rupture or release reported by PG&E or residents. Evacuation distances based on conditions and PG&E/Fire recommendations. 	PG&E Amador County FPD Amador PW
Dam Failure	<ul style="list-style-type: none"> High Flow: Downstream flooding may occur due to high flow release; no threat to dam integrity. 	Amador Water Agency
Utility Failure	<ul style="list-style-type: none"> Utility companies experiencing long-term outages; restoration of services will take up to 5 days. Due to season and other variables, vulnerable persons severely affected. 	PG&E Amador PW
Human Caused Threats		



Threats and Hazards	Evacuation Triggers – Low Level	Reference/Source
Terrorism/Bombing	<ul style="list-style-type: none"> Confirmed terror-related intention of violence in the City or neighboring jurisdictions requiring a shelter-in-place or local evacuation. 	Regional DHS FBI CCIC/SACRTAC Amador County SO
Active Shooter	<ul style="list-style-type: none"> Confirmed or suspected active shooter in the City or populated area of the County requiring a shelter-in-place or local evacuation. 	Amador County SO City Police Departments Cal OES/LEMA
Crime Scene – Barricaded Suspect	<ul style="list-style-type: none"> Confirmed or suspected crime scene involving violence in a City or populated area of the County requiring a shelter-in-place or local evacuation. 	Amador County SO City Police Departments
Civil Disturbance	<ul style="list-style-type: none"> Localized disturbance or crime scene requires potential for evacuating or sheltering in place of low numbers of citizens until potential violent situation is contained. 	Amador County SO City Police Departments Cal OES/LEMA

2.7.2 MEDIUM-LEVEL EVACUATION

A medium level response is also referred to as the “Partial or Area/Zone Evacuation”. It is typically a non-routine type of evacuation and needed to initiate a wide-area evacuation involving a city or multiple populated areas and may require a need to evacuate people to areas outside Amador County depending on the threat location. Mutual aid may be needed, as well as some support from adjacent County or State agencies. Medium-level activations typically involve an evacuation of more than 1.5 miles, and the movement of up to 10,000 people. Twenty percent of these people may need support in the form of shelters. They may also need mass transit services. Medium-level activations are those that do not reach the



level of catastrophic but are more than simply a low-level evacuation and may require limited EOC support. The EOC may be staffed, contingent on the needs and type of threat or hazard. The EOC may be fully staffed even at the medium-level emergency as a proactive measure when the event has the possibility of rapidly expanding to catastrophic levels.

Medium-Level Examples:

- Uncontrolled wildland fire approaching the Amador County limits.
- Weather reports that include flood watches or warnings, and/or storms that may bring large amounts of rain.
- Dam failure advisories for the Amador County Dam.
- Landslide or debris flow threatening or impacting structures or critical infrastructure within the Amador County.
- Credible long-term predictions of earthquake aftershocks.
- Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening.
- Localized fire that could grow in severity.
- Gas or pipeline rupture or explosion that could grow in severity.
- Utility outage during inclement weather requiring the relocation of several neighborhoods.
- Railroad, surface transportation or other accident creating a hazardous materials release.
- Airline crash within city limits or a populated portion of the County.
- Warning of terrorist attack.
- Law Enforcement conducting a search for an active shooter that has fled the scene.
- Crime scene requiring the evacuation of several neighborhoods or populated portion of the County.
- Growing scale civil unrest.



Table 2.6: EVACUATION TRIGGERS - MEDIUM LEVEL EVACUATION

Threats and Hazards	Evacuation Triggers - Medium Level	Reference/Source
Natural Hazards		
Wildland Fire	<ul style="list-style-type: none"> Wildfire expanded due to season and unfavorable weather conditions resulting in urban area evacuations within and out of county. Fires throughout the region likely given conditions. 	Amador County FPD CAL FIRE City FPD
Flooding	<ul style="list-style-type: none"> National Weather Service predicts heavy rains in the region. National Weather Service (NWS) flood and flash flood warnings. 	NOAA/NWS- Sacramento
Major Earthquake	<ul style="list-style-type: none"> A high magnitude earthquake and/or aftershock has occurred causing localized damage requiring building or infrastructure inspections. Earthquakes and/or aftershock has occurred that may impact Amador County. 	USGS
Landslide/Debris Flow	<ul style="list-style-type: none"> A landslide/debris flow impacting a city or populated area of the County. 	Amador PW
Technological Hazards		
Hazardous Materials	<ul style="list-style-type: none"> Hazmat release is sustained with major impact to multiple urban areas and transportation corridors. Impact to vulnerable persons is high, causing severe and detrimental health concerns and need to evacuate and decontaminate evacuees. Impact to critical facilities (e.g. health care, schools) causing need to evacuate large numbers of vulnerable peoples. 	Amador County FPD HazMat
Gas/Pipeline Rupture or Explosion	<ul style="list-style-type: none"> Natural gas rupture, release or explosion reported by PG&E or residents. Evacuation distances based on conditions and PG&E/Fire recommendations. Concern for incident expanding. 	PG&E Amador County FPD Amador County PW
Dam Failure	<ul style="list-style-type: none"> High Flow: Downstream flooding may occur due to high flow release; no threat to dam integrity. Potential Failure: Indicates conditions are developing at the dam that could lead to a dam failure. Imminent Failure: Indicates time has run out and the dam has failed, is failing, or is about to fail. 	Amador County Water Agency
Utility Failure	<ul style="list-style-type: none"> Utility companies experiencing long-term outages; restoration of services will take up to 5 days. Due to season and other variables, vulnerable persons severely affected. 	PG&E Amador County PW



Threats and Hazards	Evacuation Triggers - Medium Level	Reference/Source
Human Caused Threats		
Terrorism/WMD	<ul style="list-style-type: none"> Confirmed terror-related act within a City or populated area of the County requiring an evacuation. 	Regional DHS FBI CCIC/SACRTAC Amador County SO
Civil Unrest	<ul style="list-style-type: none"> Disturbance or crime scene requires potential for evacuating or sheltering-in-place of citizens until potential violent situation is contained; situation intensity may expand. 	Amador County SO City Police Departments Cal OES/LEMA



2.7.3 HIGH-LEVEL EVACUATION

A high-level or multi-zone/county-wide evacuation response typically involves a catastrophic emergency and massive numbers of people needing to evacuate. It involves the movement of people, greater than 10,000, and requires the sheltering, transportation, and resources to accommodate an evacuation to multiple counties.

High-Level Examples:

- Large uncontrolled wildland fire threatening a major portion of the County.
- Weather reports that include flood watches or warnings, and/or storms that may bring large amounts of rain.
- Landslide or wide-spread debris flow impacting structures or critical infrastructure within City limits or a populated portion of the County.
- Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening.
- Catastrophic gas or pipeline rupture or explosion.
- Railroad, surface transportation or other accident creating a major hazardous materials release.
- Commercial airline crash within city limits or a populated portion of the County.
- Warning of terrorist attack, enemy attack or State of War emergency.
- Warning of terrorist weapon of mass destruction (WMD) attack.
- Terrorist incident of any significant level, with concurrent media attention and public fear.



Table 2.7: EVACUATION TRIGGERS - HIGH LEVEL EVACUATION

Threats and Hazards	Evacuation Triggers – High Level	Reference/Source
Natural Hazards		
Wildland Fire	<ul style="list-style-type: none"> Wildfire expanded due to season and unfavorable weather conditions resulting in urban area evacuations within multiple cities or populated areas of the county. Fires throughout the region likely given conditions. 	Amador County FPD CAL FIRE City FPD
Major Earthquake	<ul style="list-style-type: none"> A high magnitude earthquake and/or aftershock has occurred causing localized damage requiring building or infrastructure inspections. Earthquakes and/or aftershock has occurred that may impact Amador County. 	USGS
Technological Hazards		
Hazardous Materials	<ul style="list-style-type: none"> Hazmat release is sustained with major impact to multiple urban areas and transportation corridors. Impact to vulnerable persons is high, causing severe and detrimental health concerns and need to evacuate and decontaminate evacuees. Impact to critical facilities (e.g. health care, schools) causing need to evacuate large numbers of vulnerable peoples. 	Amador County FPD HazMat
Gas/Pipeline Rupture or Explosion	<ul style="list-style-type: none"> Natural gas rupture, release or explosion reported by PG&E or residents. Evacuation distances based on conditions and PG&E/Fire recommendations. Concern for incident expanding. 	PG&E Amador County FPD Amador County PW
Human Caused Threats		
Terrorism/WMD	<ul style="list-style-type: none"> Confirmed terror-related act within one or more Cites or a large, populated areas of the County requiring an evacuation. 	Regional DHS FBI CCIC/SACRTAC Amador County SO
Enemy Attack/State of War	<ul style="list-style-type: none"> Warning of or unconfirmed Enemy Attack/State of War incident within one or more Cites or a large, populated areas of the County requiring an evacuation. 	Regional DHS FBI Amador County SO Cal OES



2.8 EVACUATION ORDERS

Evacuation or shelter-in-place orders should be issued when there is a clear and immediate threat to the health and safety of the population, and it is determined that shelter-in-place or evacuation is the best option for protection. Amador County will use the language below to communicate evacuations:

2.8.1 Shelter-In-Place: “Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction”.

A Shelter-In-Place order advises people to stay secure at their current location. This tactic shall only be used if an evacuation will cause a higher potential for loss of life or threat to health or safety. Consideration should be given to assigning incident personnel to monitor the safety of citizens remaining in place. The concept of shelter-in-place is an available option in those instances where physical evacuation is impractical. This procedure may be effective for residential dwellings in the immediately impacted areas, or for large facilities that house a high percentage of non-ambulatory persons (e.g., hospitals and convalescent homes). Sheltering-in place attempts to provide a safe haven within the impacted area. This strategy is not practical when the incident involves uncontrolled fire or flooding or other impacts that could have a significant impact on the safety of structures being used for sheltering-in-place.

2.8.2 Evacuation Warning: “Potential threat to life and/or property. Those who require additional time to evacuate, and those with pets and livestock should leave now”.

An Evacuation Warning is the official terminology used to alert people in an affected area(s) of a potential threat to life and property. An Evacuation Warning considers the probability that an area will be affected within a given time frame and prepares people for a potential evacuation order. Evacuation Warnings are particularly necessary when dealing with a variety of issues such as people with disabilities or others with access and functional needs populations, people who may not have access to a vehicle, or people with pets and large animals. People who need additional time should consider evacuating immediately when this notice is given, rather than waiting for an Evacuation order. An Evacuation Warning prepares the public for the potential of an Evacuation Order.

2.8.3 Evacuation Order: “Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access”.

An Evacuation Order requires the immediate movement of people out of an affected area due to an imminent threat to life. Choosing to stay could result in loss of life. Staying may also impede the work of emergency personnel. Due to a rapid onset of the



emergency, a Evacuation Order may be the only warning that people in the affected area(s) receive.

2.9 EVACUATION COORDINATION

The decision to evacuate will depend entirely upon the nature, scope, and severity of the emergency; the number of people affected; and what actions are necessary to protect the public. The determination to evacuate will be made on a case-by-case basis, upon the recommendation of an incident commander, Sheriff, Undersheriff, or other Sheriff's Office Command Staff. The Amador County EOC may be activated to coordinate and conduct evacuations according to procedures outlined in the EOP. The Evacuation Annex is automatically activated when an incident occurs requiring an evacuation effort within Amador County.

Evacuation operations in the field will be managed and conducted by the Sheriff's Office. Key functions supporting the law enforcement efforts include the various Partner Agencies listed in the above **2.6.6 Partner Agency Notification Process**, along with volunteer, non-profit and private sector resources will also provide critical resource support role.

The Amador County EOC may support coordination of the evacuation response to include:

1. Obtaining situational awareness, understanding the severity of the incident.
2. Coordinate with fire, law enforcement, public health, and other relevant support agencies to obtain recommendations on protective actions.
3. Coordinate with jurisdictional emergency management personnel and other public safety personnel. The Amador County EOC will coordinate with the Sheriff, County Administrative Officer, and other leaders to identify command decisions, including:
 - a. Gaining regional situational awareness.
 - b. Determining response status and potential resource shortfalls.
 - c. Reviewing status of initial protective actions/orders.
 - d. Ensure that local emergency proclamations are issued.
 - e. Considering additional protective actions.
 - f. Evaluating public information needs.
 - g. Determining next steps.
 - h. Request mutual aid to fill anticipated resource shortfalls.
 - i. Establishing a schedule for internal and external updates.
 - j. Coordinating with external evacuation support agencies.
4. Providing transportation for those who need assistance through the activation of emergency transportation services agreements.



5. Provide support for individuals with disabilities and others with access and functional needs during the evacuation process, which may include, but is not limited to, helping with wayfinding, supervision, language interpretation and access to medical resources such as prescription medications or mobility equipment.
6. Coordinate and communicate with the private sector, community-based organizations, and faith-based organizations to utilize services and resources available to support the response.
7. Coordinate the provision of accessible care, shelter services and household pet care.

If the emergency impacts multiple jurisdictions or exceeds the available resources within a city, Amador County, or the region:

- Impacted jurisdictions may activate their EOCs and the Amador County EOC, including the Amador County EOC JIC, will be activated to support and coordinate Amador County jurisdictions.
- The Amador County EOC will begin obtaining situational awareness regarding the scope and severity of the incident and establishing a common operational picture.
- The Amador County EOC will coordinate with fire, law enforcement, public health, and other relevant support agencies to obtain recommendations on protective actions.

2.9.1 County Staff Notification and Call Back Process

Once a decision is made to issue a Shelter-In-Place or Evacuation Order the authorized individual(s) as defined in **2.6.1 Evacuation Orders**, shall as soon as practical, notify the Sheriff or Undersheriff directly or contact the Amador County Sheriff's Office Dispatch and Communications Center and direct dispatch to make the notification on their behalf.

Notification of the Activation of County departments, to facilitate the evacuation, will be made by the Amador County Sheriff's Office Dispatch and Communications Center to the various County Department Directors, through the established personnel call out alerting system or CodeRED Emergency Alerts. Activated employees will report to the County EOC or designated location as directed.

2.9.2 Partner Agency Notification Process

Medium and High-level evacuations will require the support of external support agencies and organizations. Immediately following the decision to issue an evacuation warning or order the Sheriff's Office Dispatch and Communications Center, the OES Coordinator, or Emergency Operations Center staff will notify the following agencies/organizations, if they are impacted by or may be needed to support the evacuation, so they can monitor the situation and begin mobilizing their support resources. Resource contact information is located in the Amador County EOC



Resource Directory Manual located in the Amador County EOC or Sheriff's Office Dispatch and Communications Center.

- Amador County Sheriff's Office (security and traffic control)
- Lone Police Department (security and traffic control)
- Jackson Police Department (security and traffic control)
- Sutter Creek Police Department (security and traffic control)
- California Highway Patrol (security and traffic control)
- Sacramento County Sheriff's Office (security and traffic control)
- Calaveras County Sheriff's Office (security and traffic control)
- El Dorado County Sheriff's Office (security and traffic control)
- Alpine County Sheriff's Office (security and traffic control)
- San Joaquin County Sheriff's Office (security and traffic control)
- Amador County Animal Control (animal sheltering)
- Amador County Animal Response Team (animal transport)
- Evacuation Teams of Amador (animal transport)
- Amador County Social Services Department (special needs population support and mass care staff)
- Amador County Public Health Department (special needs population support and mass care staff)
- Amador County Behavioral Services Department (special needs population support and mass care staff)
- Amador County Board of Supervisors (Policy Group)
- County Administrative Officer (Policy Group)
- American Red Cross (general site management staff)
- Amador County Public Works Department (logistical support)
- Amador Fire Protection District (Fire and Rescue)
- Lone Fire Department (Fire and Rescue)
- Jackson Fire Department (Fire and Rescue)
- Sutter Creek Fire Department (Fire and Rescue)
- American Legion Ambulance (medical transport as needed)
- Amador Transit (transportation and paratransit)
- Cal OES Inland Regional Emergency Operations Center (Coordination and Resources)



2.10 EVACUATION SECURITY

After people have been evacuated, access back into the damaged areas will be controlled to secure the area, allow for emergency response operations, and protect public safety. Access Control Points will be established through staffed check points, roadblocks, or road closures and can be used to establish outer and inner perimeter controls. These specific Access Control Points may be assigned by the on-scene incident commander or assigned as identified by Sheriff's Office standard operating procedures maintained outside of this Evacuation Annex.

The outer perimeter control will be used to provide information and reduce sight-seeing traffic. The inner perimeter control will function to restrict traffic to emergency response vehicles and personnel only. Should caretakers arrive at an inner perimeter control point and ask to be granted access to facilitate an evacuation, the decision to allow them access will be made by on-scene public safety personnel, incident command or the Amador County EOC.

2.10.1 Levels of Closures

A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed access under all closure levels unless prohibited under Penal Code 409.5.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement and critical incident resources (i.e. Utility, Caltrans, City/County Roads etc. or those needed to repair or restore infrastructure).

Resident Only Closure: Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.

Once an area is evacuated, it needs to be kept clear for security reasons, the safety of responders, and to keep individuals out of hazardous areas. Perimeter control is normally accomplished by establishing Access Control Points, roadblocks, or road closures supplemented by suitably equipped mobile patrols.

When possible, law enforcement personnel will also conduct periodic patrols within the secured areas, to deter theft and looting of abandoned residences. Access back into the evacuated areas should initially be limited to:

- Emergency service and public works personnel.
- Utility companies engaged in restoring utility services.
- Contractors restoring damaged buildings, clearing roads, and removing debris.



- Commercial vehicles delivering food, essential supplies, life support equipment, construction supplies, and other related materials.
- Media representatives.

Law enforcement may be present at designated evacuation control points, Temporary Evacuation Points and shelter sites for security, crowd control, and to deter criminal activity. The Amador County Sheriff’s Office may request mutual aid from the Inland Regional Law Enforcement Mutual Aid Coordinators (**Figure 5: California Office of Emergency Services Inland Region Map**). The Amador County Sheriff’s Office has coordinated with the following law enforcement agencies for their assistance.

Table 2.8: Law Enforcement Assisting Agencies and Roles

Agency	Primary Assistance Role
Amador County Sheriff’s Office	<ul style="list-style-type: none"> • Traffic control/Access control on county roadways • Traffic and crowd control at Temporary Evacuation Points • Security and crowd control for Haz Mat decontamination operations. • Coordinate with the County Agricultural Department regarding Livestock Pass access.
California Highway Patrol	<ul style="list-style-type: none"> • Traffic control/Access control on highways or county roadways
Ione Police Department Jackson Police Department Sutter Creek Police Department	<ul style="list-style-type: none"> • Traffic control/Access control on city roadways • Traffic and crowd control at Temporary Evacuation Point within their city.
Calaveras County Sheriff’s Office El Dorado County Sheriff’s Office Sacramento County Sheriff’s Office Other Law Enforcement Mutual Aid	<ul style="list-style-type: none"> • Traffic control/Access control on county or city roadways • Security, traffic, and crowd control at the Temporary Evacuation Point • Security and support for Amador County or local Hazardous Materials Team decontamination operations.
Amador County Agricultural Department	<ul style="list-style-type: none"> • Assist in the administration and coordination of the Livestock Pass Program. • Liaison between Amador County OES and commercial agricultural property owners regarding Livestock Pass access.

Livestock Pass

The purpose of the Livestock Pass program is to issue identification documents to qualified agricultural producers so they may access their property, or, with permission,



the agricultural property owned by another Livestock Pass holder during or following a disaster.

During a disaster where law enforcement has closed or restricted access to an impacted area, Livestock Pass holders would potentially be able to enter these restricted areas to remove threatened livestock, if permitted to do so by the incident commander, a law enforcement official having jurisdiction, or their designee.

Refer to **2.17.5 Livestock Pass Program** and **APPENDIX 2.8: LIVESTOCK PASS** for program details.

2.11 EVACUEE TRANSPORTATION AND RECEPTION SITES

There are many sites that can support the flow of assisted and self-evacuees that are operated as part of the evacuation reception process. The following suggested sites may be used:

- **Evacuation Pick-up Point:** This is a local site within the impact area for picking up members of the evacuating population who require transportation and/or other assistance in evacuating. Select schools, parks, and Amador Transit bus stops within each Evacuation Zone will be identified with signage as Evacuation Pick-up Points.
- **Temporary Evacuation Point or Local Community Resilience Center:** This is a site located inside or outside Amador County and is intended to be a safe refuge to receive evacuees. This interim site is for people who have received transportation assistance or have self-evacuated which will serve as an identified location for evacuees to gather, be accounted for and receive information and services.

This site may offer services required by CA Gov Code 8593.3 as a **Local Community Resilience Center** from climate related or other disasters (extreme heat, extreme cold, smoke, or power outages). Services may include evacuee tracking, canteen or feeding, household pet reception, medical assessment, evacuee communications, incident information, and referral to shelter locations where the evacuees can be housed temporarily.

This gathering location may be a standalone facility for evacuees to remain until conditions have improved and they can return home or where evacuees who require transportation and/or other assistance in evacuating from an impact or at-risk area are processed and transported out of the area to a more appropriate care facility. This site may also have an adjacent decontamination site, if necessary.



Based on the short duration that evacuees will spend at the Temporary Evacuation Point or Local Community Resilience Center, only basic needs will be accommodated. These needs include:

- Evacuee registration
- Hydration (water)
- Toilet facilities
- General Information and updates on the emergency and other relevant subjects
- Available power supply for the recharge of electronics, cellphones, and assisted living or mobility devices.
- Emergency only communication assistance. This would include telephone access to make limited emergency calls to relatives, friends, doctors, caretakers, etc. as needed. This is intended for reunification or emergency medical/prescription purposes only.
- Bilingual communications as needed.
- Protection from the elements with heating or cooling.
- Clean air filtration system.
- Preliminary health screening as needed.

The team that operates the Temporary Evacuation Point or Local Community Resilience Center site will receive training on site operations. Suggested positions may include:

- Director
- Assistant Director
- Communications specialists
- General staff to handle hydration station and other duties
- General staff to support team operations as directed
- Functional Assessment Service Team (FAST)
- Medical or EMS staff
- Volunteers
- Law enforcement or security personnel
- Hazardous material/decontamination personnel
- Traffic control

The predesignated Temporary Evacuation Points are located below with details in **APPENDIX 2.4: TEMPORARY EVACUATION POINTS MAP**.

- **HazMat Decontamination Point:** This is a site operating in support of, but not as part of, reception where evacuees who are contaminated or potentially contaminated are assessed and decontaminated before being granted entrance to a Temporary Evacuation Point, Evacuation Center, or Emergency Shelter.



Self-evacuees and transportation-assisted evacuees who have been exposed to a Hazardous Material and require decontamination before interacting with shelter staff or other evacuees should be diverted to decontamination points as needed. There will be several unique operational considerations for radiological decontamination and monitoring of evacuees at decontamination points. A decontamination point may be close to a reception site or further away, depending on the nature of the contaminant and health risks.

- **Evacuation Center(s):** Should evacuees require mass care assistance in excess of 12 hours, Evacuation Centers or Shelters may be established at the Temporary Evacuation Point or at another location consistent with the Emergency Operations Plan **Mass Care Annex**.

2.12 EVACUATION OF CRITICAL FACILITIES

Critical facilities include public safety and critical infrastructure that may be needed during an emergency. Many County maintained critical facilities provide governmental functions, such as Fire stations, Sheriff or Police station, and both water and wastewater treatment facilities. Each of these departments has their own evacuation plan and continuity of operations strategies that coordinates with the Amador County Emergency Operations Plan to ensure their continued essential function. In the case of utilities such as water and sewer, the loss of services at any facility due to an evacuation could create major resource supply challenges to the EOC staff. Mutual aid resources will likely be needed to provide water and back-up power to certain facilities until the main service is restored.

Facilities such as schools, daycare centers, assisted living centers, board and care, adult residential facilities, and other facilities with unique evacuation support needs should also have their own evacuation plan that is coordinated with the county. When considering the movement of clients or residents to avoid hazards, whether within or outside of the facility, the county will consider the inherent risk that the movement and travel conditions could have on an individual's health. The County will involve the Amador County Unified School District and/or the Amador County Public Health Department for information and direction on the evacuation of these types of facilities. The following are several optional strategies and protective actions for critical facilities:

- Sheltering-in-place without moving clients.
- Depending on the degree of risk, facility staff may decide to remain in place because the threat may have less impact on client health and safety than a voluntary evacuation (Example: A facility becomes aware of a chemical release that will affect it within a short period and the local government advises staying indoors or evacuating the area. Evacuation could expose patients or residents to greater risks than sheltering-in-place).



- Sheltering-in-place on the same level (Example: An evacuation may be necessary from one side of a building or one floor to another based on an approaching or impending threat. Staff would be expected to identify the path and speed of the threat to ensure a timely movement of their residents, patients, staff, and critical equipment).
- Sheltering-in-place vertically, up, or down (For fast-moving, short-duration events, it may be necessary to move residents above or below the ground floor. This is usually done because the time in which to respond to a serious hazard is extremely limited. Lower-level sheltering may be required for high-wind scenarios or during threats from some human induced threat (e.g. a nearby impending explosion). Upper-level sheltering may be required for scenarios involving very fast-moving waters or during the release of low-lying chemicals in the immediate area).
- Evacuating just outside of the facility.
- Evacuating to a nearby like facility.
- Evacuating to a distant like facility.
- Evacuating to a shelter and the originating facility continues to provide all staff and support services.
- Evacuated to a state or federally run medical station/facility

Schools, medical facilities, and care facilities will undertake evacuations using their own resources. Although the assistance of governmental or public resources may be necessary, these facilities are responsible for transportation of the persons in their care and are required by law or regulation to develop their own Evacuation Plan specific to the needs of their respective populations.

2.12.1 Critical Infrastructure and Businesses

Critical infrastructure and key resources are the components that are necessary for the health and welfare of the population of the community. These components include public safety services, health care, utilities, transportation systems, lifelines, and facilities that, if impacted by a hazard event, could result in high potential loss or release of hazardous materials.

The value of critical infrastructure and key resources (CIKR) is based on the essential functions and services they provide, particularly following an incident, emergency, or disaster. Essential functions and services enable agencies to provide vital service, exercise civil authorities, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.



Public Services

- Sheriff/Police and Fire stations (public safety)
- Emergency Operations Centers
- Evacuation shelters
- Schools
- Community centers

Lifeline Systems

- Potable water
- Wastewater/Sewer
- Oil/natural gas
- Electric power
- Communication

Facilities

- Amador County Dams
- Industrial Area

Transportation Systems

- Highways and bridges
- Railways
- Waterways
- Mass transit

Historical

- Historical Buildings
- Landmarks/Monuments

2.13 EVACUATION OF SCHOOLS

If evacuation of public schools is required, students will normally be transported on school buses or by transportation identified in the Amador County Unified School District Emergency Plan to other schools outside the impacted area or to a reunification point. Students may be temporarily located at this alternate school or reunification point before being returned to their primary school site, when the conditions are safe to do so or parents/guardians may pick up their children if directed to do so by the School District. It is essential that the public be provided timely information on where parents/guardians may pick up their children and the security procedures that are in place to ensure their protection. The Amador County Emergency Operations Center will coordinate with the Amador County Unified School District and the Amador County Office of Education for the coordination of school evacuations and student pick-ups, as appropriate. The Amador County Unified School District will appoint a school district liaison to the Amador County EOC to assist in the coordination of school site evacuations.

2.14 EVACUATION OF INDIVIDUALS WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS

California Government Code § 8593.3 defines access and functional needs as individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low



income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).

It is critical that modes of available transportation are identified that can be used in the evacuation of people with disabilities and others with access and functional needs during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans, maintained by Amador Transit may be an option. Amador County has established and maintains working relationship with public and private agencies that serve transportation-dependent populations.

Other potentially at-risk residents include those with cognitive or emotional disabilities that may impair their ability to make decisions during an emergency. It is important to note that individuals with disabilities and others with access and functional needs may not be able to reach designated transportation points without assistance.

2.14.1 Cultural Competence

California Government Code § 8593.3 requires the use of culturally appropriate resources and outreach techniques to provide emergency communications, evacuations, and sheltering services, including the integration of interpreters and translators for culturally diverse communities. This law also requires the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters.

“Cultural competence” means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

“Culturally diverse communities” includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.



2.14.2 Personal Evacuation Plan

It is the responsibility of each individual and/or their care provider or guardian to develop and practice a personal evacuation plan (including provisions for household pets) that will ensure their ability to rapidly evacuate under any hazard situation during any hour of the day. Amador County has made educational information available to this population and others and encourages everyone to develop a personal evacuation plan with the assistance of neighbors, community managers, family, friends, care takers, guardians, and advocacy groups. This personal evacuation plan should involve several different assistants and contingency plans to ensure someone is always available with the appropriate vehicle and resources to safely assist them in an emergency. A primary and secondary assistant should be identified with access to and the ability to use the appropriate vehicle and resources to safely evacuate the individual during an emergency. Licensed facilities, such as hospitals, skilled nursing facilities, long term care centers, and residential facilities are required to have their own respective evacuation plans and procedures that will be followed during an incident.

2.15 EVACUATION OF RESIDENTIAL CARE FACILITIES

The Amador Fire Protection District and the Amador County Public Health Department maintain lists of licensed care facilities and in-home support services providers in the county. Additionally, lists can be obtained from the State of California Community Care Licensing Division and California Department of Social Services. The Amador Fire Protection District will work with these facilities to evaluate their evacuation capability including identifying the types of vehicles, equipment and personnel that may be needed to safely evacuate these populations.

Providing emergency evacuation assistance and transportation for people with disabilities and others with access and functional needs is a critical step in the evacuation process. An assessment of 2017 and 2018 wildfires in California indicated that several people with disabilities and others with access and functional needs were among the deceased. This issue was discussed in a December 24, 2018 Huffington Post article *“In Natural Disasters, A Disability Can Be A Death Sentence”*. Amador County is committed to addressing this issue with a multi-pronged approach for special needs populations to include:

- Preparedness Education.
- Advising residents to develop and practice a personal evacuation plan.
- Encouraging residents to partner with more than one neighbor to assist them during an evacuation.
- Engaging advocacy groups, care providers, and guardians to participate in the development and implementation of a personal evacuation plan to include providing emergency evacuation assistance and transportation.

Amador County is home to both skilled nursing and senior living communities.

- Skilled Nursing Facility



- Kit Carson Nursing and Rehabilitation Center - 811 Court St, Jackson, CA 95642
- Assisted Living Facilities:
 - Amador Residential Care & Memory Care - 155 Placer Dr, Jackson, CA 95642
 - Gold Quartz Inn Senior Retirement Home - 15 Bryson Dr, Sutter Creek, CA 95685
 - Oak Manor Senior Retirement Home - 223 New York Ranch Rd, Jackson, CA 95642

These communities house some individuals that have disabilities and or access and functional needs and may require coordination with the community management to ensure residents are able to safely evacuate. Amador County Sheriff's Office Dispatch and Communications Center maintains a 24-hour point of contact information for the community's management.

Should emergency evacuation transportation be needed for the Amador County senior living communities or any other individual within the county with disabilities and or access or functional needs, Amador County may assist in coordinating emergency transportation as resources and conditions allow. The first option is for everyone to develop a personal evacuation plan that would involve identifying a primary and secondary neighbor, community manager, guardian or other individual who has access to a vehicle and the appropriate resources and the ability to safely evacuate the individual during an emergency.

2.16 TRANSPORTATION RESOURCES

2.16.1 Mountain Counties Emergency Medical Services Agency (MCEMSA)

3505 Spangler Lane, Suite 405, Copperopolis, CA 95228, Phone: 209-529-5085

Mountain Counties Emergency Medical Services Agency (MCEMSA) is the primary EMS Authority within Amador County and coordinate emergency medical transportation during an emergency. MCEMSA coordinate an array of services ranging from Emergency Medical Transport and Basic Life Support level of care to Paramedic and Advanced Life Support care, as well as emergency or non-emergency transportation.

2.16.2 American Legion Ambulance

11350 American Legion Drive, Jackson, CA 95642, Phone 209-223-2963

American Legion Post No. 108 Ambulance Service provides Basic Life Support (BLS) and Advanced Life Support (ALS) emergency 911 services. American Legion Ambulance only bills for services performed and will bill the patient's insurance company directly.



2.16.3 Amador Transit

Amador Transit provides local and express bus service to the unincorporated area of Amador County and the incorporated cities. Amador Transit Dial-A-Ride Paratransit bus service is available to qualified, certified persons with disabilities unable to board a regular Amador Transit fixed route bus or otherwise navigate the regular fixed route bus system due to a disabling condition as defined by the Americans with Disabilities Act (ADA). Amador Transit has established an MOU with Amador County OES to provide emergency support transportation services to evacuees with disabilities and others with access and functional needs and may help to evacuate all passengers by providing ADA certified transport vehicles to include:

- 3 buses with passenger capacity of 16 and up to 3 wheelchairs
- 3 buses with passenger capacity of 17 and up to 2 wheelchairs
- 5 buses with passenger capacity of 26 and up to 2 wheelchairs
- 2 vans with passenger capacity of 9 and up to 1 wheelchair; and
- 5 vans with passenger capacity of 4 or 3 and 1 wheelchair.
- Amador Transit has up to 14 qualified bus drivers.

Additional Transportation assets may be obtained through the Amador County Unified School District.

2.16.4 Private Advocacy Group Transportation Options

Amador County has several private advocacy groups that provide transportation and assistance to individuals with disabilities and others with access and or functional needs. These groups include:

Amador County In-Home Support Services (IHSS) - The IHSS program, managed by the Amador County Social Services, is designed to maintain low-income elderly, as well as disabled adults and children, safely in their own homes. Without IHSS services, recipients would require out-of-home care. Each recipient chooses an individual provider. A social worker provides limited case management, an annual home visit and consultations with medical providers, family members and other support systems. The Amador County DSS staff will often check the welfare of IHSS recipients during disasters and offer assistance when needed. They can be contacted at (209-223-6550. After hours: 209-223-1075). The Public Authority has information regarding the providers.

2.17 EVACUATION OF ANIMALS

Any emergency resulting in the evacuation and sheltering of people will result in impacts to livestock and animals within the impacted area. Ensuring the evacuation, transportation, care, and sheltering of animals is an important factor in evacuation planning. Many people will refuse to evacuate their homes if they cannot take their pets with them.



In October 2006, the Pets Evacuation and Transportation Standards (PETS) Act (PL 109-308) was signed into law. This Act is an amendment to the Stafford Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). This legislation requires states accepting federal funding for homeland security under the Stafford Act to ensure that state and local emergency preparedness plans “take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency”. This law requires local civil preparedness plans to include provisions for evacuating pets and service animals of people with disabilities.

California Government Code Sec. 8608 ensures that California complies with this federal requirement through the incorporation of the California Animal Response Emergency System (CARES) program, into the State’s Standardized Emergency Management System (SEMS). The CARES program was developed under the California Department of Food and Agriculture (which has jurisdiction over animal rescues) in 1997 to coordinate State agency response in assisting local government and volunteer organizations to address the needs of animals during disasters.

It is estimated that up to 25 percent of pet owners will refuse to evacuate without their animals. Furthermore, about 30-50 percent of pet owners will accidentally leave pets behind, and approximately 50-70 percent of those individuals who leave animals behind, will attempt to re-enter an evacuated site to rescue their animals. Pets left behind in the evacuated area are also a potential danger to first responders. Therefore, it is imperative that evacuation plans address pet evacuation and sheltering procedures to protect both human and animal health and safety. In most cases, the American Red Cross, Amador County Animal Control, Amador County Animal Response Team, and the Amador County EOC will coordinate and attempt to collocate animal shelters with people shelters.

Animal owners are primarily responsible for the evacuation and sheltering of their animals. It is the responsibility of each pet owner to develop and carry out their individual evacuation plan for their animal. The individual pet evacuation plan should include the evacuation and transportation of animals from their property to animal shelters. Pet owners should decide, if time allows, to take their animals with them, including vaccination records and identification for each animal. Owners should contain animals in an appropriate animal carrier or put them on a leash, Owners who need to leave animals behind should leave ample food and water supplies for 3-5 days and do not tether their animals. Upon arrival at a human shelter, pet owners should advise authorities of types of animals and locations where animals were left for search and rescue teams.



2.17.1 Animal Services Evacuation Checklist

Table 2.9: Animal Services Evacuation Checklist

Animal Services Evacuation Checklist	
<input type="checkbox"/>	Refer to the ADA Requirements for Service Animals (https://www.ada.gov/service_animals_2010.htm) for information regarding companion animals, service animals, and pets.
<input type="checkbox"/>	Assist in determining external resources needed to assess the damage and impact to wildlife and contact the California Department of Fish and Wildlife for response actions.
<input type="checkbox"/>	Respond to marine life emergencies by coordinating with the California Department of Fish and Wildlife.
<input type="checkbox"/>	Assist the California Department of Fish and Wildlife with the coordination of specialized personnel and equipment, and assessment of oil-soaked birds or other marine life in response to injured or dead wildlife. Report oiled animals to the Oiled Wildlife Care Network.
<input type="checkbox"/>	Assess overall animal response needs.
<input type="checkbox"/>	Assist with livestock relocation requests and efforts with animal owners. The type of emergency and other factors will determine the type of location appropriate. Owners should provide adequate water for their animals and apply at least one form of identification on each animal. If evacuation of livestock becomes necessary, owners are responsible for arranging transportation to an animal care facility that will be identified. If the owner is unable to provide transportation, ESF #11 – Food, Agriculture, and Animal Services should coordinate with ESF #1 – Transportation to assist the owner(s).
<input type="checkbox"/>	Identify animal care facilities in the case of evacuation.
<input type="checkbox"/>	Assess the safety of deploying units to rescue domestic animals.
<input type="checkbox"/>	Deploy resources to rescue domestic animals from affected, evacuated, and/or otherwise unsafe areas.
<input type="checkbox"/>	Set up staging areas, field/mobile incident command, emergency animal shelters, and support units to rescue, evacuate, and shelter domestic animals.
<input type="checkbox"/>	Determine resource needs and submit resource requests, as appropriate.
<input type="checkbox"/>	Coordinate screening and triage for animals affected by the disaster.
<input type="checkbox"/>	Provide and/or coordinate basic emergency medical care for injured animals (non-oiled wildlife). Speak with local wildlife rehabilitation clinic on what to do with any wildlife brought to a shelter. Injured wildlife can decompensate quickly. Skilled and permitted rehabilitation facilities, from California, can be found at https://www.wildlife.ca.gov/Conservation/Laboratories/Wildlife-Investigations/Rehab/Facilities .
	Tri-County Wildlife Care (209) 283-3245 Jackson, CA
<input type="checkbox"/>	Coordinate transportation to an appropriate facility for domestic animals needing advanced medical care, sheltering, and boarding.
<input type="checkbox"/>	Assist with containment and surveillance efforts.

For details of animal intake and reunification actions at the shelter, refer to the Amador County Mass Care Annex.



2.17.2 Animal Evacuation Teams

The Amador County Animal Control is the lead agency in Amador County to support the care and shelter of small and large animals. The Amador County Animal Response Team and the Evacuation Teams of Amador are available to support the transport of animals during an emergency, in coordination with the Amador County Sheriff's Office. The Sheriff's Office of Emergency Services may also ask the Amador County Animal Response Team to set up temporary pet shelters at fairgrounds, parks, and other similar facilities. The Amador County animal transportation resources includes:

Amador County Animal Control

May conduct small animal sheltering at the county animal shelter.

The Amador County Animal Control Officers will assist with evacuations of large animals and establish animal shelters if resources permit at the Amador County Animal Shelter. Therefore, it is up to individuals to see that their animals are taken care of. It is imperative that animal owners work with one another to develop plans for their animals.

Amador County Animal Response Team (ACART)

May conduct small animal sheltering co-located with a human sheltering or another temporary animal sheltering location such as the fairgrounds.

The Amador County Animal Response Team works with the Office of Emergency Services and the Amador County Animal Control to provide emergency assistance to Amador County residents and their domestic animals. Providing animal shelter and care for those animals when their owners are forced to evacuate their homes because of a declared disaster.

Evacuation Teams of Amador (ETA)

May conduct large or small animal evacuation transportation assistance.

The Evacuation Teams of Amador provides assistance in evacuating and sheltering in place of animals during a disaster. Serving Amador County and the surrounding counties of Calaveras and El Dorado during large scale disasters. They assist with Technical Large Animal Evacuations, Small Animal Evacuations, Emergency Animal Rescues, Livestock Accidents and Mounted Search Support.

- **Amador County Animal Control Shelter**
12340 Airport Rd, Jackson, CA 95642
Phone: 209-223-6378

Local private animal facilities with Amador County include:

- **Tri-County Wildlife Care**
12360 Trade Center Drive, Jackson (209) 283-3245



2.17.3 Small Animal Evacuation

The responsibility to evacuate and shelter a person's pet is the responsibility of the pet owner. It is assumed that residents who have their own means of transportation will evacuate with their small household pets. Residents who do not have access to vehicles will need to secure their pets in cages or carriers for transportation.

2.17.4 Large Animal Evacuations

Livestock owners have the responsibility to maintain their own plans/means of transporting their large animals and commercial livestock. However, jurisdictions must not assume that owners will have their own trailers. Evacuation Teams of Amador may provide support with transportation of large animals, using animal trailers or through other volunteer groups' trailers.

If local resources become overwhelmed during the disaster response, the Amador County EOC may request assistance through the Inland Regional EOC from the California Department of Food and Agriculture, the lead agency for the California Animal Response Emergency System. If necessary, the California Department of Food and Agriculture will coordinate requests for federal assistance. The California Animal Response Emergency System participants will activate and respond to animal rescue, emergency Mass Care, veterinary care, and general assistance for animals, at or near the facilities sheltering and caring for people. Amador County may also contact the UC Davis California Veterinary Emergency Team (CVET).

2.17.5 Livestock Pass Program

Large commercial livestock operations with more than 50 head are likely to overwhelm any evacuation effort. Therefore, the Amador Agriculture Department and Sheriff's Office of Emergency Services has a program whereby ranchers may obtain a Livestock Pass prior to any declared emergency. The pass may allow access to areas under evacuation if the Incident Commander or the EOC Evacuation Unit deems it appropriate.

The purpose of the Livestock Pass program is to issue identification documents to qualified agricultural producers so they may access their property, or, with permission, the agricultural property owned by another Livestock Pass holder during or following a disaster.

During a disaster where law enforcement has closed or restricted access to an impacted area, Livestock Pass holders would potentially be able to enter these restricted areas to remove threatened livestock, if permitted to do so by the incident commander, a law enforcement official having jurisdiction, or their designee.

Before the Livestock Pass is issued, verified Livestock or Agricultural Producers must complete a mandatory emergency safety and preparedness training in emergency procedures and understand that their role is to evacuate or provide limited protection and/or care to their agricultural operation, *not to fight fire or act as first responders during a disaster.*



The Livestock Pass applies to commercially produced livestock. For this program, **livestock does not include horses**. For horse-related emergency preparedness and care, contact the Evacuation Teams of Amador at (209) 419-2000.

Certified Livestock Pass participants will be issued an identification pass that includes the following information:

1. Full name of the passholder
2. Farm or ranch name
3. Primary ranch address
4. Expiration date
5. Phone numbers:
 - a. Property owner
 - b. Amador Agricultural Department
 - c. Sherriff's Office Dispatch and Communications Center

Refer to APPENDIX B8: LIVESTOCK PASS PROGRAM.

2.17.6 Animals in Disasters Working Group

California Department of Food and Agriculture and Cal OES co-lead a workgroup of identified stakeholders to address ongoing issues regarding animal evacuation, care, and shelter in disasters. The working group is a standing body that meets regularly and develops new or enhance existing resources such as policies, guidance, people, and equipment. <https://www.caloes.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/planning-preparedness/animal-preparedness/>

Goals of the Animals in Disasters Working Group:

- Identify, resolve, and provide statewide guidance on animal disaster issues for local governments.
- Continually reassess and identify critical issues that are animal-related for resolution.

California Veterinary Emergency Team (CVET)

University of California, Davis, leaders, veterinarians and California legislators today unveiled a new emergency program to help care for animals in disasters. Called the California Veterinary Emergency Team (CVET) and administered by the UC Davis School of Veterinary Medicine, the program will support and train a network of government agencies, individuals and organizations to respond to domestic animals and livestock affected during emergencies.



A primary goal of the new California Veterinary Emergency Team is to increase response capacity and help standardize disaster response across counties, bringing together disparate and fragmented groups. Currently, the California Animal Response Emergency System, or CARES, within the California Department of Food and Agriculture is charged with managing evacuation and care of animals during emergencies. They also work with community animal response teams and nonprofit organizations.

<https://cvet.vetmed.ucdavis.edu/>

[International Animal Welfare Training Initiative](#)

[Wildlife Disaster Network](#)

[Oiled Wildlife Care Network](#)

California Veterinary Medical Reserve Corps (CAVMRC)

CAVMRC is a unit of the Medical Reserve Corps under the California Emergency Medical Services Authority (EMSA) and works in cooperation with local, statewide, and national agencies. <https://cavmrc.net/> (916) 649-0599



3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 ORGANIZATION

The decision to order an evacuation will be made by the Incident Commander and/or by a member of the Sheriff's Office command staff at the local level based on situational reports. Amador County OES will be responsible for activating the County EOC during an incident and for communicating and coordinating resources with the impacted City EOC's and the Inland Region EOC. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated through the Amador County EOC under a Unified Command. The roles and responsibilities of local, County, State, and Federal governments in an evacuation effort are summarized in the following sections. In addition, departments and agencies assigned responsibilities in this annex are accountable for developing and maintaining Standard Operating Procedures (SOPs) which cover those responsibilities. The responsibilities listed in this section expand on and add to the response activities identified in **Table 2.10 Evacuation Roles and Responsibilities**.

3.2 ASSIGNMENT OF RESPONSIBILITIES

3.2.1 Amador County EOC Activation to Support Evacuation

The decision to order an evacuation will be recommended to an authorized individual, as defined in section 2.6.1, by the Incident Commander at the local level based on situational reports. The authorized individual will consider the recommendation and issue an order to shelter-in-place or evacuate as appropriate. Amador County will be responsible for activating their EOC during an incident and for communicating and coordinating resources with the Amador County EOC.

Amador County Sheriff's Office may activate in support of a low-level or a medium-level evacuation without activating the Amador County EOC. However, when the county initiates a high-level evacuation or in some cases a medium-level evacuation, it will be necessary for the county to activate the EOC for support and coordination. A high-level evacuation will require the support of jurisdictions and agencies inside or outside Amador County. Therefore, the Amador County Sheriff and OES shall be notified of the need for the Amador County EOC activate and a request shall be made for the Amador County EOC to be activated to carry out the Operational Area (OA) coordination function. This request may be made through the Amador County Sheriff's Dispatch and Communications Center or directly to Amador County OES Emergency Services Coordinator. When the County EOC is activated specific roles and responsibilities of the positions in the EOC are required and described in the County's EOP. Some of those responsibilities include:



1. Identify staffing requirements and maintain current notification procedures to ensure appropriately trained county personnel are available for extended emergency duty in the County EOC, or field command posts, as needed.
2. Develop and maintain procedures to ensure that the current inventory of county resources and contact lists are available.
3. Develop and maintain procedures for identification, location, commitment, deployment, and accountability of applicable emergency support resources.
4. Provide, if capable, personnel, equipment, and other assistance to support emergency response and recovery operations.
5. Provide situational/operational information in accordance with existing procedures and/or as requested by the Operational Area.

Evacuation Unit in EOC. The Amador County Sheriff's Office is the primary agency for the evacuation coordination of citizens from a threatened area within the county. As part of their EOC responsibility as the Law Enforcement Branch, they will manage the Evacuation Unit and will be responsible for the coordination of resources to implement the evacuation plan. The primary task of the Evacuation Unit is to:

1. Identify the evacuation routes for those evacuating by city/county roadways and onto other city/county roadways or highways.
2. Gather and provide situation awareness as to effectiveness of evacuation movement.
3. Coordinate with transportation agencies within the operational area that are impacted by the evacuation effort.
4. Coordinate with the PIO staff to coordinate evacuation process messaging.
5. Coordinate with Amador Transit regarding the establishment of Evacuation Pick-up Point, if established, at their bus stops or other specially designated locations in the impacted area, and the direction and movement of evacuees using public transit.
6. Ensure that support agencies are activated to manage the Temporary Evacuation Point or Evacuation Center locations.

The EOC Evacuation Unit will be assisted by other law enforcement and support agencies. Law enforcement agencies, public works departments, and public and private transportation providers will conduct evacuation operations. Procurement, regulation, and allocation of resources will be accomplished by those designated. Evacuation operations will be conducted by the following agencies:

- Amador County Sheriff's Office and other Law Enforcement Agencies
- Amador County Animal Response Team, Evacuation Teams of Amador, and Amador County Animal Control
- Amador Fire Protection District and other Fire and Rescue Agencies



- Amador County Public Works
- Amador County Department of Public Health
- Amador County Department of Human Services
- Amador County Department of Behavioral Services
- Amador County Administrator's Office
- Other County Departments as assigned
- Non-governmental Organizations (NGO), Community Based Organizations (CBO), and Private Sector or Volunteer Organizations Active in Disasters (VOAD)

3.2.2 Amador County Evacuation Roles

Upon the request of the Amador County EOC, the Amador County EOC shall activate to provide support and coordination within the Operational Area. Amador County law enforcement, public health, and social services will be the primary forms of Mutual Aid, however, regional law enforcement, and other support agencies may be required to support an evacuation effort. All other County Department's roles in an evacuation effort will be coordinated through the County EOC.

The Amador County Law Enforcement Mutual Aid Coordinator is responsible for coordinating transportation resources and operations on a countywide basis. This coordination will be accomplished in the Amador County EOC with the assistance of the involved City EOCs. When the Amador County EOC activates in accordance with SEMS, the Inland Regional EOC (REOC), followed by the State Operations Center (SOC), activates in support of the Amador County EOC. Given the potential extensive impact of evacuations, the EOC management should consider instituting the local emergency proclamation process. A Proclamation of Local Emergency provides:

- Emergency powers
- Liability protections
- Access to standing local mutual-aid agreements (MAAs)
- Support for applying for recovery assistance under the California Disaster Assistance Act (CDAA)

The County agencies with primary roles in evacuation operations are Amador County OES, Office of the Sheriff, Department of Health and Human Services, Public Works, Environmental Health, and Amador Animal Services.

Amador County OES

- Coordinate evacuation efforts with local jurisdictions that may be affected by the evacuation.
- Coordinate resources in support of evacuation efforts.



- Coordinate or assist with the release of warnings, instructions, and other emergency public information related to the evacuation effort.
- Report situation and damage assessments to Cal OES.
- Maintain expenditure records to facilitate reimbursement.
- Coordinate and maintain files of all initial assessment reports.
- Coordinate the development of after-action reports.

Amador County Sheriff's Office

- Assist the Amador County EOC to provide evacuation notification and advisory to unsafe areas of the city or unincorporated areas of the county.
- Identify temporary evacuation points as requested within the unincorporated areas of the county.
- Assist in the relocation of people to safe areas with other agencies.
- Assist in searching vacated areas of the city or unincorporated areas of the county to ensure that all people have received warnings.
- Provide initial field situation reports and updates from field units and Aerial Support to Regional Enforcement Agencies if available.
- Coordinate with the American Red Cross (ARC) for potential and confirmed evacuation and shelter needs of displaced population.
- Provide traffic control measures for evacuation effort.
- Provide law enforcement and crowd control measures at Temporary Evacuation Points and mass care facilities as requested.
- Coordinate with fire agencies and provide security and crowd control for hazardous materials decontamination.
- Provide security and access control to vacated areas.
- Request mutual aid assistance from the Regional Law Enforcement Mutual Aid Coordinator.

Amador Fire Protection District Agency Mutual Aid

- Coordinate with the Amador County FPD and assist with evacuation efforts and medical response.
- Coordinate with the Amador County FPD and assist with rescue operations.
- Coordinate with the Amador County FPD and assist fire protection and search and rescue in the vacated areas.
- Coordinate with the Amador County FPD and support public safety in evacuation execution.
- Coordinate with the Amador County FPD and assist with evacuation of people with disabilities and others with access and or functional needs.
- Coordinate with the Amador County FPD and assist with evacuation medical screening as needed at the Temporary Evacuation Points.
- Coordinate with the Amador County FPD and assist with hazardous materials decontamination efforts of evacuees as needed and coordinate security and crowd control with law enforcement.



Public Health, Behavioral Health, and Human Services

- Assist American Red Cross (ARC) in providing medical and mental health support at mass care shelters and evacuee arrival points.
- Following the County's Mass Care Annex, ensure shelter operations are integrated and inclusive of individuals with disabilities and others with access and or functional needs.
- Assist ARC in coordination with the Logistics Section of the Amador County EOC to ensure the transportation of evacuees to and from shelters.
- Provide care for unaccompanied minors until they can be reunited with their legal guardians. If they cannot be reunited with their legal guardians, the Law Enforcement Branch in the Amador County EOC should be contacted to request appropriate Law Enforcement agency for assistance.
- Conduct health surveillance in shelters to ensure safe and sanitary conditions.

Amador County Animal Control

- Direct emergency animal services operations during a disaster within the unincorporated areas.
- Provide mutual aid resource support to impacted jurisdiction(s) to ensure effective care is provided for displaced animals.
- Coordinate emergency animal services operations during a disaster if more than one jurisdiction is impacted.
- Develop and implement a system to identify and track animals received during a disaster.
- Coordinate the transportation of animals to animal care facilities as requested.
- Coordinate Mass Care provisions for household pets and service animals.
- Support a reunification program to reunite animals with their owners.

Amador County Agriculture Department

- Coordinate training for Livestock Access Pass holders with CALFIRE and Law Enforcement annually.
- Issue Livestock Access Passes to qualified commercial producers.
- Coordinate with the Incident Commander or the EOC Evacuation Unit during an evacuation if needed.

Public Works

- Inspect and report on county road condition.
- Inspect and report on drainage/flood control facilities.
- Inspect and report on County water and wastewater facilities and other county facilities.
- At the direction of law enforcement, open and close county roads.
- Upon request, assist City Public Works with traffic and roadway control measures.
- Direct debris removal and recycling in the unincorporated areas.



- Provide logistical support for evacuee arrival points established within the county.

Environmental Health

- Evaluate County facilities for re-occupancy after an emergency, including ventilation systems.
- Perform health hazard evaluations and provide recommendations to departments regarding disaster-related issues (including asbestos, lead, mold, etc.).
- Perform drinking water testing.
- Coordinate with evacuee arrival points, evacuation and emergency shelter managers to ensure sanitation standards are met (including initial facility safety evaluation, sanitation and food preparation programs).

3.2.3 State Agencies Evacuation Roles

A designated member of the CHP will function as the Cal OES Mutual Aid Region Movement Coordinator and will coordinate traffic control operations on a region-wide basis. The Movement Coordinator will be assisted by a representative of Caltrans, who will function as the Mutual Aid Region Transportation Coordinator. These coordinators will work between the OA and the State in coordination of resources.

The State agencies with primary roles in evacuation operations are Cal OES, the California Department of Transportation (Caltrans), California Department of Social Services (CDSS), and the California Highway Patrol (CHP). These agencies have the responsibilities listed below.

Cal OES

Provide for the public safety and welfare of the State's citizens. In an evacuation emergency the State's OES Director, in coordination with, and with the approval of the Governor, would aid the evacuation effort specifically through the following activities.

- Coordinating evacuation support operations by other State agencies.
- Approving all mission taskings to State agencies.
- Make, amend, or suspend certain orders or regulations associated with the response in accordance with State law.
- Communicate to the public and help people, businesses, and organizations cope with the consequences of any type of incident.
- Activate the State National Guard, as needed.
- Proclaim a State of Emergency.
- Request Federal assistance including, if appropriate, a Stafford Act Presidential declaration of an emergency or major disaster. This is done if it becomes clear that State capabilities will be insufficient or have been exceeded.
- Coordinate State and Federal resources to aid in disaster response and recovery.



Caltrans

- Activate the Transportation Management Center (TMC).
- Provide reports and estimates of state roads, highways, bypasses, and bridges.
- Establishes preferred routes in coordination with CHP in support of assigning effective evacuee corridors.
- Activate Changeable Message Signs and the 511 AM Highway Advisory Radio to inform motorists of road conditions
- Update the AM radio message and webpage to provide evacuees with clear directions.
- Assessing the conditions of State highways and bridges and estimating the time needed to repair damage.
- Determining potential road restrictions or closures.
- In coordination with Cal OES, responding to requests from the affected Operational Areas for essential, supportive services related to the State highway infrastructure to help emergency service workers access affected sites.

California Department of Social Services (CDSS)

- Through the Department's Disaster Services Section, support local emergency agencies in providing mass care support for those who cannot safely remain in their homes due to a disaster or emergency.
- The Disaster Services Section assists in networking with/between counties through the Statewide Mass Care Committee to identify and deploy mutual aid resources in support of mass care activities.
- Track resources needed for Emergency Support Function 6 (ESF-6) with other State agencies.
- Coordinates with the American Red Cross to assist in training for shelter operations.
- Staff the ESF-6 Branch at one or all three Regional Emergency Operations Centers and the State Operations Center (SOC) at the request of the State OES. Staff is augmented with trained members of the Volunteer Emergency Services Team.

California Highway Patrol (CHP)

- Securing routes, regulating traffic flow, and enforcing safety standards for evacuation and re-entry into evacuated areas.
- Coordinating interstate highway movement on regulated routes with adjoining states.
- Establishing highway safety regulations consistent with location, type, and extent of event conditions.
- Supporting Caltrans with traffic route re-establishment and continuing emergency traffic regulation and control procedures as required.
- Provide the EOC with information regarding roadway issues such as infrastructure damage and transportation blockages.
- Coordinate with the EOC Law Enforcement Branch for traffic control strategy.



Table 2.10: Evacuation Roles and Responsibilities

Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
Amador County Sheriff	<ul style="list-style-type: none"> Ensuring public safety and the welfare of the people in the County. 	<ul style="list-style-type: none"> Authority for the activation of the EOC. Appoint an EOC Director to take the lead in EOC direction and control in response to the evacuation. Maintain working relationships with local partners. Implement overall policy decisions. Implement laws and regulations that support emergency management and response. Ensure that local emergency proclamations are issued and approved, as required. 	<ul style="list-style-type: none"> Support the public information function by providing media and public information as requested. Coordinate with the Public Information Officer and Joint Information Center. 	
Amador County EOC Director	<ul style="list-style-type: none"> Support and coordinate with the ICPs and carryout the County's role in response to and recovery from the emergency or disaster. 	<ul style="list-style-type: none"> Activate an Information Coordination conference call or meeting that will include essential stakeholders. Ensure situational awareness and assess the threat or hazard. 	<ul style="list-style-type: none"> Coordinate the activation of public alert systems and messages. Support to the County PIO. Direct the activation of the 	<ul style="list-style-type: none"> Identify potential resources for providing evacuation transportation services. Arrange for, or coordinate logistical support, including transportation of



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
		<ul style="list-style-type: none"> • Identify necessary steps to ensure public safety and information. • Activate the EOC to the appropriate level, in coordination with the County EOC. • Notify staff of EOC activation and staff appropriate positions. • Ensure EOC action plans are developed, approved and disseminated • Approve the release of alert and warning instructions, media releases and other emergency public information related to the evacuation effort. • Receive and verify situation reports and identify/estimate evacuation transportation needs. • Request assistance from internal and external evacuation support agencies, and communication resources needs, as appropriate. 	<p>Joint Information Center as needed.</p> <ul style="list-style-type: none"> • Ensure the PIO provides public information on available evacuation routes, transportation options, mass care sites, and services provided. 	<p>evacuees and supplies.</p>



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
		<ul style="list-style-type: none"> • Maintain coordination and communication between the EOC and local jurisdictions that may be affected by the evacuation. • Contact American Red Cross (ARC) and other support agencies (see section 2.6.5) to provide care for the needs of displaced population. 		
Amador County Sheriff's Office	<ul style="list-style-type: none"> • Supports information coordination and threat assessment. • Makes Evacuation recommendations and decisions. • Limits entry and controls access to evacuated areas. • Provides traffic control, road closures, and coordinates the movement of evacuees. • Provides security and traffic control at the Temporary Evacuation Points. 	<ul style="list-style-type: none"> • Report as the Operations Section Coordinator at the EOC. Serve in Law Enforcement Branch if not as the Section Coordinator. • Provide evacuation notification and advisory to unsafe areas. • Identify transportation and evacuation points. • Coordinate relocation of people to safe areas with other agencies. • Search vacated areas to ensure that all people have received warnings. 	<ul style="list-style-type: none"> • Use loud speakers on sheriff vehicles to alert those in the immediately threatened areas. • Give ample and redundant information to critical facilities, such as day cares, schools, adult residential care, skilled nursing, board, and care, etc. These will need additional time 	<ul style="list-style-type: none"> • Directing motorists toward designated/safest evacuation routes. In coordination with the • Evacuation Zone Map or Evacuation Unit in the EOC. • Control and monitor primary routes and area access. • Assign or locate the • Evacuation Pick-up Points or locate alternative safe havens if these are not available/accessible



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
	<ul style="list-style-type: none"> Establish Security for vital facilities and essential supplies. 	<ul style="list-style-type: none"> Provide initial field situation reports and updates from field units. Coordinate the provision of transportation resources to access and functional needs populations. Provide traffic control measures for evacuation effort. Provide law enforcement and crowd control at transportation points, evacuation points and mass care facilities. Provide security and access control to evacuated areas. Request mutual aid assistance from the Amador County EOC. Establish traffic control and other measures to permit re-entry into the impacted communities. 	<p>to close or evacuate and may need to close or evacuate as a precautionary action.</p> <ul style="list-style-type: none"> Identify persons and populations that appear to be needing special assistance. Assign Sheriff Ofc. PIO to the ICP or EOC, and as part of the JIC. 	<p>and support orderly evacuation.</p> <ul style="list-style-type: none"> Ensure mass transit pick-up and movement of those needing assistance. Define traffic control areas using the preestablished Evacuation Zones. Close roads that will not be used as the primary egress or ingress routes to the evacuated area. They will be assisted with road closure support by the Sheriff, CHP, and local police. Station tow trucks on evacuation routes to assist disabled vehicles by towing, impounding and/or simply clearing roadway. Facilitate the movement of emergency vehicles



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
				<ul style="list-style-type: none"> with CHP and local police. Limit the entry into areas designated for evacuation by staffing ingress and egress through Access Control Points. Post-emergency: Coordinate the return movement of evacuees back to their homes.
Amador Fire Protection District	<ul style="list-style-type: none"> Fire protection and search and- rescue services. 	<ul style="list-style-type: none"> Assist with evacuation efforts and medical response. Coordinate rescue operations. Provide fire protection and search and rescue in the vacated areas. Support public safety in evacuation execution. 		
Amador County Public Works	<ul style="list-style-type: none"> Lead the Public Works Branch in the County EOC. Provide support in the movement of evacuees during an emergency. 	<ul style="list-style-type: none"> Report to the Operations Section Coordinator at the EOC and in the Public Works Branch or Evacuation Unit. Caltrans may also have representatives in this unit. 	<ul style="list-style-type: none"> Provide data for the County webpage. Coordinate information with the City or County PIO to 	<ul style="list-style-type: none"> Provide field support to law enforcement by providing barricades, signage, and other



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
	<ul style="list-style-type: none"> Support the EOC when activated in the Evacuation Unit in the Law Enforcement Branch of the Operation Section. 	<ul style="list-style-type: none"> Coordinate Public Works and traffic control resources. Monitor and control county-wide traffic. Communicate with Public Works staff in the County EOC. 	<p>insure valid and consistent public messaging.</p>	<p>traffic related services.</p> <ul style="list-style-type: none"> Inspect and report on county roads. At the direction of law enforcement, open and close county roads.
<p>Amador County Social Services</p>	<ul style="list-style-type: none"> Provide support for the set-up of the Evacuee Arrival Point(s) Assist ARC in providing mass care services. 	<ul style="list-style-type: none"> Assist ARC in providing mass care. Ensure specialized services are provided as required for people with disabilities and other access and functional needs. Assist ARC in coordination with the Logistics Section of the EOC to ensure the transportation of evacuees to and from shelters. Provide care for unaccompanied minors at the Temporary Evacuation Point until shelters are established, and they can be reunited with their legal guardians. If they cannot be reunited with their legal guardians, the Law Enforcement Branch in the 		



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
		EOC should be contacted to request appropriate Law Enforcement agency for assistance.		
Amador County Animal Control	<ul style="list-style-type: none"> • Coordinate animal evacuation and sheltering as needed. 	<ul style="list-style-type: none"> • Develop and implement a system to identify and track animals received during a disaster. • Assist with the intake and care of household pets at the Evacuation Center. • Coordinate the transportation of animals to animal care facilities as requested. • Coordinate with Mass Care Branch to place evacuated animals. Attempt to place animals with owners when possible. • Coordinate the movement of Animals to support an Evacuation Task Force. • Coordinate the movement of animals at the EOC. This would include coordination with the Amador County Animal Response Team and Evacuation Teams of Amador. This is especially 		



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
		<p>true for larger animals. The California Department of Food and Agriculture (CDFA) would support this animal care and movement at the REOC.</p> <ul style="list-style-type: none"> • Coordinate with CERTs and other volunteers who may be assisting with animal care issues, including staffing the shelter for a long-term incident. • Support animal reunification efforts. 		
<p>Amador County Public Health and Social Services Departments</p>	<ul style="list-style-type: none"> • Coordinating the movement of people with access and functional needs (not a resident of a nursing or medical facility with their own evacuation plan) populations identified during an evacuation situation. • Amador County PH will also provide medical and mental health intake and assistance within shelters, and evacuee arrival points. 	<ul style="list-style-type: none"> • Provide staff member to Amador County EOC. • Coordinate and assist in the identification, provision, or dissemination of information on the appropriate services to individuals with special needs. • Track patients in the PH services system that need special assistance. • Coordinate relocation transport of evacuees that arrive at the evacuation Center but need a high 		



Department/ Agency	Responsibilities	Coordination and Emergency Management	Public Warning	Transportation and Evacuation Control
		<p>level of care because of acute medical conditions.</p> <ul style="list-style-type: none"> • Provide medical staff to support the screening of evacuees at the Temporary Evacuation Point(s). • Provide specialized Environmental Health, disease monitoring and other health staff to evacuee arrival points and shelters. • Support disaster victims and/or shelter inhabitants in understanding what recovery programs may be available to them. 		



3.3 SAFETY CONSIDERATIONS FOR RESPONDERS

- Set trigger points for evacuation for example; “When the fire reaches this line, we will start the evacuation process”.
- Sheriff Deputies and Police Officers who operate their patrol vehicles in a fire zone should:
 - Keep their overhead lights on
 - Turn spotlights to the sky
 - Keep windows on the vehicle rolled up
 - Keep the car running
 - Close the vents and air conditioner
 - Wear appropriate personal protective equipment
- Make sure that someone is tracking the houses that have been notified and those that have not. Additional efforts may be needed to ensure everyone has been notified.
- One of the dangers in a wild land fire are downed power lines. Make sure responders announce downed lines over the radio. Downed wires present a danger to both responders and evacuees.
- Fire retardant will make the roadway slick, making driving even more dangerous in the evacuation area.
 - Airdrops can knock over trees and down power lines.
 - Airdrops can knock individuals to the ground.
 - Some aircraft can drop up to 10,000 gallons (80,000 pounds) of water during a single pass.
- Whatever is said on the radio will be broadcast on social media. Be aware of what you are saying and what impact it could have on the operation.



4.0 DIRECTION, CONTROL, AND COORDINATION

4.1 ACTIVATION AND TERMINATION

The decision to evacuate will depend entirely upon the nature, scope, and severity of the emergency; the number of people affected; and what actions are necessary to protect the public. The determination to evacuate will be made on a case-by-case basis, upon the recommendation of an incident commander, Sheriff, other Sheriff's Office command staff or their designee. The Amador County EOC may be activated to coordinate and conduct evacuations according to procedures outlined in the EOP. The Evacuation Annex is automatically activated when an incident occurs requiring an evacuation effort within Amador County.

Activation and termination of this Plan shall be at the direction of:

- Sheriff or designee acting as the Director of Emergency Services.
- Undersheriff or any member of the Sheriff's Office command staff.
- Amador County Public Health Officer.

4.2 COMMAND AND CONTROL

Basic command and control of a medium-level or high-level evacuation in Amador County will follow the provisions outlined in the Amador County EOP. Any multi-jurisdictional evacuation effort will follow the provisions outlined in the Amador County EOP and the California Master Mutual Aid Agreement and will be coordinated by the Amador County EOC. All jurisdictions will operate according to NIMS and SEMS and respond utilizing the Incident Command System (ICS).

Response to an emergency or disaster is managed at the lowest level possible. Therefore, Amador County will have the primary responsibility for evacuation preparedness and response activities and has developed an Evacuation Annex in coordination with the Amador County EOP. SEMS, NIMS, and ICS dictate that response to any incident is initiated by local resources. If the incident escalates beyond the capability of Amador County or expands to affect multiple jurisdictions, Amador County, State, and possibly Federal resources will be requested through the Mutual Aid System and under the NRF.

Any large-scale response to an incident, including those resulting in the evacuation of more than two impacted communities, should be coordinated through the Incident Command, local fire and law enforcement, the local EOC, and the Amador County EOC with support from the CalOES Inland Region.

The Amador County EOC will coordinate the overall multi-jurisdictional evacuation effort and the County Law Enforcement Mutual Aid Coordinator will be responsible for coordinating County-wide evacuation activities. All coordination of evacuation will be coordinated with Incident Command, local EOCs, the Amador County EOC. Law enforcement agencies, highway/road/street departments, and public and private



transportation providers will conduct evacuation operations in the field. In addition, it is critical that jurisdictional EOCs coordinate evacuation efforts with the Amador County EOC to avoid potential conflicts and allow the Amador County EOC to support if necessary. This may involve phasing community evacuation efforts or the allocation of critical resources. Should the incident require evacuation to Amador County, Amador County EOC will communicate and coordinate evacuations efforts with Amador County EOC and any responding resources from Amador County.



5.0 INFORMATION COLLECTION AND DISSEMINATION

During an evacuation response effort, the Amador County EOC will utilize information provided by the incident commander and/or unified command and any other local EOCs activated to support an evacuation.

Situational awareness is crucial to an effective and successful evacuation. The Amador County and local city EOCs will coordinate with first responders, Cal OES Inland Region EOC, and other supporting agencies to gather incident related information. Information including but not limited to, the type of incident, where it occurred, when it occurred, estimates of injuries, fatalities, identified or projected critical resource shortfalls, damage estimates are all factors that are relevant to an evacuation.

Situational awareness also includes identifying if there are any facilities (schools, care facilities, etc.) in the affected/hazard area, communities that need to be evacuated, estimates on number of evacuees, their support requirements and potential transportation and sheltering solutions. The Amador County EOC can support field responders and other jurisdictions in obtaining incident information and provide recommendations regarding evacuation.

For multi-jurisdictional evacuations, the Amador County EOC or a Multi-Agency Coordination (MAC) Group will coordinate with the Incident/Unified Command to recommend appropriate evacuation actions. Amador County EOC staff are responsible for providing the MAC Group with the current response status, including:

- Which EOCs are activated
- Incident type, location, perimeter and rate of progression
- Incident status: cascading or stabilizing?
- Resource availability, resources being used, resources needed and the status of incoming resource orders
- Responding agencies

First responders are responsible for determining initial protective actions before EOCs and emergency management personnel have an opportunity to convene and for gaining situational awareness. Initial protective actions should be shared/communicated to local EOCs, the Amador County EOC, and necessary support agencies/organizations as soon as possible to ensure an effective, coordinated evacuation. Initial protective action considerations include:

- What initial protective action (e.g., shelter-in-place, lockdown or evacuate) have been implemented for the following:
 - Critical infrastructures and key resources (CIKR)
 - Schools
 - Healthcare facilities
 - Local residents
 - Industrial Areas



- Large workforce facilities
 - How have the unmet needs of individuals with disabilities and other access and functional needs been addressed?
 - What additional protective actions should be considered/recommended and coordinated with emergency management, and who else should be involved in discussions?

An evacuation coordination checklist, designed to assist with the collection of appropriate information regarding evacuations, can be found in Appendix A.



6.0 COMMUNICATIONS

Effective, interoperable, reliable, timely, and redundant communications and information management (both internal operational and public) are essential to a successful evacuation effort. Communications considerations include the initial evacuation notification to the public, inter-jurisdictional and intra-agency communication, situation report updates, real-time communication updates to evacuees, and communications to individuals with disabilities and others with access and functional needs.

6.1 INTER-JURISDICTIONAL AND INTER-AGENCY COMMUNICATIONS

Inter-jurisdictional and inter-agency coordination will be conducted through the Incident Command Posts, Amador County EOC, jurisdictional EOCs, and CalOES Inland Regional EOC utilizing available communication equipment and infrastructure and using established procedures. Agency liaisons may also be present in the Amador County EOC and in impacted jurisdictional EOCs to facilitate communication between agency operation centers. Emergency managers must be able to make informed decisions based on changing risks, resources, and capabilities throughout the execution of the evacuation effort. The identification of operational adjustments and alternative evacuation routes based on traffic monitoring, infrastructure damage, and other information must be effectively communicated to all affected jurisdictions, agencies, and the public. Effective and efficient communication is essential for information sharing and status updates to all affected jurisdictions. In addition, it is critical that jurisdictional EOCs coordinate evacuation efforts with the Amador County EOC and CalOES Inland Regional EOC to avoid potential conflicts. This may involve phasing community evacuation efforts or the allocation of critical resources.

6.2 EMERGENCY PUBLIC INFORMATION, NOTIFICATION, & COMMUNICATIONS

6.2.1 Public Evacuation Notification Process

Notification of the public to Shelter-In-Place or Evacuate will be conducted as directed in the Emergency Operations Plan **Alert, Warning, and Public Information Annex**. Under most circumstances the Amador County Sheriff's Office Dispatch and Communications Center or the Amador County Office of Emergency Services Coordinator will be directed by an Amador County authorized individual to request that a scripted public notification to Shelter-In-Place or Evacuate be sent to the effected evacuation area of the County.

Effective, accessible, and informative notifications to the public will be vital in convincing them that they should evacuate or shelter-in-place. When appropriate public should be told a variety of factors pertaining to their evacuation or sheltering in place including:

- Why they need to evacuate or shelter-in-place,
- How long they may need to do so,



- Location of transportation routes, availability/location of temporary evacuation points, and evacuation centers,
- What they should take with them,
- How their pets will be accommodated,
- How they should secure their homes,
- Level of security that will be provided when they are away from their homes,
- How to stay updated on the situation.
- How/where students from local schools are being evacuated,

If the event happens during the weekday and school children are being evacuated, parents will need timely information on where to pick up their children. The Amador County Unified School District has an Emergency Operations Plan that details the districts evacuation and reunification plan.

6.2.2 Communication Alert and Warning Methods

- It is important to consider using multiple communication methods to communicate with the public as individuals receive information in different ways. For example, residents who are deaf or hard of hearing may not hear messages delivered via bullhorn.
- Residents who are blind or low vision may not see text messages and residents who speak a language other than English may need information translated or interpreted for them. Emergency information should be available in not only English but American Sign Language (ASL), and the primary non-English languages spoken in the county, such as Spanish.

It is important that disaster information is available in a variety of accessible formats and languages. Available communication tools/capabilities which may be used to notify the general public about the need to evacuate or shelter-in-place include:

- Amador County – CodeRED Emergency Alerts
 - Phone calls to AT&T landlines and registered phone numbers
 - Text messages and emails to registered devices
 - Postings on CWS website and social media (Facebook and Instagram)
- Community Alert Sirens (River Pine Community and Lone prison)
- Integrated Public Alert and Warning System (IPAWS)
 - Wireless Alert System (WEA) – Cellphone voice message and text.
 - Emergency Alert System (EAS) – TV and Radio.
 - Primary EAS radio station is KFBK 1530 AM.
 - Secondary station is KSTE 650 AM or KGBY 92.5 FM.



- Unique Alert System (UAS) – Roadway Changeable Message Signs, 511 AM Highway Advisory Radio
- National Oceanic and Atmospheric Assoc. (NOAA) Weather Radio 162.550Mhz KEC57 & WWF67. MOUNT ZION (MTZC1)
- County Social Media – Facebook, Instagram
- Amador County website: www.Amadorgov.org.
- Local radio (KVGC 1340 AM/96.5 FM).
- Local TV (KCRA Ch3 & 58, KXTV Ch10, KOVR Ch13, KTXL Ch40, KCSO Telemundo Ch33, etc.).
- Public address systems.
- Sheriff vehicles equipped with bullhorns and Hi-Lo sirens.
- Helicopters equipped with bullhorns (Upon request from CHP)
- Low power local radios - Amador County Auxiliary Communications Service (ACS).
- Door to door notification.

Most of emergency alerts are based on a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

In the event of a no-notice or short-notice incident that will require an evacuation effort, the Amador County Sheriff's Dispatch and Communications Center or the Sheriff's OES will most likely be the first to notify the public. However, the media will often quickly begin notifying the public with information they obtain. The Amador County EOC Joint Information Center (JIC) will not be operational and therefore the Sheriff's Officer or Fire Department PIOs will be required to coordinate and provide information to the media or the public until the JIC and EOC is activated. It is also important to note that certain methods of communicating with the public may not be available following an incident, including television and the internet. In the event of a total loss of television or Internet connectivity, the Amador County CWS could utilize the CodeRED Emergency Alerts, WEA, or EAS to broadcast emergency alerts.

Refer to the Amador County Emergency Operations Plan: Alert, Warning and Public Information Annex for further information.

6.2.3 Notification Considerations

Effective initial communication to the public will enhance the efficiency of the overall evacuation and reduce the associated mental and physical strains. The initial public notification should provide basic information to residents including:



- Whether residents should evacuate or shelter-in-place
- If a shelter-in-place order is issued, residents should be given information regarding any recommended personal protective actions they should take
- The areas that need to be evacuated, with reference to known geographic features (e.g. evacuation zones or street boundaries)
- Why and when residents should evacuate (e.g. is this an evacuation warning or evacuation order)
- The time required for evacuation efforts
- Where residents should evacuate to
- The designated transportation and evacuation pick-up points and evacuation routes
- Available transportation options
- Belongings residents should take (and not take) with them from their homes
- How long the evacuation is expected to last (if known)
- How pets will be accommodated
- Security plans that are in place to protect residential property
- When informational updates will be made available, including where information updates can be found
- Other information deemed appropriate and required before residents evacuate, including information critical for individuals with disabilities and others with access and functional needs
- For people that will be relying on transportation assistance, it is important that they are informed about when transportation services will begin and end, transportation point pick-up points, frequency of pick-ups, travel destinations (Temporary Evacuation Points), and what to bring with them.

6.3 COMMUNICATING WITH ACCESS AND FUNCTIONAL NEEDS AND OTHER VULNERABLE POPULATIONS

The traditional types of notification methods may not meet the requirements of people with disabilities and other access and functional needs, to include those who are blind, have low vision, are deaf or are hard of hearing or are non-English speaking. As much as possible, notification procedures will accommodate each group, employing multiple methodologies to ensure that all segments of the population are provided with the necessary information.

Amador County Public Health, Behavioral Health, and Social Services Departments have engaged with public and private agencies/advocates that provide home-based care provision services or work with people with disabilities and other access and functional needs. Additionally, individuals with access and functional needs are also encouraged to develop relationships with community leaders, neighbors, and friends who may be able to support during an emergency and develop a personal evacuation plan. Amador County provides public outreach and tools for residents to develop a



personal evacuation plan to ensure they have the assistance necessary to safely evacuate during an emergency.

6.4 EVACUATION INFORMATIONAL UPDATES

The public must be provided with coordinated, frequent, and accurate information of any changes during an evacuation effort. Real-time updates must be communicated to evacuees whenever possible, including the location of transportation, and temporary evacuation points; evacuation routes; road and area closures; the availability of hotels, food, fuel, medical and other essential services; traffic conditions; and shelter capacities. Other essential information includes security measures that are being implemented, weather conditions, and any changes to evacuation plans.

Real-time informational updates will be provided to evacuees through social media, CodeRED Emergency Alerts, radio stations, television, websites, the NOAA Weather Radios, and highway changeable message signs.

The JIC is responsible for providing informational updates to the public and to the media. Depending on the duration of the evacuation, communication methods may vary from the onset of the evacuation to the conclusion of the evacuation. Therefore, it is important that the public understands how they can continue to access informational updates for the duration of the incident.

People at the evacuee arrival points or evacuation shelters will need regular briefings on the evolving situation. Family reunification is often one of the most common concerns of evacuees and their families and friends. Special attention should be emphasized regarding available reunification systems through social media or a designated family member or friend out of the area who can be called to report your evacuation status.

6.5 ACS COMMUNICATION CONTINGENCY PLANS

The Amador County Auxiliary Communications Service (ACS) is comprised of volunteer, registered Disaster Service Workers attached to the Amador County Sheriff's Office of Emergency Services. ACS can obtain a great deal of information for local governments even when other communications systems are unavailable. The ACS may provide auxiliary communications support and services to Amador County government agencies in the event of a disaster or communications emergency and may be used to relay information from the incident site to the EOC.



7.0 RE-ENTRY AND REPOPULATION

Guidance and procedures to ensure a coordinated, safe, and orderly re-entry into impacted communities following an incident.

7.1 RE-ENTRY

The process of re-entry is used for community members to temporarily survey their homes and businesses in previously evacuated areas. Every effort should be made to ensure that community members return to their homes as soon as safely possible. However, re-entry must be coordinated to ensure safety of the public and of responders, protection of property, and the continuation of response and recovery activities. Decisions regarding when to permit community members to return to the affected area as part of re-entry will be made cooperatively in the County EOC with guidance from County partners and municipalities in the impacted areas. Prior to allowing evacuees to return to their properties, jurisdictions must consider public health and safety, and recommendations from Amador County Public Health Department, County Environmental Health, California Environmental Protection Agency (Cal EPA), law enforcement, and other involved response agencies.

The Sheriff's Office, in coordination with the EOC and JIC, will be responsible for notifying residents when it is safe to return to their homes and businesses. Law enforcement also will be responsible for ensuring re-entry occurs in an orderly and safe fashion. A successful re-entry process must be flexible enough to consider post-disaster conditions, size and population of the evacuated area, and availability of resources. The re-entry process and operation must minimize the danger and properly warn those who may be entering potentially unsafe areas.

7.2 WHEN TO ALLOW RE-ENTRY

The Incident Commander or Unified Command is responsible for determining when it is safe to begin the process of re-entry. The Incident Commander or Unified Command will provide this initial re-entry status notification to the EOC. A multi-agency coordination (MAC) group comprised of relevant departments or agencies may be formed in the EOC to further assess safety requirements to ensure safe public re-entry. Decisions regarding when to permit community members to return to the affected area will be made cooperatively in the Amador County EOC with County partners, including Public Health, Environmental Health, Cal EPA, and municipalities in the impacted areas, based on the criteria below.

The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- **Access** – As soon as possible after a wildfire, a survey (ground or aerial) of the impacted areas should be conducted to identify and prioritize the most seriously impacted areas. The survey will determine the level of damage to major



transportation routes into the area and the time needed for debris clearance from those routes.

- **Wildfire activity** – Wildfire activity is controlled and is no longer a threat to the public.
- **Public health** – Impacted jurisdictions must consider the health and safety of residents and business owners, and recommendations from the Amador County Public Health Department, Environmental Health, California Environmental Protection Agency (Cal EPA), law enforcement, and other involved response agencies.
- **Water and other needed services** – Water and sewer services are operational or reasonable accommodations are in place or may be made available within a reasonable time. If full-scale re-entry is impossible, consider allowing a phased re-entry so residents or business owners can re-enter at specified times for a fixed number of hours. For further information on phased re-entry, see that section, below.

7.3 RE-ENTRY COORDINATION GUIDELINES

Re-entry operations require coordination with various organizations and agencies. In addition, successful re-entry requires prior assignment and understanding of re-entry responsibilities. A suggested sequence of coordination activities for the EOC and Operations includes the following:

1. Communicate with municipalities and the State EOC on all re-entry issues.
2. Conduct aerial surveys of the impacted areas.
3. Organize damage assessment teams.
4. Coordinate all other agencies.
5. Establish and monitor checkpoints and set up roadblocks as necessary.
6. Enforce curfews if needed.
7. Monitor road conditions and report traffic flows and counts.
8. Provide mutual aid to municipal law enforcement through County and Municipal EOCs.
9. Provide impacted areas with perimeter security as needed.

7.4 RE-ENTRY TEAMS

To facilitate the re-entry process, Re-entry Teams should begin the process of clearing access to critical facilities and roads. Re-entry Teams are not search and rescue teams, as this process should have already occurred. Rather, Re-entry Teams focus on ensuring safe access to areas that have been impacted by the incident. Re-entry Teams consist of, but are not limited to:



- Roads and Airports or contracted crews with heavy equipment (e.g., wheel loader, backhoe) and chain saw crews.
- Power crews to identify and remove downed utility lines (e.g., power, cable).
- Medical Examiner-Coroner.
- Fire service agencies to provide incident, evacuation, and re-entry support.
- Law enforcement to provide security for the above personnel and to secure the impacted area as resources allow.

7.4 PHASED RE-ENTRY

The Federal Emergency Management Agency (FEMA) recommends that re-entry be implemented in a phased approach that incorporates the coordinated movement of evacuees back into a community once the wildfire emergency has concluded and re-entry is planned. Phased re-entry typically marks the transition to recovery and to repopulation activities. Once the decision to permit re-entry has been made, law enforcement personnel should set up checkpoints and roadblocks as needed based on the level of damage that has occurred. Re-entry can proceed as recommended using a phased approach. This helps ensure primary access to essential personnel and allows for management of the number of people entering the disaster area.

Many communities have adopted the following approach to phased re-entry:

Phase A - Phase A involves the re-entry of agencies and groups that play key roles in restoring normal operations in the impacted areas following a disaster. Law enforcement personnel should restrict access during this phase to provide for area safety and security. Phase A agencies and groups may include, but are not limited to, the following:

- Law enforcement and security agencies, which may include:
 - Private security for facilities and residential communities.
 - California Highway Patrol and County of Amador Sherriff's Office personnel staffing roadblocks and performing crime prevention in evacuated areas.
- Search and rescue teams and the Medical Examiner-Coroner, if necessary.
- Fire and EMS crews.
- Health agencies.
- California Environmental Protection Agency (Cal EPA).
- Facility and industry emergency response teams.
- Debris clearance and removal crews.
- Infrastructure and utilities repair personnel.
- Mutual Aid Resources, if applicable.



- Damage Assessment Teams and other personnel, at the direction of the County and Municipal EOCs.

Phase B – Phase B involves the short-term, limited re-entry of other critical groups, as well as residents and business owners in the impacted area, to assess damages. The local EOC, in coordination with public safety personnel, should determine when it is safe to begin Phase B re-entry. Phase B groups include, but are not limited to, the following:

- All agencies and personnel listed under Phase A.
- Residents and business owners associated with property in the impacted area.
- Insurance adjusters and contractors conducting insurance assessments in the impacted area.
- Relief workers.
- Commodities Points of Distribution (CPOD) Teams.

EOC Operations Section personnel should be in contact with the field for situational awareness regarding the progress of re-entry, to ensure overall coordination. During subsequent operational periods following the fire incident, the Incident Commander should advise EOC staff of the current status of re-entry and repopulation.

7.5 RE-ENTRY PROCEDURE GUIDELINES

Best practices suggest the following procedures be used to facilitate a safe, effective, timely re-entry process:

- Evacuees will return to the area using prescribed primary and secondary evacuation routes.
- Pre-established traffic control points will be used to verify that residents or workers have a need to enter a restricted area, and to deny entry to those who do not belong in or need access to the impacted area.
- Local law enforcement officers should be primarily responsible for establishing and staffing checkpoints for re-entry in their jurisdiction. Local check points may be supplemented by county, state, and mutual aid assistance. Secondary check points may be established by local jurisdictions when required.
- Residents should have proper identification that proves residence within the disaster area, such as a driver's license, voter's registration card, utility bills, or property tax receipts. Identification procedures are intended to provide guidance for law enforcement personnel who may be directing access to disaster-impacted localities.
- Vehicle dash passes should be created, distributed, and displayed to restrict entry into impacted areas to those who need or require access during re-entry. Entering vehicles should be asked to display a dash-mounted pass. Use of dash



passes expedites the re-entry process and ensures appropriate security is maintained in impacted areas. The dash pass would be for residents, business owners and employees, or approved guests, to provide for tracking and accountability for law enforcement and fire agencies post-fire event, who need to know who is coming and going in restricted areas.

- To reduce congestion, dispensing of vehicle dash passes will need to occur at locations other than checkpoints. For example, dispensing may occur at Local Assistance Centers (LACs) or shelters.
- An Identification Verification Area (IVA) should be established close to each checkpoint for those with questionable identification. Law enforcement may limit the flow of returning traffic to better manage the checkpoints.
- County officials should decide if curfews are necessary to limit the movement of people into restricted areas during specific time periods.

7.6 INFORMING EVACUEES OF RE-ENTRY PROCEDURES

Public Information Officers at the Incident Command Post, EOC, and JIC will coordinate messaging regarding re-entry procedures. This will be done through multiple means, including news releases, public briefings, social media, website messaging, and Everbridge notifications.

7.7 REPOPULATION

Prior to evacuees permanently returning to their residences or places of work, local jurisdictions must consider public health and safety, and any recommendations from the Amador County Public Health Department, Environmental Health, Sheriff's Office, and other involved response agencies. Once the above recommendations have been considered, the following checklist should inform the repopulation process:

- Identify time and date of repopulation and areas to be repopulated.
- Type of repopulation, such as:
 - Community members who live or work in the area.
 - General public.
- Other considerations:
 - Is the threat mitigated?
 - Are power lines secured?
 - Are long-term utility solutions available, such as water and sanitation?
 - Are transportation system hazards mitigated? For example, have roads been cleared, bridges inspected, hazardous trees removed?



7.8 REPOPULATION PLAN

As soon as possible after an evacuation, a Repopulation Plan should be developed. Re-entry will be approved by the EOC Director after consultation with the Operations Coordinator and the Incident Commander.

7.9 CONSIDERATIONS FOR ALLOWING REPOPULATION

The following considerations should be assessed before repopulation can take place including:

- Have safety and security concerns been addressed?
- Have the necessary inspections taken place? (Building and Planning Services)
- Have hazardous material concerns been mitigated?
- Is there a security plan for repopulation?
- Have essential services been reestablished?
- Are there resources available for managing repopulation?
- Have repopulation routes been identified?
- Has appropriate messaging been developed for release?
- Is there transportation for those who were evacuated, including pets?
- Have arrangements been made for Access and Functional Need populations including companion animals?
- Has the Policy Group and Board of Supervisors been notified of the Repopulation Plan?

Once it has been determined that it is safe for reentry and a plan has been implemented, evacuees may return. Some evacuees will be able to return to their homes; others may attempt to return to the impacted area, but their homes may have been significantly damaged or destroyed. Sheltering may still be required for those who are unable to occupy their homes.

7.10 REPOPULATION TASK FORCE

Once the decision to repopulate an evacuated area is made and the evacuated area has been determined to be safe for reentry, persons who have evacuated will be allowed to return to their homes. The Operations Section Coordinator will designate the Law Enforcement Branch and the Evacuation Unit, if established, to coordinate the movement of sheltered persons back to their neighborhoods. All involved agencies will need to coordinate for an effective re-entry. The Re-Entry Coordinator is responsible for coordinating the re-entry procedures with all involved agencies and ensuring effective communication. Priorities for re-entry include:

- Safety
- Security
- Damage Assessment



- Restoration of Utilities and other Services
- Communication of Information
- Rescue and Recovery Operations
- Business Restoration

For safety reasons, an assessment should be completed before citizens re-enter the evacuated area. When an evacuation is required due to a catastrophic incident or the area to be repopulated may contain hazardous materials or contamination, the Amador County EOC shall coordinate with the Inland Regional EOC, Cal OES and Federal Emergency Management Agency (FEMA) to have the area inspected and cleared for re-entry by Amador County Environmental Health, Cal EPA and Cal Recycle. The re-entry assessment includes an evaluation that the following have been completed:

- Damage assessments to buildings and infrastructure.
- Gas leaks or downed power lines repaired.
- Water and sewer lines repaired; drinking water has been deemed safe.
- Hazardous materials releases and residual contamination contained and do not pose a hazard.
- Debris has been removed from major transportation routes.
- Trees and other overhead structures are safe.
- Search and rescue and any remains recovery operations have been completed.

Once re-entry is deemed safe, the same public alert and warning systems can be used to disseminate information regarding the opening and re-accessibility of evacuated areas. The EOC will notify Temporary Evacuation Point and emergency shelter staff of the re-entry schedule and procedures. The public will be notified of the re-entry status through the notification process as outlined in the Amador County EOP **Alert, Warning, and Public Information Annex** and may include phones, CodeRED Emergency Alerts, emergency broadcast radio, television, press releases, community briefings, and informational updates at shelters. The Amador County website must be updated with reentry information for the people who evacuated out of the cities or county.

Once evacuees are permitted to return, it is important that procedures are established to properly identify residents and critical support personnel, as well as ensure the legitimacy of contractors, insurance adjustors, and other personnel. Re-entry points should be staffed by law enforcement personnel.

Transportation resources will be required to return evacuees needing transportation assistance from Temporary Evacuation Points and/or shelters back to their communities. The transportation resources will need to be coordinated with the County



EOC. Traffic management plans identifying preferred re-entry routes will need to be established to direct the return of evacuees to their communities.

There is a potential that people with disabilities and others with access and functional needs may not be able to enter their homes, especially if required ramps or other means of access have been destroyed. Due to these considerations, short-term housing can be identified in coordination with community partners that can accommodate the needs of people with disabilities and others with access and functional needs. Potential sites could include hotels or motels, apartment buildings, or portable trailers with ramps. It is also important that these temporary housing sites be in proximity to necessary support networks.

Volunteer support in this re-entry period is crucial, as volunteers can support local jurisdictions and individual neighborhoods/communities with collecting data, providing literature and information, as well as provide other supporting services as directed by the EOC.

7.11 DEBRIS REMOVAL

Debris from structures burned by wildfires has been shown to contain toxic substances as well as household hazardous waste that can pose a threat to humans, animals, and the environment. Asbestos and other chemicals such as heavy metals, polycyclic aromatic hydrocarbons, and polychlorinated biphenyls are examples of hazardous materials that may be present in fire-related debris. Household hazardous waste that may be present include batteries, herbicides and pesticides, automotive products, propane tanks, and paints. In addition, the ash from fires is itself toxic. The potential for human exposure to such substances creates a public health hazard. In a declared local emergency, it is within the authority of the Health Officer to take any preventive measures necessary to protect and preserve the public health from any public health hazard within the jurisdiction (see California Health and Safety Code § 101040(a)).

The designated Public Information Officers will need to inform returning community members of these potential hazards and how to best protect themselves during re-entry and repopulation. In addition, Amador County Public Health, Environmental Health, and Cal EPA will need to play an integral role in deciding when to allow community members back into neighborhoods that law and fire have deemed safe for return.

- Legal Disclaimer.
- Information Sheet: "Returning to your Neighborhood."
- Information Sheet: "Safety when Returning to your Home or Business after a Fire."
- Information Sheet: "Protecting Public Health from Fire Ash."
- Information Sheet: "Benefits of the Public Clean Up Program."



- Debris Removal Right of Entry Permit to allow jurisdictions or their designee to perform debris removal on private property and Refusal of Entry form.
- Information Sheet: Debris Clearance Public Clean Up.

In addition, attention should be given to ensuring that town hall forums or other public engagements are held to provide displaced community members with efficient access to this information. Ideally, these forums should be hosted at any Local Assistance Center (LAC) or Disaster Recovery Center (DRC) that is set up to provide community members with further assistance.

7.12 WATERSHED EMERGENCY RESPONSE TEAM (WERT)

Fires that burn on non-federal land, including private, state, and local jurisdiction areas, can be assessed by a Watershed Emergency Response Team (WERT) led by CAL FIRE and composed of state experts. WERTs develop and share a report specific to each incident. To obtain WERT support, the Incident Commander or Unified Command would submit a mission tasking request for CAL FIRE WERT assistance to the Amador County EOC. The Amador County EOC would in turn submit the mission tasking request to Cal OES at either the Inland Regional Emergency Operations Center or the State Operations Center. Cal OES is responsible for tasking CAL FIRE with the mission if appropriate.

A primary goal of the WERT is to perform a rapid evaluation of risks to the burned landscape, which may include debris flows, flooding, and rock falls. The debris flow considerations are completed to ascertain specific threats to human life, property, cultural resources, the environment, and habitat values to support the overall process. WERT products can also provide spatially clear views of post-fire process and hazards to life and property to allow stakeholders to focus their efforts on values-at-risk (VARs), areas that are most affected by post-fire watershed conditions.

The WERT process includes the following steps:

- Development of a soil burn severity map.
- Performing spatially explicit modeling and evaluation of post-fire debris flow potential, erosion rates, and peak flow.
- Identify VARs that are subject to hazards on non-federal land.
- Determine the extent of hazards for VARs.
- Make preliminary or general recommendations to mitigate those hazards.
- Communicate risks and suggested mitigation strategies to affected and responsible parties.

Local jurisdictions may be able to obtain funding from FEMA or from the Natural Resources Conservation Service (NRCS) to implement suggested emergency protection measures and mitigation projects. This mitigation work may include installing



structure protection for identified VARs, such as K-rails, sandbags, and muscle wall. K-rails are barriers, often used on freeways during construction activities, which can be used to minimize flood and mudslide impacts.

7.13 PUBLIC INFORMATION STRATEGY FOR RE-ENTRY AND REPOPULATION

Re-entry may be the most complex part of the post-incident response. Community members will be anxious to return to their properties and to receive proper guidance in addressing needs preventing their recovery. Conversely, community members re-entering a zone of fire damage may be subject to exposure of a variety of chemicals, fire ash, debris, and hazardous materials. The Public Information Strategy for both re-entry and repopulation is vitally important to ensure public trust and inclusion. In creating an appropriate public information strategy for the incident, the Public Information Officer and Joint Information Center (JIC) should consider the following:

- Have we ensured that the public is informed about the identification required for re-entry (e.g., dash pass, driver's license, or other appropriate forms of documentation)?
- When will re-entry begin, and is it a full-scale, phased, or temporary re-entry?
- If a phased re-entry, what are the different groups and when will each group be allowed to enter the evacuated area?
- What are the safety considerations?
- Instructions on permissible re-entry area activities if restrictions are in place?
- Consistency with incident and local jurisdictions needs?



8.0 ADMINISTRATION, FINANCE, AND LOGISTICS

When activated the Amador County EOC Finance and Administration Section will coordinate and track expenditure, procurement, and cost accounting.

During a response where the Amador County EOC is activated, the Resource Tracking Unit within the Logistics Section is responsible for recording, tracking expenditures, personnel assignments, hours worked and deployed equipment and other resources and submitting the detailed records to the Finance and Administration section for consolidation and potential use for applying for state or federal reimbursement. For reporting purposes, support entities will document their expenditures and submit them directly to the Finance and Administration Section in the EOC as soon as possible.

Resources, as a general term, refer to the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed. In all cases, the primary department/agency/coordinator, with continuing representation in the EOC, will serve as the agency liaison to identify resources needed for response activities. The primary department/agency will also work with the Resource Tracking Unit for requesting and directing mobilization of the resources. When resources are needed, the Resource Tracking Unit will use one or more of the following methods for securing and deploying the needed resources in the most timely and cost-effective manner:

- Active resources under the direct control of the primary department/agency
- Request resources from other county or partner agencies
- Request mutual aid through the County EOC from nearby Cities and special districts (jurisdictional partners)
- Private-sector vendors or contractors that would have the resources available

County Employees/Disaster Service Workers - California Labor Code §3211.92(b) identifies all public agency employees as Disaster Service Workers. All Amador County employees were sworn in as Disaster Service Worker as part of their employment process.

In the event of an emergency or major disaster, all County employees are eligible to be called upon to assume an emergency assignment (California Government Code 3100, 3101, and 3108). Should that become necessary, the Sheriff or County Administrative Officer may suspend normal County business activities. The EOC Director will coordinate recruiting, orienting, and assigning County employees and volunteers to emergency tasks, as directed by the Director of Emergency Services (Sheriff) or designee.

Community-based, Non-profit and Faith-based Organizations – The State of California Code of Regulations, Title 19, Division 2, Chapter 6, Article 2, Section 2991-2999 outlines the *State Private Non-Profit Organization Assistance Program*. This



program can provide financial reimbursement for disaster response support provided to local government for expenses that are extraordinary for the agency due to their assistance provided. The program requires that the resources must be requested by government, be local and be supported by detailed documentation.

This program is intended to encourage coordination and utilization of the resources of the whole community following a disaster. Establishment of Memorandums of Understanding between the County and supporting community agencies during disaster response planning will clarify roles and responsibilities and provide critical documentation for potential future reimbursement through the program.

Additional information regarding this program can be found on the CalOES website.

9.0 ANNEX DEVELOPMENT AND MAINTENANCE

The Amador County Sheriff's Office is responsible for overseeing the development and maintenance of this Evacuation Annex. Maintenance and update of this annex will be consistent with the overall Amador County Emergency Operations Plan (EOP) maintenance and update policies. At a minimum, the Sheriff's OES Coordinator will coordinate and conduct an annual review of this plan with all support agencies. Additional reviews may be conducted if experience with an incident or if a regulatory change indicates a need.

Recommendations for change will be submitted to Amador County Sheriff's Office of Emergency Services for approval, publications, and distribution. Exercise of the provisions of this annex should occur periodically. Inclusion of County, State and other partners is strongly encouraged in functional exercises. Each response and support agency will develop internal procedures for administrative support.



10.0 AUTHORITIES AND REFERENCES

FEDERAL

- National Incident Management System
- 42 U.S.C. §§ 5121-5206 The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended – Provides means by which the federal government may supplement state and local resources in major disasters or emergencies where those state and local resources have been or will be overwhelmed.
- 5 U.S.C. 5709, 5725, 5922, 5923 – Federal employees and their dependents may receive assistance if they must be evacuated.
- 6 U.S.C. 317 – The role of FEMA includes evacuating disaster victims.
- 15 U.S.C. 7301, 7307-7308 – National Construction Safety Teams must evaluate technical aspects of evacuation procedures and recommend research.
- 42 U.S.C. 5195a – Emergency preparedness activities include non-military civilian evacuation and evacuation of personnel during hazards.
- 42 U.S.C. 7403(f)(2) – Computer models for evacuation must be periodically evaluated and improved.
- 42 U.S.C. 9601(23) – Temporary housing and evacuation of threatened persons are to be included in the scope of hazardous substance removal.
- 42 U.S.C. 11003 – Emergency plans completed by local emergency planning committees (LEPCs) must include evacuation plans.
- 42 U.S.C. 11004(b)(2) – Owners of facilities where a hazardous chemical release occurs must provide information on precautions to be taken, including evacuation.
- 46 U.S.C. 70104(b) – Secretary of Transportation must establish incident response plans for facilities and vessels that include evacuation procedures.
- P.L. 108-458, §7305, 118 Stat. 3848 – Congressional finding made that private and public sector emergency preparedness activities should include an evacuation plan.
- H.R. 3 (109th Congress) Sec. 1304 (a) Signed by President George W. Bush on August 10, 2005 – Evacuation routes may be included as components of the National Highway System under the high priority corridor designations.
- National Response Framework – Sets forth the roles and responsibilities of federal and certain non-federal entities after catastrophes overwhelm state and local governments.
- 44 CFR Part 206 – federal disaster relief regulations
- H.R. 3858 (109th Congress) - To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.



STATE

- California Constitution
- Standardized Emergency Management System
- California Code of Regulations, Title 19, Chapters 1 through 7, including:
- Chapter 1, Standardized Emergency Management System
 - Chapter 2, Sub-chapter 1, Individual Family Grant Program
 - Chapter 2, Sub-chapter 2, Hazardous Substances Emergency Response Training
 - Chapter 2, Sub-chapter 3, Disaster Service Worker Volunteer Program
 - Chapter 2, Sub-chapter 4, Dam Inundation Mapping Procedures Regulations
- Chapter 3, Conflict of Interest
 - Chapter 4, Hazardous Materials, RRIRP
 - Chapter 4.5, Hazardous Materials, California Accidental Release Prevention Program
- Chapter 5, State Assistance for Fire Equipment Act
- Chapter 6, Disaster Assistance Act Regulations
- Chapter 7, California Emergency Services Act
 - Article 6.5 Accessibility to Emergency Information and Services
- California Department of Water Resources – Flood Fighting: California Water Code, Section 128
- California Master Mutual Aid Agreement
- California Fire Service and Rescue Emergency Mutual Aid Plan
- California Law Enforcement Mutual Aid Plan
- California Coroners Mutual Aid Plan
- California Animal Response Emergency System – Organizes and coordinates the response of state agencies in assisting local government and volunteer organizations to address the needs of animals during disasters.
- Section 8606 of the California Government Code – Requires the OES to enter into a Memorandum of Understanding (MOU) with the California Department of Agriculture to incorporate California Animal Response Emergency System program into their emergency planning.
- Penal Code §§409, 409.5, 409.6
- California Emergency Services Act, 2006
- California Government Code § 8593.3 (2016) – Accessibility to Emergency Information and Services
- Twenty-First Century Communications and Video Accessibility Act of 2010
- Telecommunications Act of 1996
- Web Content Accessibility Guidelines (WCAG) 2.0



Amador County

- Amador County Emergency Operations Plan.
- Amador County Code Chapter 2.46: DISASTER COUNCIL.
- Amador County Local Hazard Mitigation Plan

Guidance Documents

- *Legal Guidelines for Controlling Movement of People and Property during an Emergency*, State of California, Office of Emergency Services, 1999.
- *Guidelines for Coordinating Flood Emergency Operations*. Completed in compliance with the Flood Emergency Action Team (FEAT): Initiative Number 1. November 21, 1997.
- *Legal Guidelines for Flood Evacuation*. State of California, Office of Emergency Services, October 1997.
- Americans with Disabilities Act of 1990.
- *An ADA Guide for Local Government Making Community Emergency Preparedness Accessible to People with Disabilities*, U.S. Department of Justice, Disability Rights Section
- *ADA Requirements, Service Animals*, U.S. Department of Justice, Disability Rights Section



APPENDIX 2.1: EVACUATION COORDINATION CONSIDERATIONS

PURPOSE

This evacuation coordination checklist may assist elected officials, public safety personnel, and emergency managers in assessing what has happened during a real or threatened disaster.

This checklist can guide multi-jurisdictional discussion and coordination by helping to quickly review the status of initial actions that may already be in place and determine if additional protective actions are necessary to protect the public.

GENERAL CONSIDERATIONS CHECKLIST

- Establish Command and Control
- Determine the need to Evacuate or Shelter-in-place
- Estimate scope of evacuation
 - Number of evacuees
 - Area to be controlled – evacuation zones
 - Time restrictions
- Evacuation Order/Notification to County Leaders
- Determine Alert and Warning - message & delivery method
- Special conditions or considerations
 - Weather, wind, type of hazard, speed of onset, threat to schools or care facilities
 - Critical Infrastructure & key resources
 - Persons with disabilities and access and functional needs (DAFN)
 - Animal services
- Resources needed
 - County EOC – Amador County EOC
 - Law – Amador County SO, CHP, Ione PD, Jackson PD, Sutter Creek PD
 - Fire/Medical – American Legion Ambulance, Amador County FPD, CAL FIRE
 - Public Works – Amador County PW, Caltrans, Ione PW, Jackson PW, Sutter Creek PW
 - Transportation/DAFN – Amador Transit, American Legion Ambulance
 - Animal services – Amador County Animal Control, Amador County Animal Response Team, Evacuation Teams of Amador
 - Sheltering – Amador County Social Services Department, Amador County Public Health, Amador County Behavioral Health, Amador County OES, American Red Cross
- Evacuation routes/Access control - Amador County SO, CHP, Ione PD, Jackson PD, Sutter Creek PD



- Establish Communications – First Responders, EOC, Temporary Evacuation Points, Shelters
- Temporary Evacuation Points/Sheltering considerations
- Commercial vehicle diversion area

SET OBJECTIVES FOR EVACUATION

Primary objectives:

- Provide for life and safety – responders & community
- Provide perimeter and traffic/access control
- Determine type of evacuation and deliver evacuation orders to public
- Recommend evacuation messages to IC/PIO
- Establish Temporary Evacuation Point/Evacuation Center

Secondary Objectives:

- Provide for transportation and logistical needs
- Provide security and patrol for evacuated areas
- Develop Re-entry Plan when emergency is abated

IMMEDIATE ACTIONS FOR ANY INCIDENT

- Gain jurisdictional situational awareness.
- Create (or combine) an incident in dispatch or WebEOC if available.
- Determine response status.
- Has an on-scene incident commander been assigned and what is their point of contact information?
- Review status of initial protective actions.
- Consider additional protective actions.
- Evaluate public information needs.
- Determine next steps to coordinate and implement protective actions.
- Establish County led jurisdictional conference call, if necessary.
- Evaluate the need to notify critical support agencies of potential resource requirements.

SITUATIONAL AWARENESS

- If an incident has occurred, what happened, where and when?
 - Type of incident (natural, technological, human caused)?
 - Estimate of potentially affected population?
 - Estimated number of injuries/fatalities?
 - What is the current location and boundaries of the hazard area and is there a potential for it to spread?
 - Estimated damage to or status of critical infrastructures (transportation, power, medical, water)?



- What facilities (schools, health care facilities, daycare centers, residential living facilities, large residential complexes, workforce facilities) are in the hazard area?
- Does the hazard area impact vulnerable populations such as people with disabilities, access and functional needs, homeless, elderly or non-English speaking residents?
- What jurisdictions/neighboring jurisdictions have been evacuated and/or sheltered-in-place?
- Estimated number of residents or animals evacuated?
- Are temporary evacuation points available?
- Estimated number of residents and animals that will require sheltering?
- Have evacuee temporary evacuation points or evacuation centers been identified?
- Coordination with adjoining jurisdiction(s)?
- If incident has not occurred, what is the latest information/intelligence about threat or hazard? What is the potential impact?
- What neighborhoods or zones should be evacuated?
- What are the current weather conditions and how will they impact the incident and any displaced populations?

RESPONSE STATUS

- Is the County EOC activated?
- Has the Cal OES Inland Regional EOC been notified?
- Are other emergency operations centers (EOCs) within the County activated and at what level?
- Is the incident cascading or is the incident stabilized?
- What is the impact on neighboring jurisdictions?
- Who is leading the response (both in the field and at the County EOC) or investigation?
- What resources/agencies are on scene, available, or needed? Have designated evacuation support agencies (internal and external) be notified and their resources requested?
- What additional resources/agencies are needed, including those needed to support individuals with disabilities and others with access and functional needs?

SAFETY CONSIDERATIONS FOR RESPONDERS

- Set trigger points for evacuation for example; “When the fire reaches this line, we will start the evacuation process”.
- Sheriff Deputies or Police officers who operate their patrol vehicles in a fire zone should:
 - Keep their overhead lights on
 - Turn spotlights to the sky



- Keep windows on the vehicle rolled up
- Keep the car running
- Close the vents and air conditioner
- Wear appropriate personal protective equipment
- Make sure that someone is tracking the houses that have been notified and those that have not. Additional efforts may be needed to ensure everyone has been notified.
- One of the dangers in a wild land fire are downed power lines. Make sure responders announce downed lines over the radio. Downed wires present a danger to both responders and evacuees.
- Fire retardant will make the roadway slick, making driving even more dangerous in the evacuation area.
 - Airdrops can knock over trees and down power lines
 - Airdrops can knock individuals to the ground.
 - Some aircraft can drop up to 10,000 gallons (80,000 pounds) of water during a single pass.
- Whatever is said on the radio will be broadcast on social media. Be aware of what you are saying and what impact it could have on the operation.

INITIAL PROTECTIVE ACTIONS (SCHOOLS, WORKFORCE, AND TRANSPORTATION)

- What initial protective action (e.g., shelter-in-place or lockdown) have been implemented for the following:
 - Critical infrastructures and key resources (CIKR)
 - Schools
 - Healthcare facilities
 - Daycare centers or group homes
 - Residents in the potential hazard area
 - Industrial Areas
 - Large workforce facilities
- How have the needs of individuals with disabilities and others with access and functional needs been addressed?

ADDITIONAL PROTECTIVE ACTIONS

- What additional protective actions may be needed to protect affected general public, schools, daycare centers, group homes, workforce, etc.?
- Consider evacuation, in-place protection, quarantine, school/work dismissal, reunification, cancellation of public meeting, and closing of government facilities.
- Inform health services sector, mass care facilities, and transportation assets, request mutual aid, issue public advisories.



- Will additional resources be needed to support protective actions or general response activities?
- What considerations should be made when making protective action decisions?

Many factors affect decisions and should be evaluated case-by-case. The following are general considerations.

- For a threat or hazard involving regional impact, consider partial or full-scale evacuation of potentially impacted area.
- For a threat or hazard involving local impact, consider partial local evacuation unless addressed below.
- For a short air release of toxic chemical (e.g., brief plume), consider initial sheltering-in-place of people downwind of release.
- For a long air release of toxic chemical (e.g., continuously leak), consider local evacuation of people downwind of release.
- For an explosion, consider evacuating the impacted area and consider secondary devices.
- For an infectious contamination, depending on type, consider quarantine, requesting strategic national stockpile, and/or mass prophylaxis.
- For a dam failure, use inundation maps to identify areas to be evacuated.
- For an earthquake, damage assessments to bridges, overpasses, elevated roadways, utility lines, and roadways will be needed prior to identification of evacuation routes and relayed to the public.
- For a wildfire, consider using pilot cars to direct traffic through areas with poor visibility due to smoke.

EMERGENCY PUBLIC INFORMATION

- What should be communicated, when, how, tools and/or methods to be used, and by whom?
- How are we controlling the release of information to ensure it is verified, appropriate and consistent?
- How will we monitor media releases and social media posts for rumor control?
- What information has been communicated to the general public/schools/workforce?
- Ensure the message is uniform and consistent across all jurisdictions involved.
- Ensure the message can reach individuals with disabilities and others with access and functional needs.

NEXT STEPS

- What response actions need to be coordinated?
- What resources are needed and how are they being coordinated?
- For evacuations, there are numerous operations that need to be coordinated.



Below is a summary of the potential major evacuation tasks and the agencies with a lead role for implementing these tasks. Use of these actions are incident specific and at the discretion of the EOC Director or Incident Commander.

- **Identify evacuation routes:** Incident Command/Unified Command, Amador County EOC, Cal OES Inland Regional EOC, law enforcement officials, Caltrans, California Highway Patrol (CHP), Public Works, local law enforcement agencies and other applicable agencies/departments assist in identifying evacuation routes.
- **Identify and establish accessible temporary evacuation points (TEP):** Amador County Sheriff's Office, Amador County OES and Amador County OA EOC will work with the Amador County Human Services Department and American Red Cross to identify and staff suitable, preapproved locations that may be used for the public to temporarily evacuate to during an evacuation order. Priority should be given to temporary evacuation points that may be upgraded to emergency shelters and provide ADA accessibility and services needed to receive people with access and functional needs.
- **Identify and establish accessible evacuation pick-up points:** Amador County EOC will work with Amador Transit to use bus stops as evacuation pick-up points or will designate alternate locations if adequate existing bus stops are not available in the evacuation zone.
- **Coordinate and manage traffic and provide roadside assistance:** Incident Command/Unified Command works with Sheriff's Department/law enforcement agencies, Caltrans, and CHP to establish traffic control points along the evacuation routes.
- **Coordinate and provide transportation for residents:** Amador County and Amador County EOCs will coordinate with Amador Transit and other agencies to provide transportation for residents.
- **Provide support for individuals with disabilities and others with access and functional needs:** Amador County EOCs will coordinate with Amador County Social Services, American Legion Ambulance, Sheriff's Office/Law Enforcement, regional transportation services providers, faith-based, community-based, and nongovernmental organizations, and other key stakeholders will provide support for individuals with disabilities and others with access and functional needs.
- **Provide Mass Care support for residents:** Amador County EOC, Amador County Social Services, Sheriff's Office/Law Enforcement, Amador County Public Health, Amador County Behavioral Health, American Red Cross, Cities within the County, and other community-based organizations and private agency resource will provide humanitarian support for displaced residents.



- **Provide Medical and Mental Health support for evacuees:** Amador County Public Health Department, and the Red Cross will coordinate with local health care providers to ensure that evacuee health concerns are addressed.
- **Assist with other response operations as needed:** Amador County and Local City EOCs, Cal OES Inland Regional EOC, Public Safety, and supporting federal state agencies will assist with other response operations as needed.



APPENDIX 2.2: TEMPORARY EVACUATION POINT LIST

Table 2.11: TEMPORARY EVACUATION POINT LIST

Name (Bold = Shelter Location with Current Agreement) (Italic = Secondary Shelter)	Address	Capacity	Shelter Number
Amador County Fairgrounds	18621 Sherwood St. Plymouth, CA 95669	220	74812
Amador County Unified School District	217 Rex Ave, Jackson, CA 95642		
Amador Senior Center	229 New York Ranch Rd. Jackson, CA 95642	121	159338
<i>Camanche Lake Community Center</i>	<i>4232 B Camanche Parkway N, Ione, CA 95640</i>	36	74814
Church of the Cross	21895 Homestead, Pine Grove, CA 95665		
<i>Community Church of Pine Grove</i>	<i>14045 Ponderosa Way Pine Grove, CA 95665</i>	2	74815
Evelyn Bishop Hall	600 S. Church Street Ione, CA 95640	324	74816
Faith Lutheran Church	22601 State Highway 88 Pioneer, CA 95666	75	74817
<i>Grace Fellowship Church</i>	<i>8040 South Hwy 49 Jackson, CA 95642</i>	2	149179
<i>Ione Junior High School</i>	<i>450 S Mill St Ione, CA 95640</i>	75	166629
Italian Benevolent Society	581 State Highway 49 Sutter Creek, CA 95685	201	74825
Lockwood Fire Protection District Station #2	19715 Shake Ridge Road, Volcano, CA 95689		
<i>Mace Meadows Golf Course</i>	<i>26570 Fairway Drive Pioneer, CA 95666</i>	74	74847
Pine Grove Town Hall	19889 State Highway 88 Pine Grove, CA 95665	200	74848
Sierra Baptist Church	26355 Buckhorn Ridge Rd Pioneer, CA 95666	151	74849
St. Katherines Drexel Catholic Parish	11361 Prospect Drive, Jackson, CA 95642		



APPENDIX 2.3: EVACUATION RESOURCE LIST

***** 24 Hour Contact Names and Numbers are maintained in the EOC Resource Directory Located in Amador County Sheriff’s Office Dispatch and Communications Center *****

Table 2.12: EVACUATION RESOURCE LIST

Agency/Department	Contact Number	Contact Person	Contacted
LAW ENFORCEMENT			
Amador County Sheriff’s Office of Emergency Services	(209) 223-6384	Sgt. Matt Girton	
California Highway Patrol	(209) 943-8600	Stockton CHP Dispatch	
Ione Police Department	(209) 274-2456	Dispatch	
Jackson Police Department	(209) 223-1771	Dispatch	
Sutter Creek Police Department	(209) 267-5646	Dispatch	
FBI – Sacramento Ofc.	(209) 223-6513	Dispatch	
Cal OES, LEMA Reg. IV		Tom Anzelmo	
ANIMAL SERVICES			
Amador County Animal Control	(209) 223-6378	Evan Jacobs	
Amador County Animal Response Team (ACART)	(209) 257-9444	Carol Scarrone	
Evacuation Teams of Amador (ETA)		Bobbi Laughton	
Cal OES/Emergency Services Coordinator		John Casillas	
FIRE			
Amador Fire Protection District	(209) 223-6391 or (209) 223-6513	AFPD / Dispatch	
Cal Fire	(530) 647-5220	Camino	
Ione Fire Department	(209) 274-4548 or (209) 223-6513	IFD/Dispatch	
Jackson Fire Department	(209) 223-2147 or (209) 223-6513	JFD/Dispatch	
Sutter Creek Fire Department	(209) 267-0285 or (209) 223-6513	SCFD / Dispatch	
AMBULANCE/EMS			
American Legion Ambulance	(209) 223-2963 or (209) 223-6513	ALA/Dispatch	
Amador Fire Protection District	(209) 223-6391 or (209) 223-6513	AFPD / Dispatch	
Amador County MHOAC	(209) 223-6407	Dr. Rita Kerr	



Agency/Department	Contact Number	Contact Person	Contacted
Region IV RDMHC		Douglas Brim, Jared Gunter, Brian Cross	
Emergency Services Medical Authority (EMSA)	(209) 529-5085	Mountain Counties EMS Agency	
PUBLIC WORKS/ROADS			
Amador County Public Works	(209) 223-6429 or (209) 223-6513	PW/Dispatch	
lone Public Works		Josiah Molin, Robert Krouse	
Jackson Public Works	(209) 223-1646 or (209) 223-6513	PW/Dispatch/ Bree Wilder	
Sutter Creek Public Works	(209) 267-5647 or (209) 223-6513		
Caltrans	(209) 948-7543	DOT Dispatch	
California Highway Patrol	Stockton Dispatch (209) 943-8600	CHP Dispatch	
OFFICE OF EMERGENCY SERVICES			
Alpine County OES	(530) 694-2231	Chris Harootunian	
Calaveras County OES	(209) 754-2890	Michael Massone	
El Dorado County OES	(530) 621-5655	Lt. Troy Morton	
Sacramento County OES	(916) 874-4670	Duty Officer	
San Joaquin County OES	(209) 953-6200	Tiffany Cacho	
Cal OES Inland Region EOC	(916) 926-1371	John Casillas	
Cal OES – State Warning Center	(916) 845-8911		
California National Guard	Coordinate via Cal-OES		
TRANSPORTATION			
Amador Transit	(209) 267-9395	Jessica McGowan	
Amador County School District	(209) 223-1750	Torie Gibson	
Amador County Office of Education	(209) 223-1750	Torie Gibson	
American Legion Ambulance	(209) 223-2963 or (209) 223-6513	ALA/Dispatch	
Amador County MHOAC	(209) 223-6407	Dr. Rita Kerr	
Region IV RDMHC		Douglas Brim, Jared Gunter, Brian Cross	



Agency/Department	Contact Number	Contact Person	Contacted
Emergency Services Medical Authority (EMSA)	(209) 529-5085	Mountain Counties EMS Agency	
DISABILITIES & ACCESS AND FUNCTIONAL NEEDS RESOURCES			
Amador County Dept. of Social Services	(209) 223-6550 or (209) 223-6513	Anne Watts	
Amador County Social Services/IHSS	(209) 223-6550 or (209) 223-6513	Anne Watts	
Public Authority	(209) 223-6781	Lorraine Damiano	
Amador County Dept. of Public Health	(209) 223-6407 or (209) 223-6513	PH/Dispatch	
Amador County Dept. of Behavioral Health	(209) 223-6412	BH/Dispatch	
Amador Transit (Paratransit)	(209) 267-9395	Jessica McGowan	
American Legion Ambulance (Paratransit)	(209) 223-2963 or (209) 223-6513	ALA/Dispatch	
California Dept. of Social Services (CDSS)		Jennifer Dulay, Felicia Carrillo	
American Red Cross		Rebecca Mich	
Salvation Army			
UTILITIES			
PG&E		Todd Crawford	
Amador County Water Agency	(209) 223-3018	Kreg Miller	
AT&T			
Volcano Telecommunications	(209) 296-7502	Bob Lee, Tim Adams	
BUSINESS			
SCHOOLS			
Amador County School District	(209) 223-1750	Torie Gibson	
Amador County Office of Education	(209) 223-1750	Torie Gibson	
TEMPORARY EVACUATION POINT			
Amador County Sheriff's Office of Emergency Services	(209) 223-6384	Sgt. Matt Girton	



**2024 Amador County
Emergency Operations Plan**

Agency/Department	Contact Number	Contact Person	Contacted
Amador County Dept. of Social Services	(209) 223-6550 or (209) 223-6513	Anne Watts	
Alpine County Sheriff's Office	(530) 694-2231	Dispatch	
Alpine County OES	(530) 694-2231	Chris Harootunian	
Calaveras County Sheriff's Office	(209) 754-6500	Dispatch	
Calaveras County OES	(209) 754-2890 or (209) 754-6500	Michael Massone	
El Dorado County Sheriff's Office	(530) 626-4911	Dispatch	
El Dorado County OES	(530) 621-5655 or (530) 621-6600	Lt. Troy Morton	
Sacramento County Sheriff's Office	(916) 874-5115	Dispatch	
Sacramento County OES	(916) 874-4670 or (916) 875-6900	Duty Officer	
San Joaquin County Sheriff	(209) 468-4400	Dispatch	
San Joaquin County OES	(209) 953-6200	Tiffany Cacho	
American Red Cross		Rebecca Mich	
Salvation Army			



APPENDIX 2.4: EVACUATION ZONES AND ROUTES MAPS

Figure APPENDIX 2.4-1: Evacuation Areas and Routes

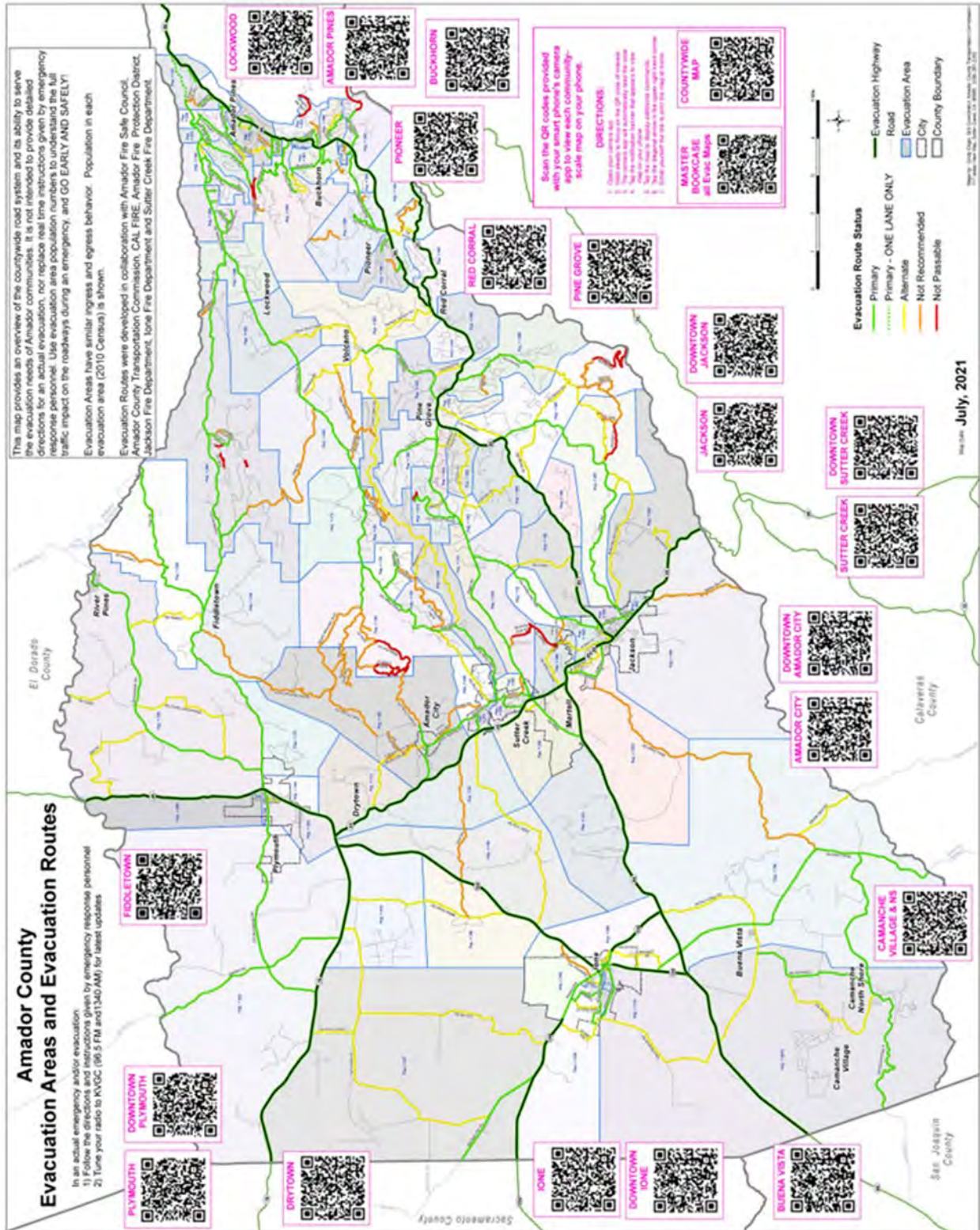




Figure APPENDIX 2.4-2: Evacuation Routes

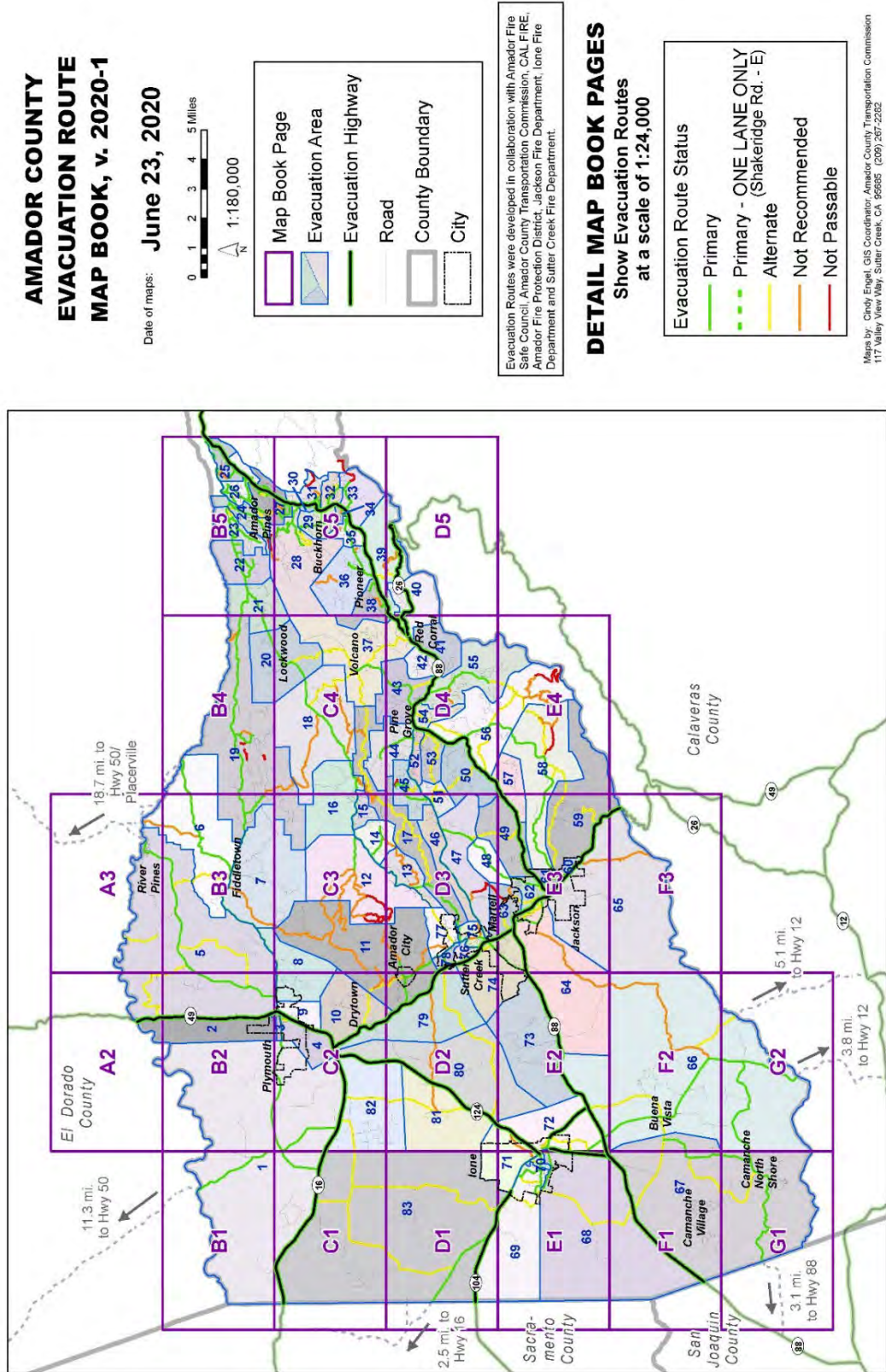




Figure APPENDIX 2.4-3: Evacuation Routes Amador City

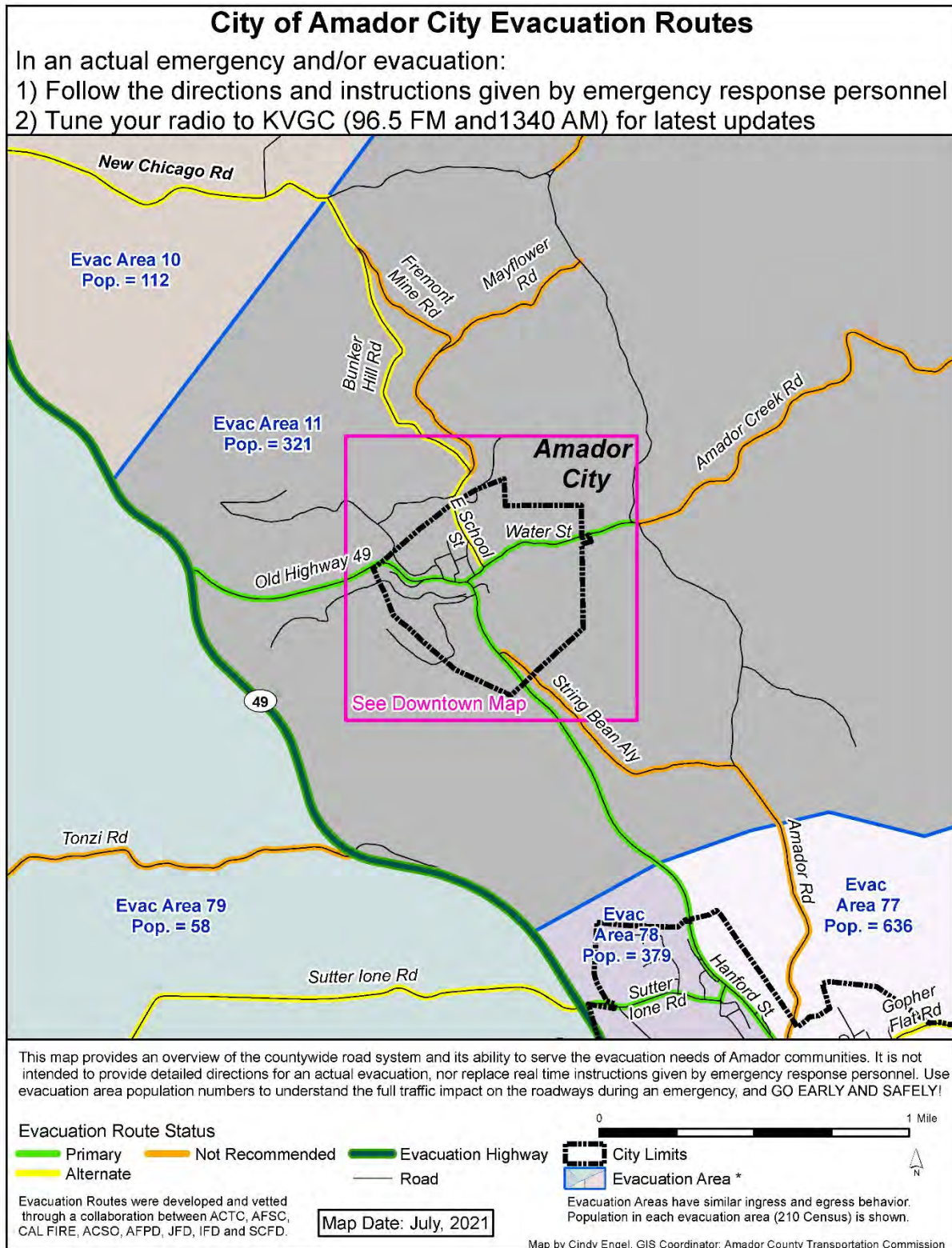




Figure APPENDIX 2.4-4: Evacuation Routes Amador City-Downtown

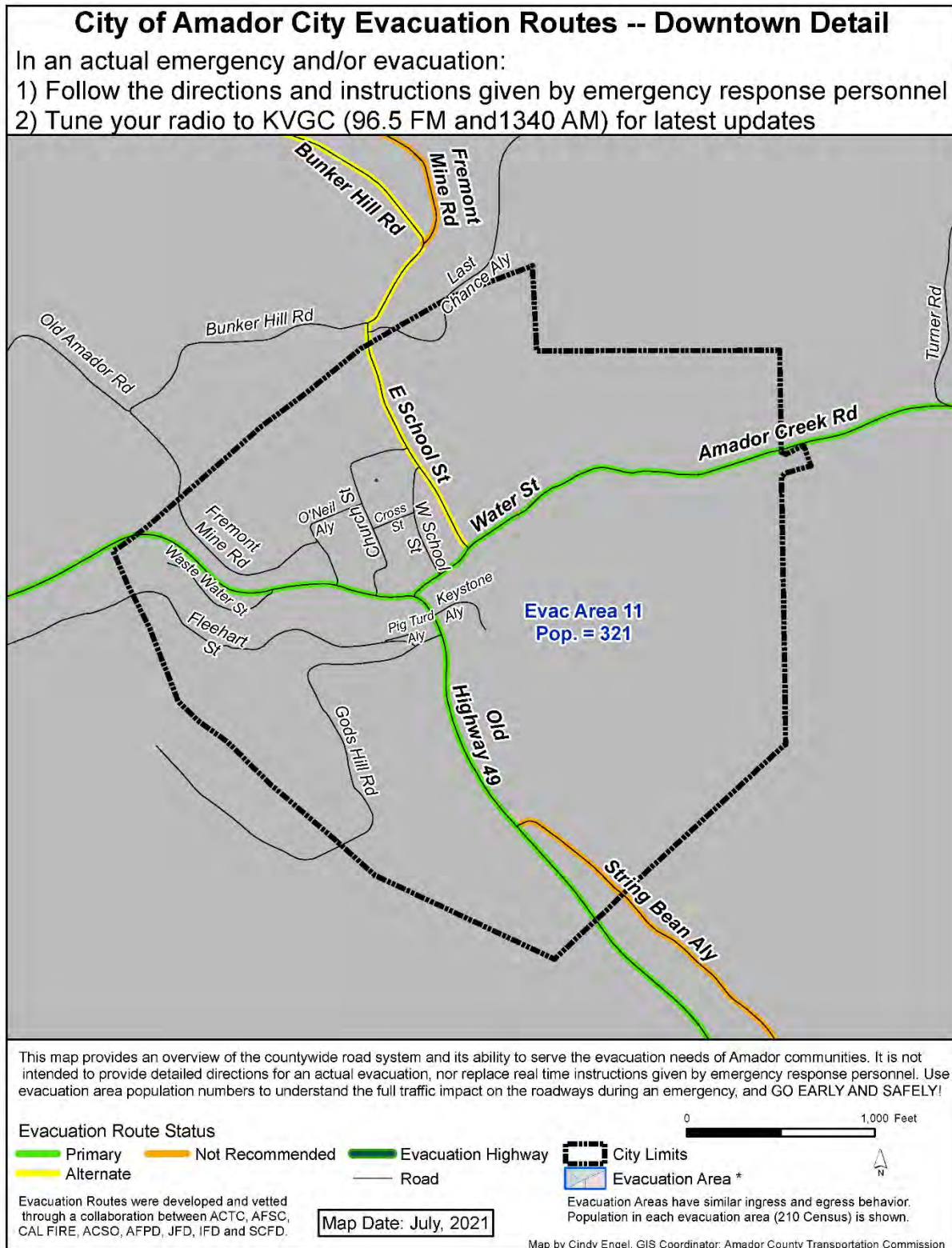




Figure APPENDIX 2.4-5: Evacuation Routes Amador Pines

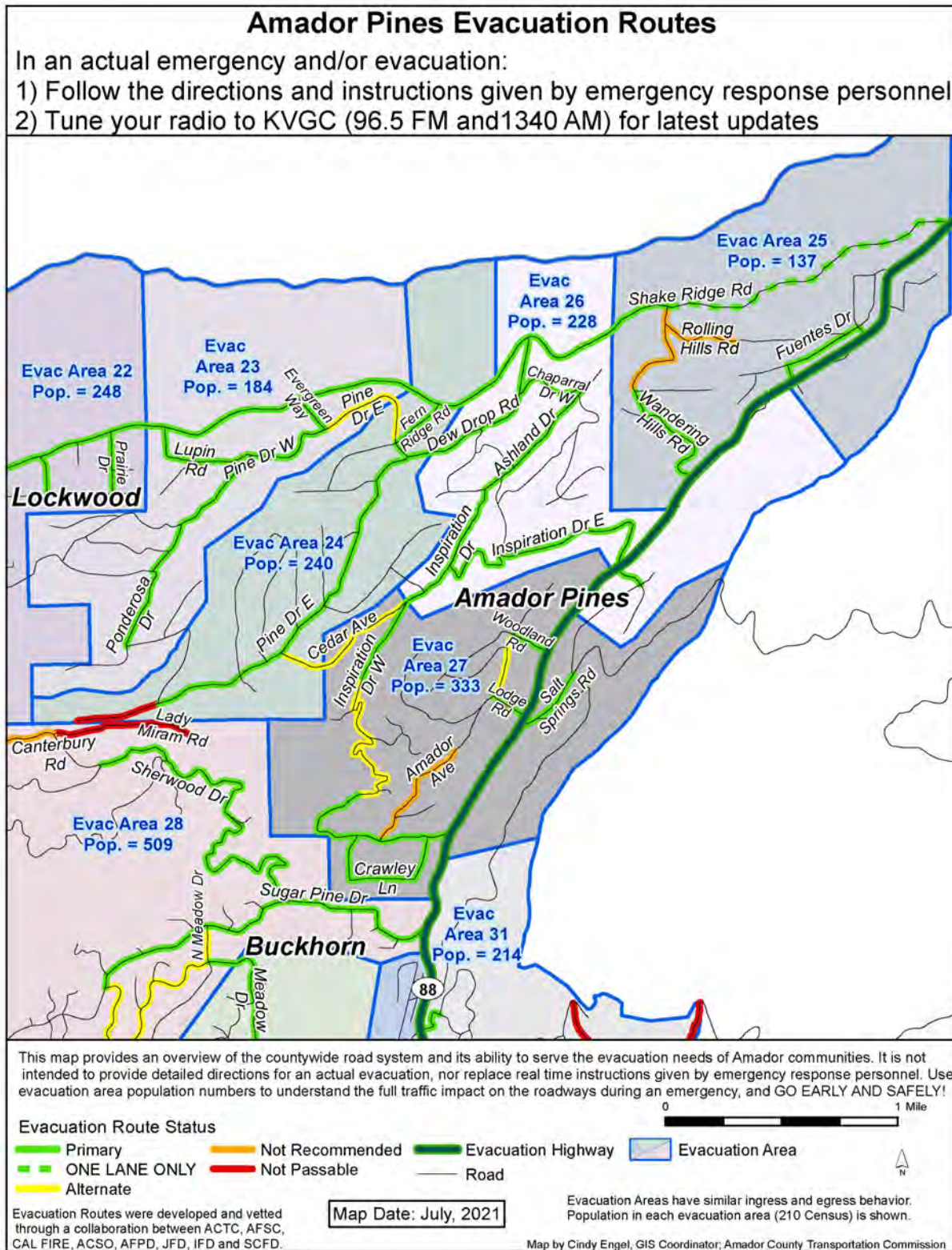




Figure APPENDIX 2.4-6: Evacuation Routes Buckhorn

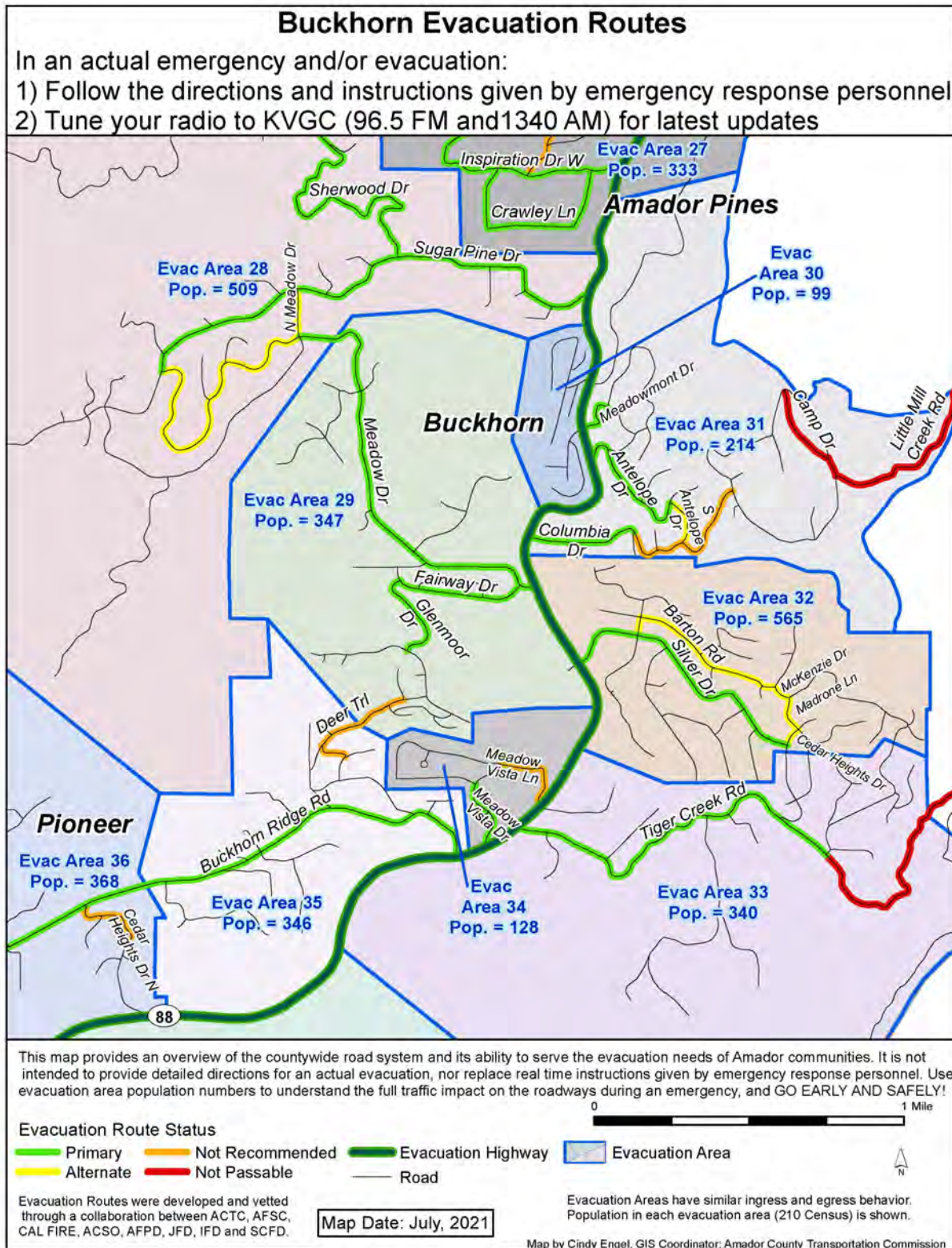




Figure APPENDIX 2.4-7: Evacuation Routes Buena Vista

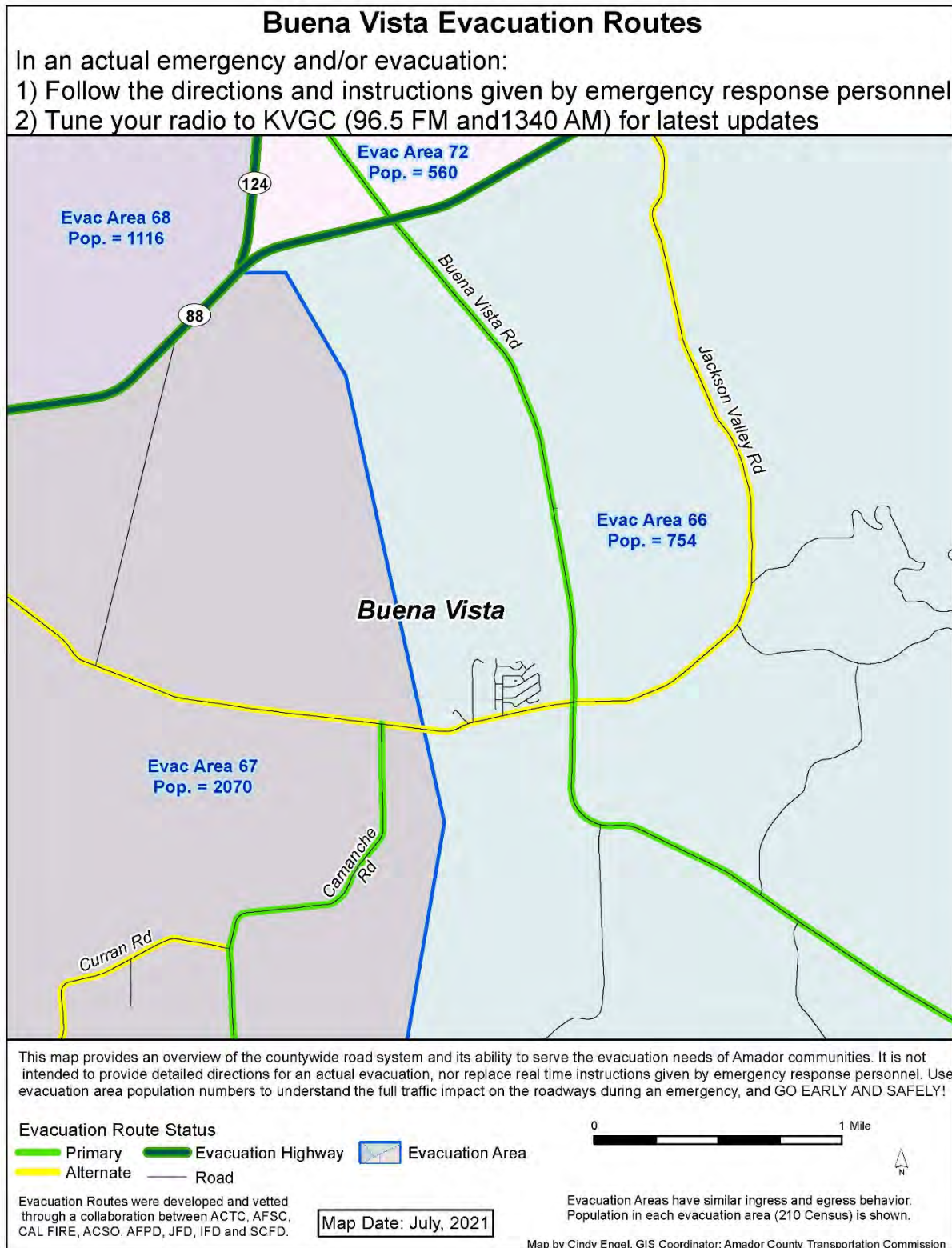




Figure Appx D-8: Evacuation Routes Camanche Village/Camanche North Shore

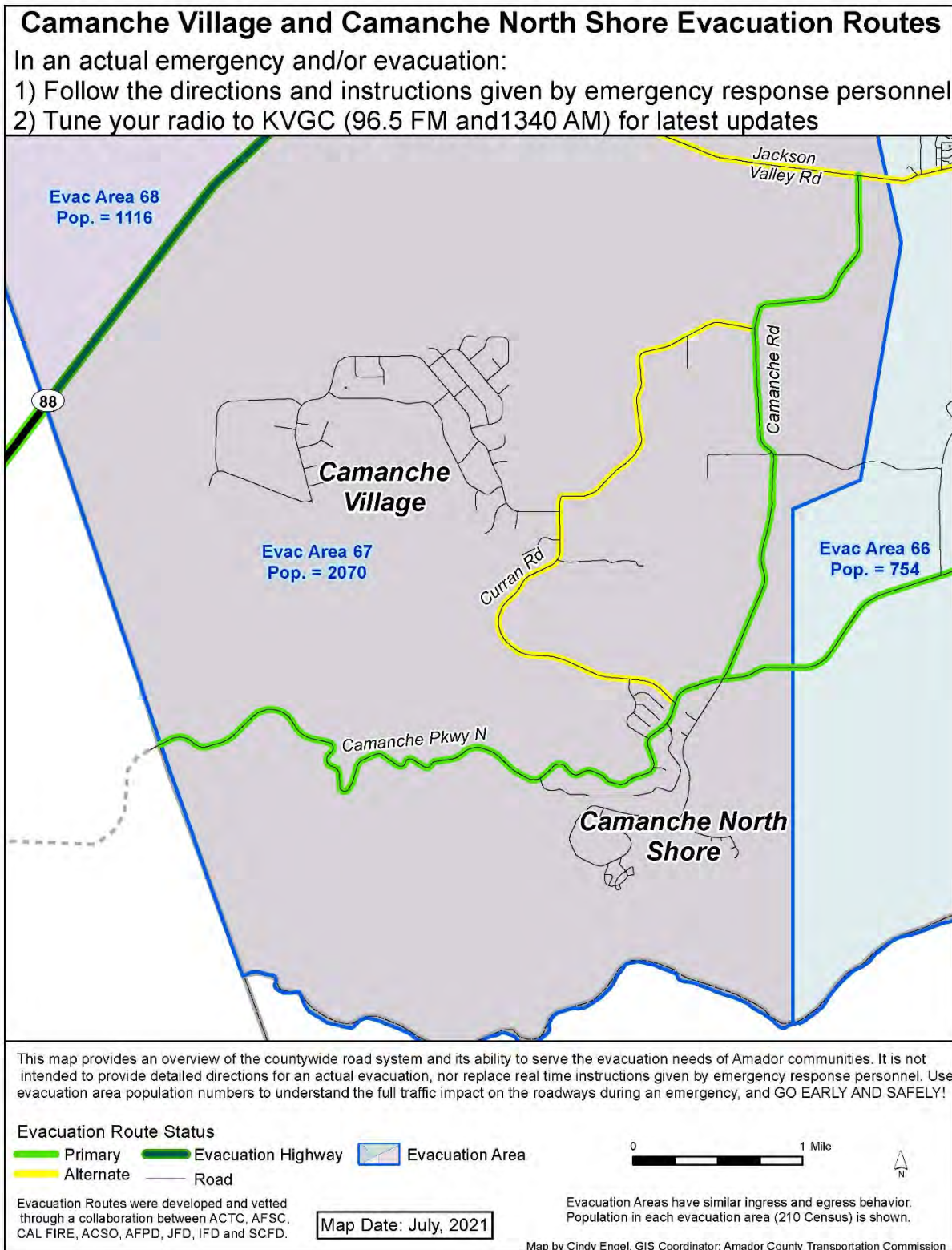




Figure APPENDIX 2.4-9: Evacuation Routes Drytown

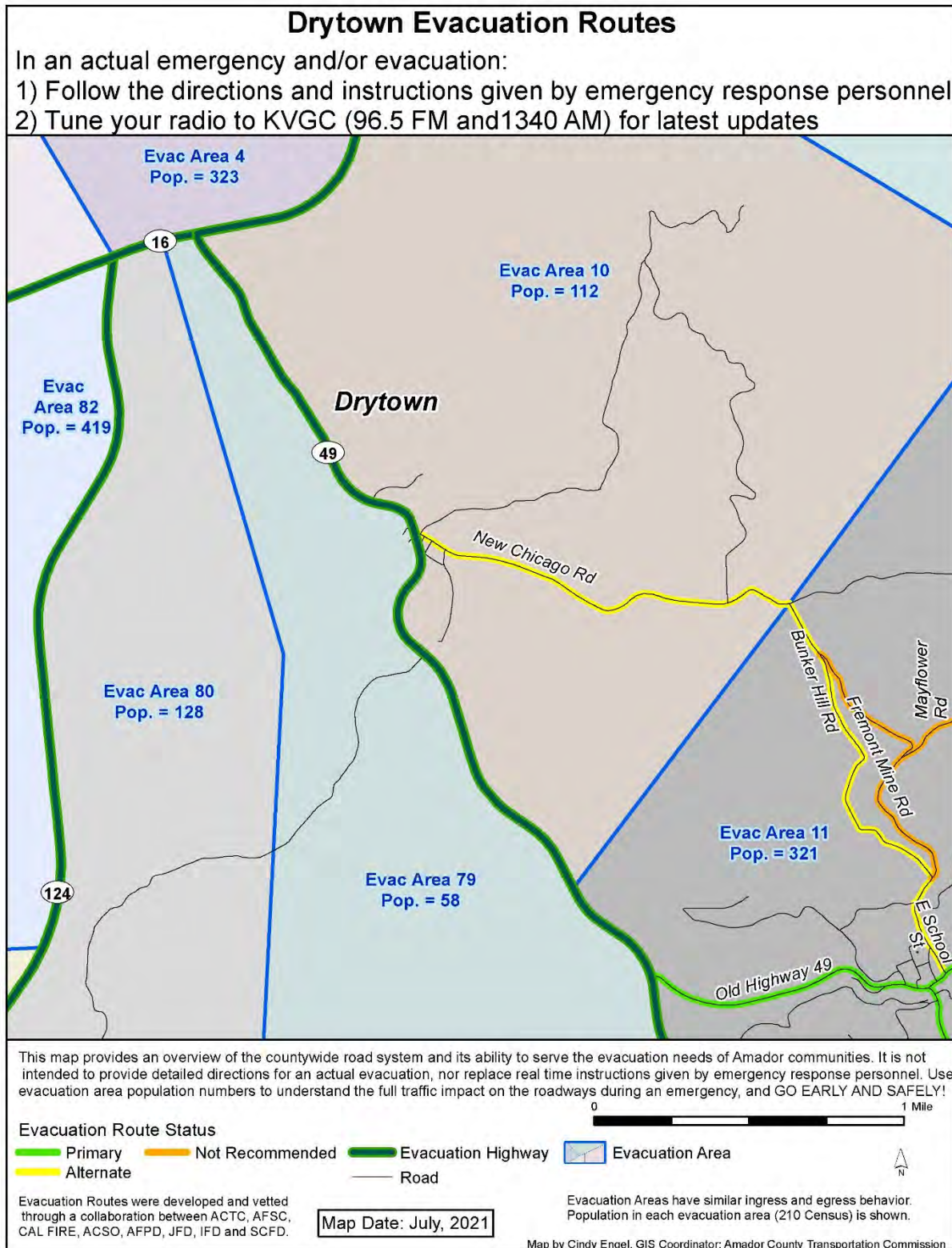




Figure APPENDIX 2.4-10: Evacuation Routes Fiddletown

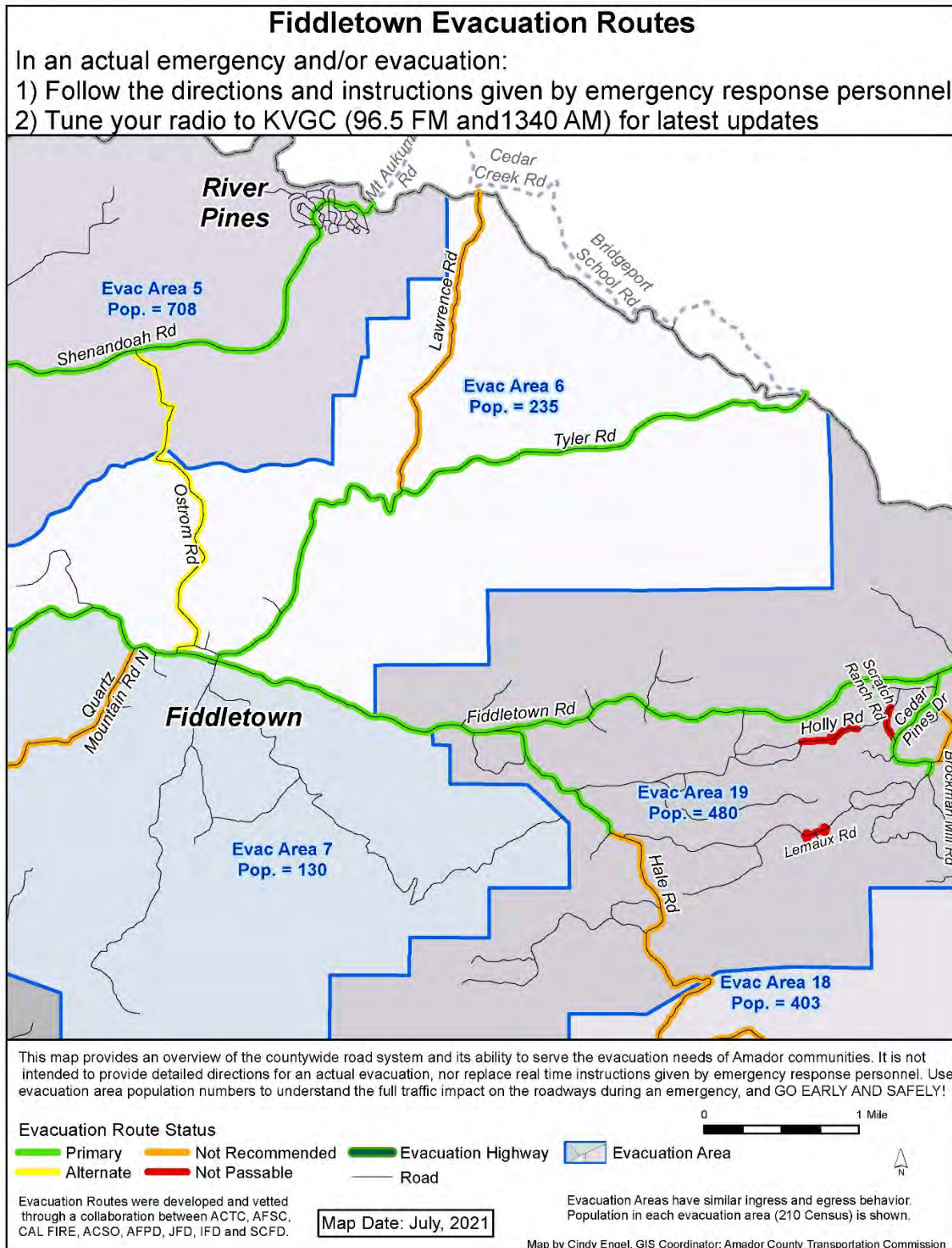




Figure APPENDIX 2.4-11: Evacuation Routes City of Ione

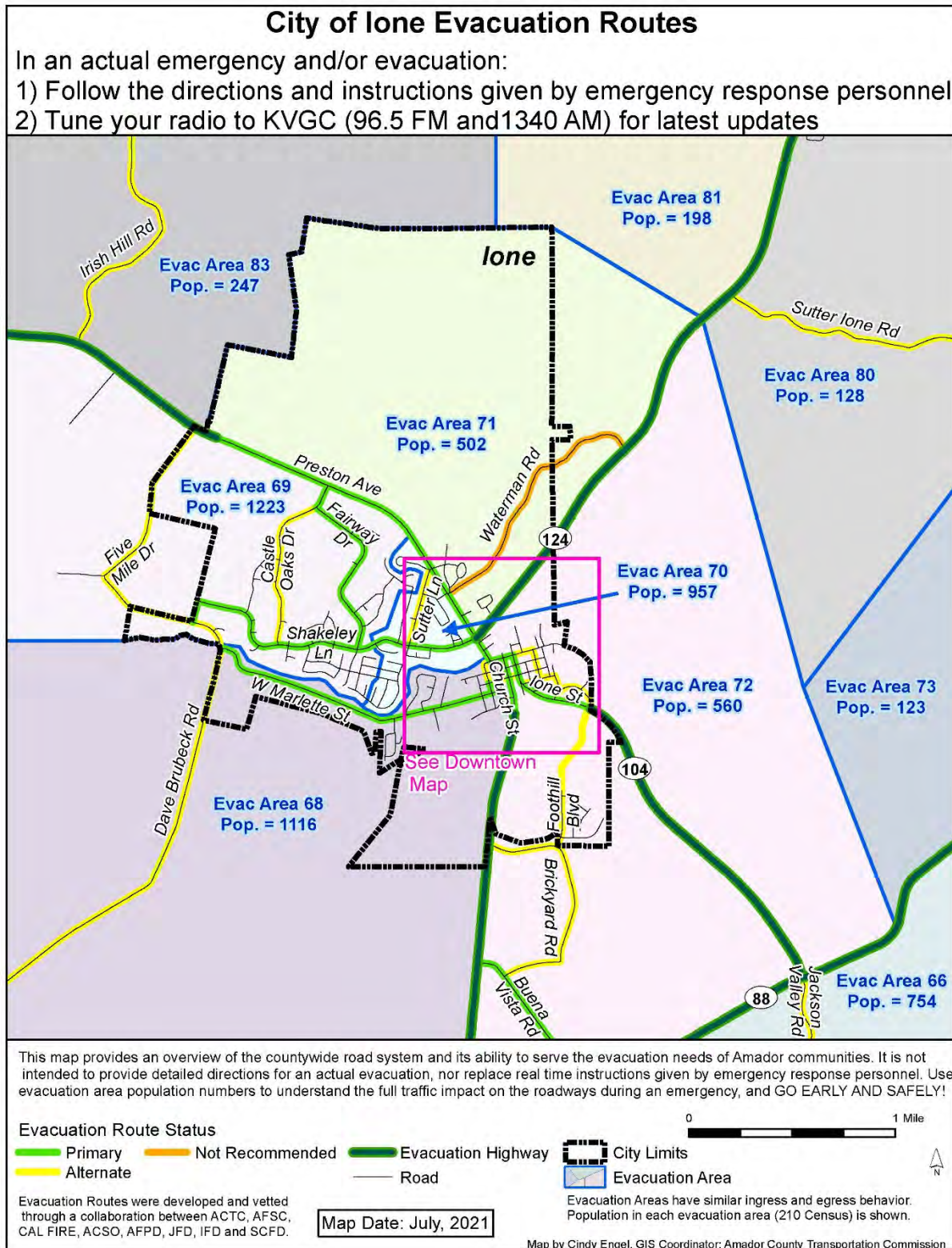




Figure APPENDIX 2.4-12: Evacuation Routes City of Ione - Downtown

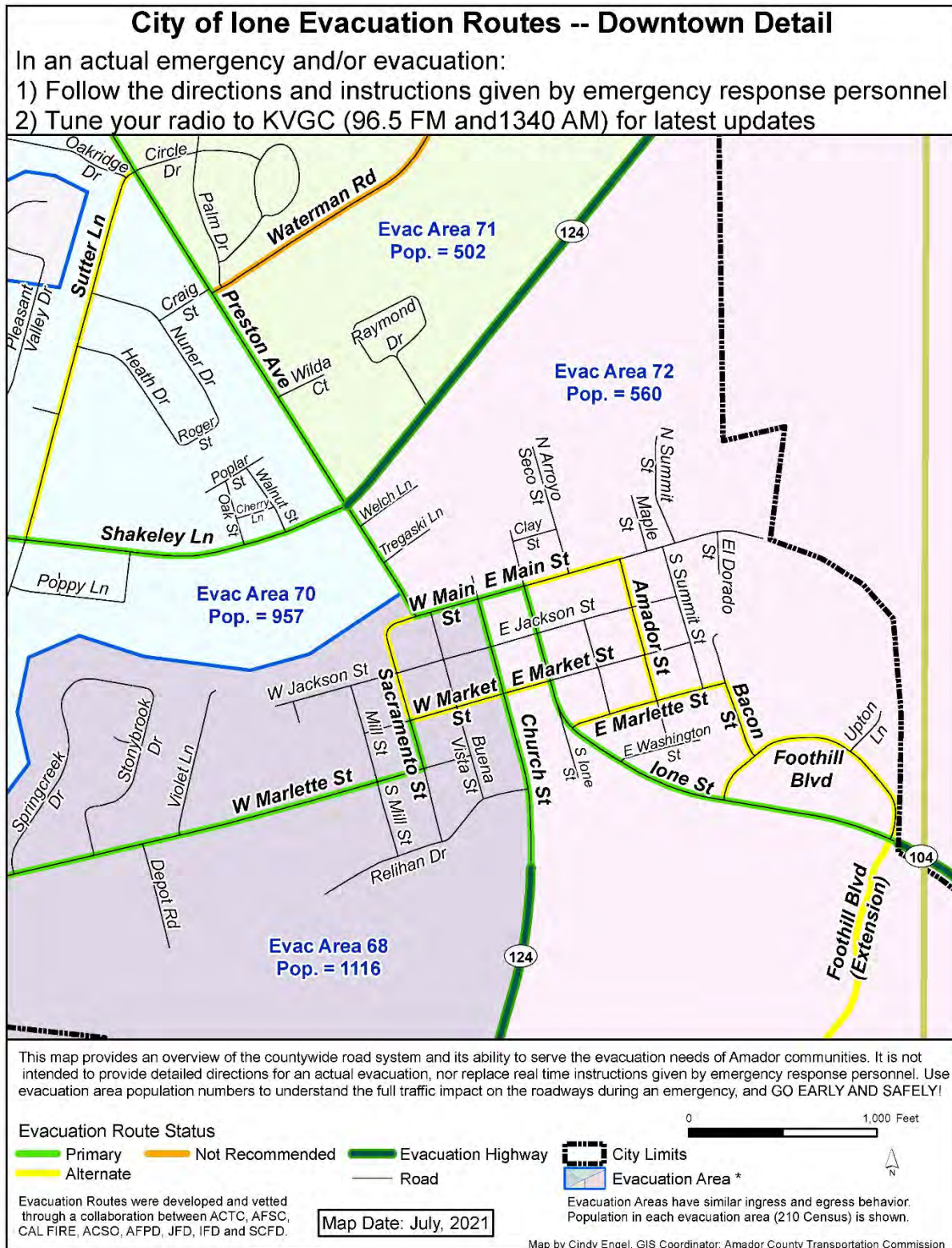




Figure APPENDIX 2.4-13: Evacuation Routes City of Jackson

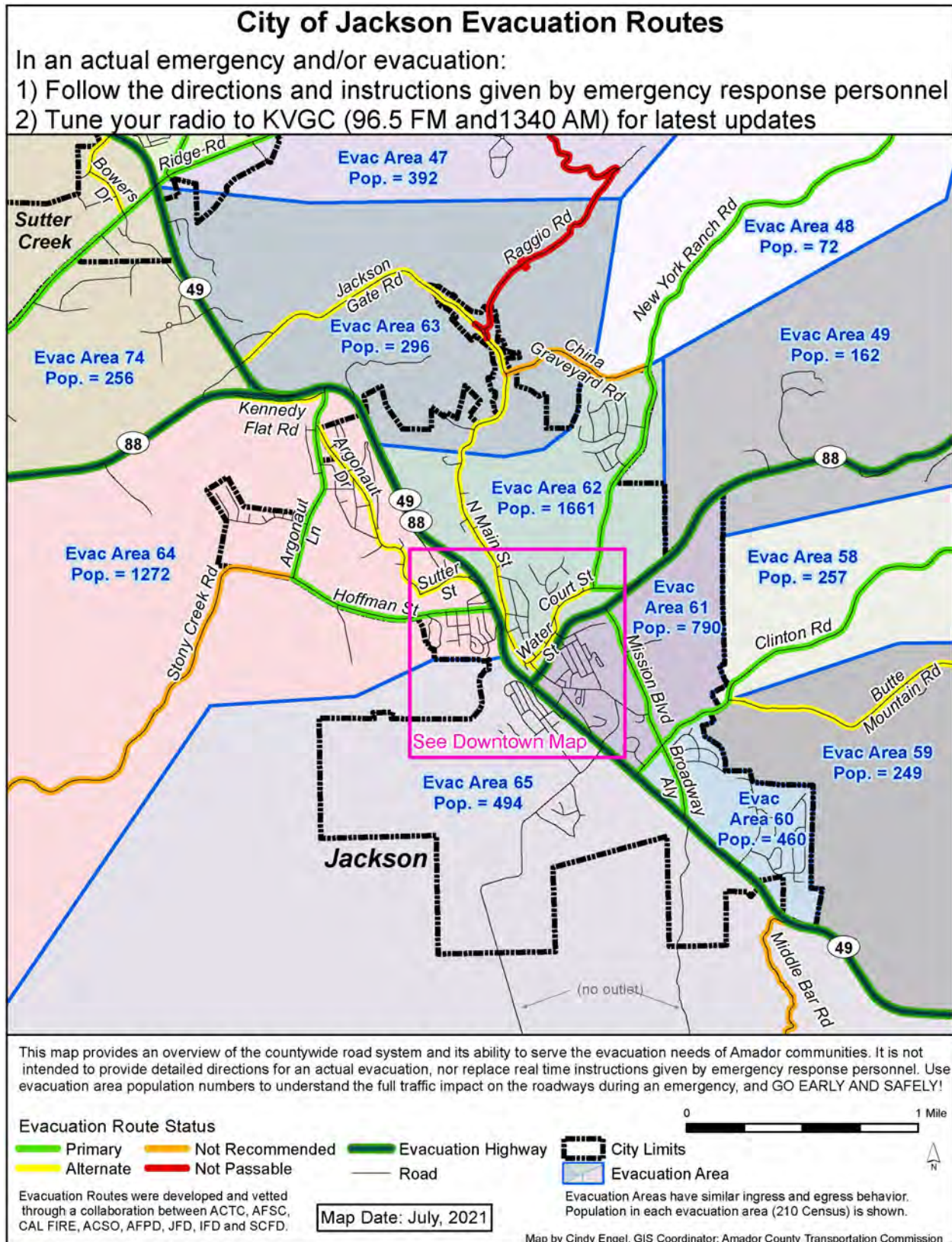




Figure APPENDIX 2.4-14: Evacuation Routes City of Jackson - Downtown

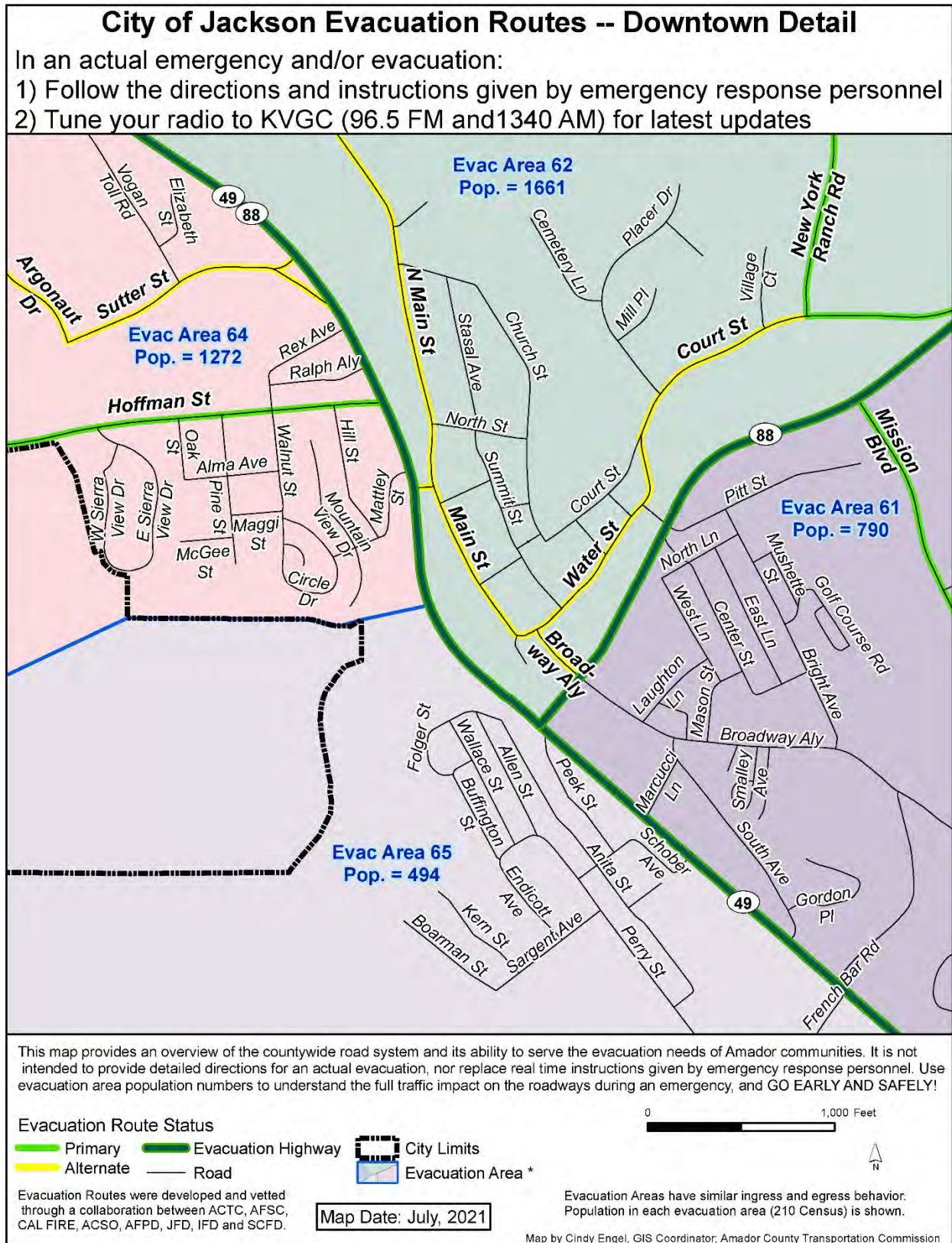




Figure APPENDIX 2.4-15: Evacuation Routes Lockwood

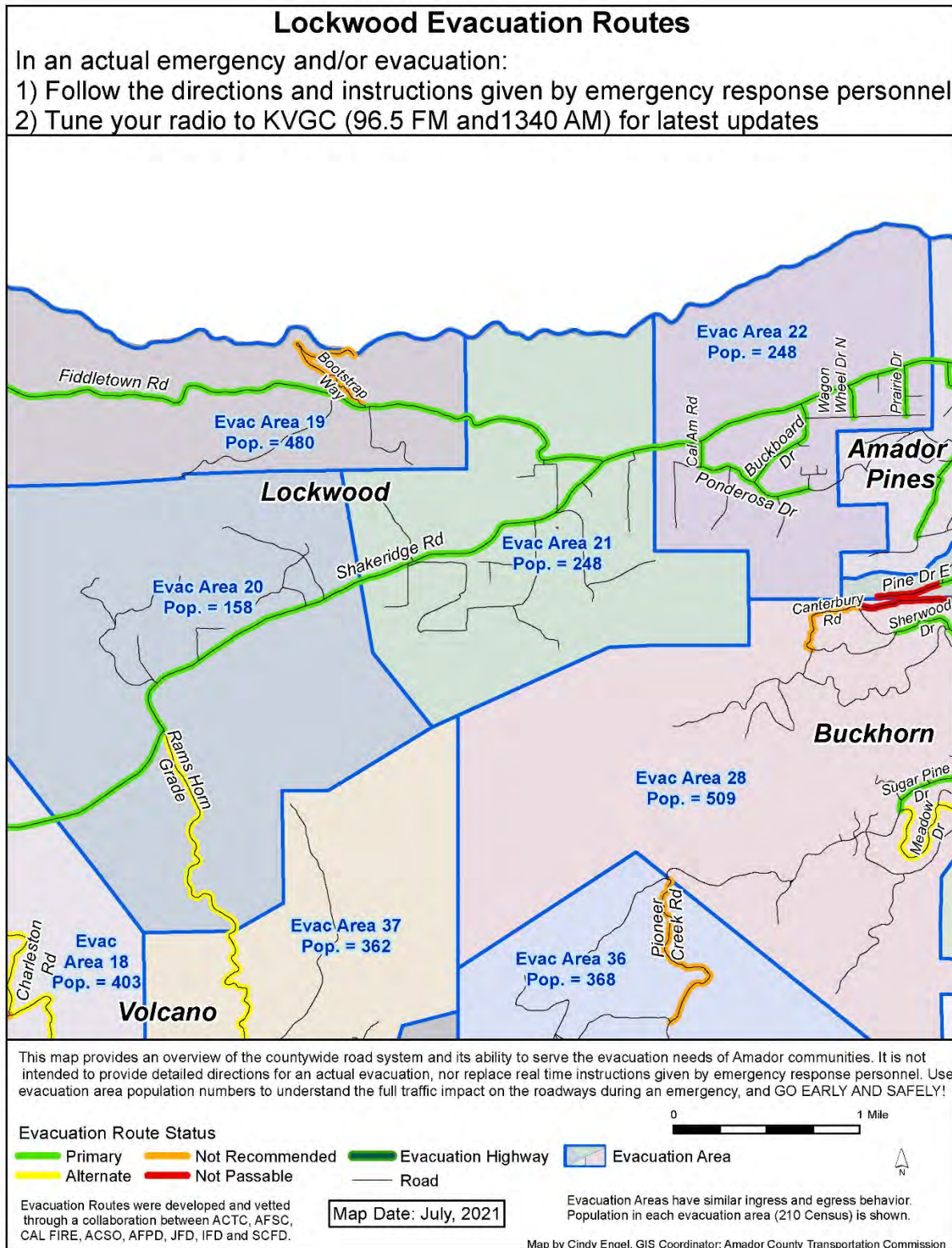




Figure APPENDIX 2.4-16: Evacuation Routes Pine Grove

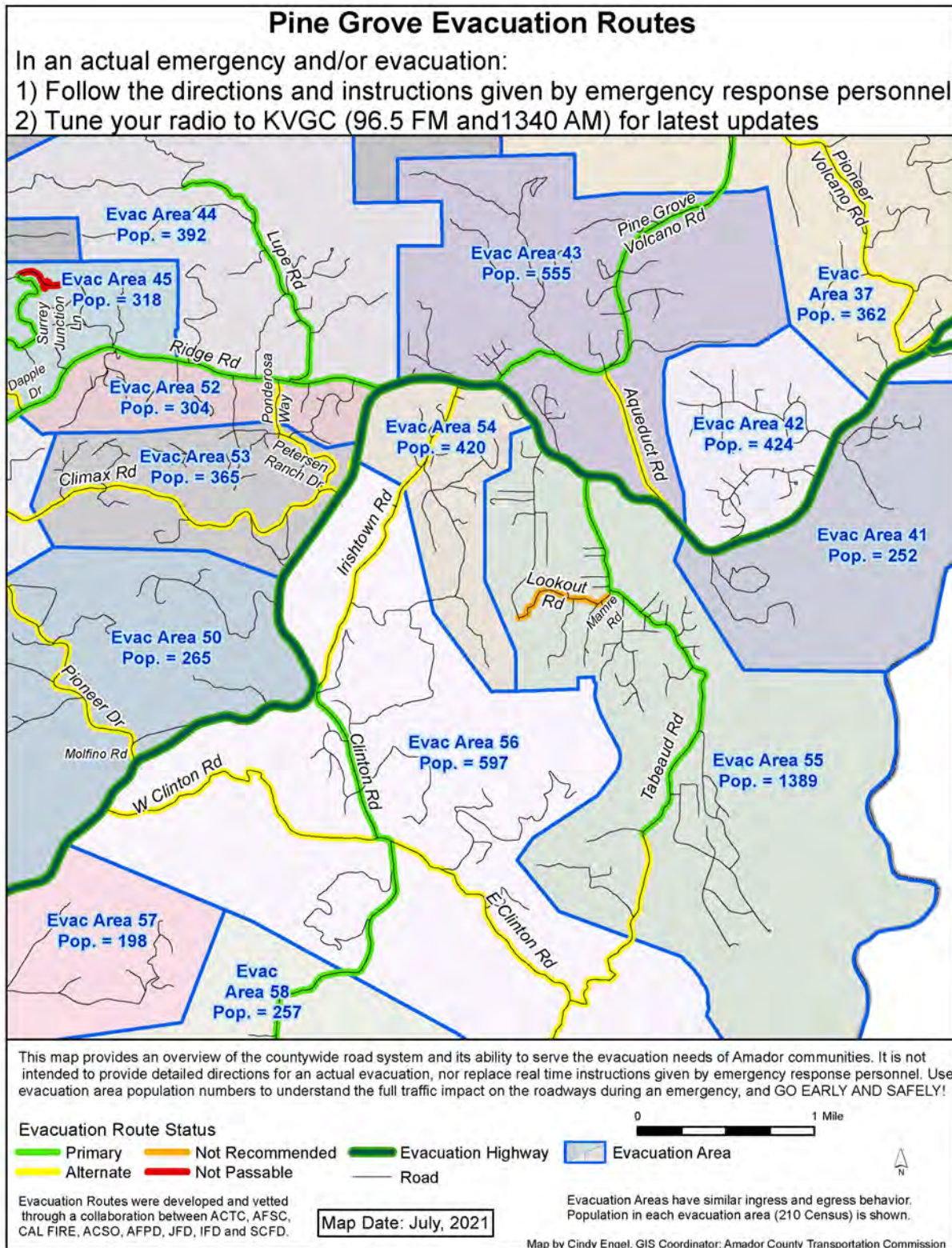




Figure APPENDIX 2.4-17: Evacuation Routes Pioneer

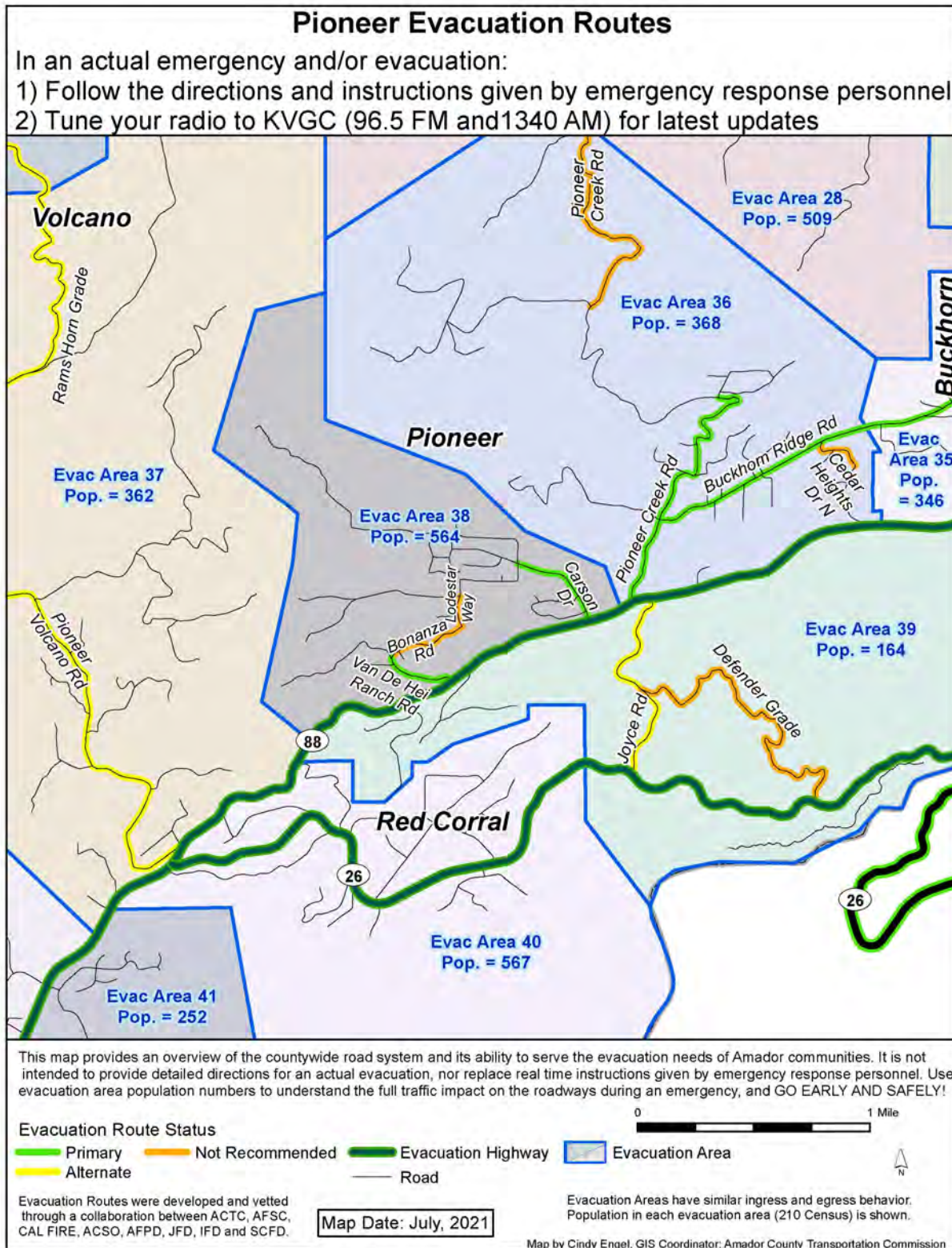




Figure APPENDIX 2.4-18: Evacuation Routes City of Plymouth

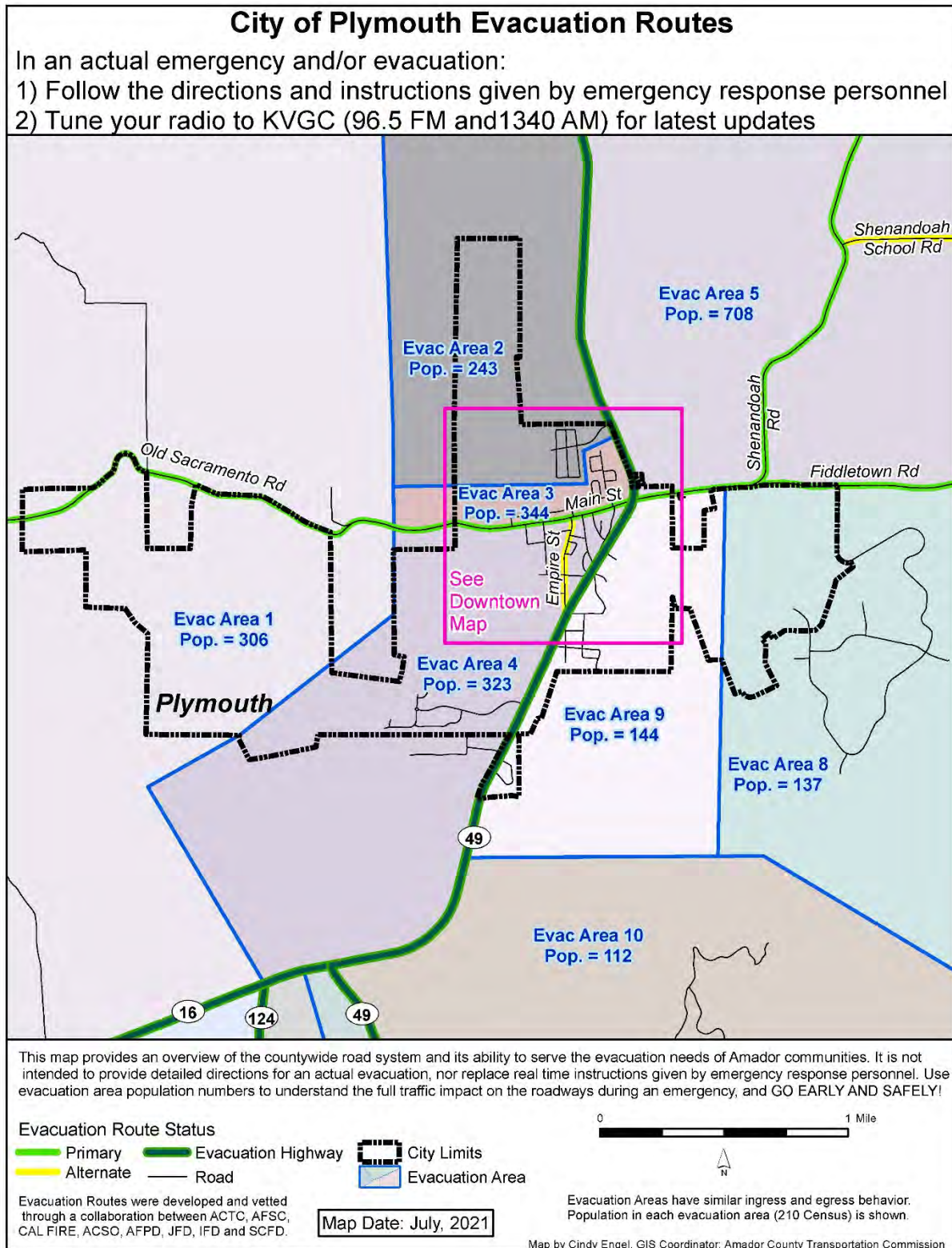




Figure APPENDIX 2.4-19: Evacuation Routes City of Plymouth-Downtown

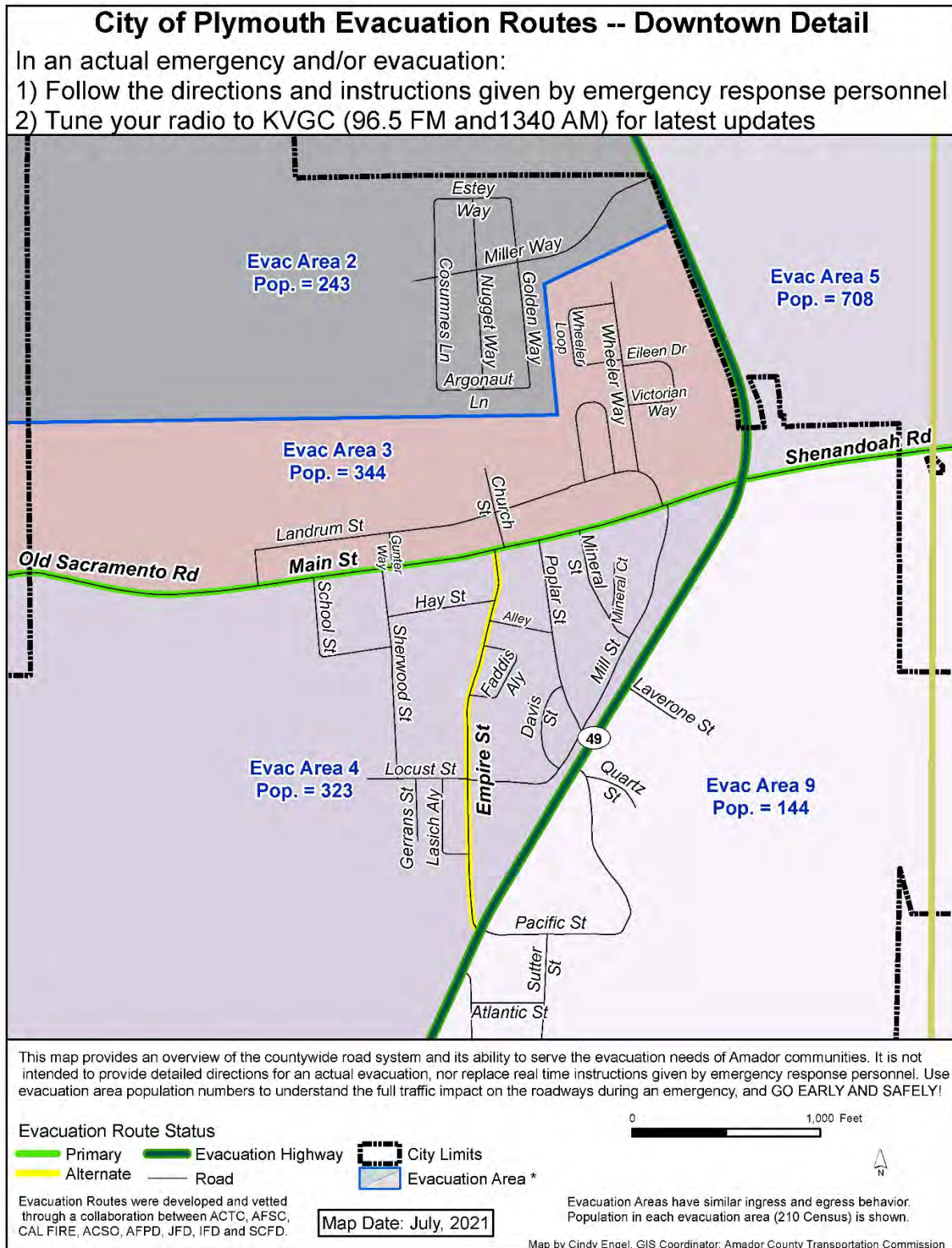




Figure APPENDIX 2.4-20: Evacuation Routes Red Corral

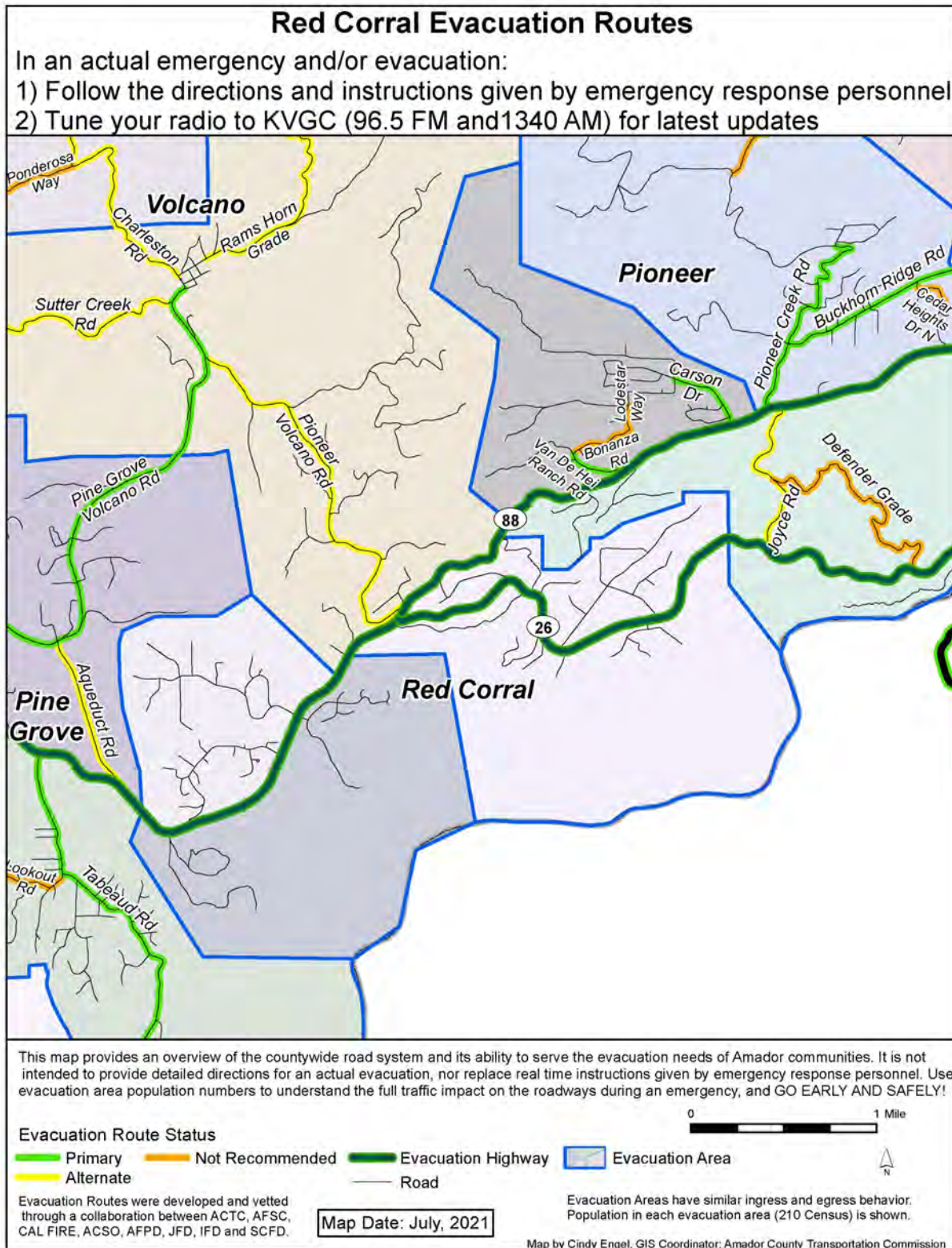




Figure APPENDIX 2.4-21: Evacuation Routes City of Sutter

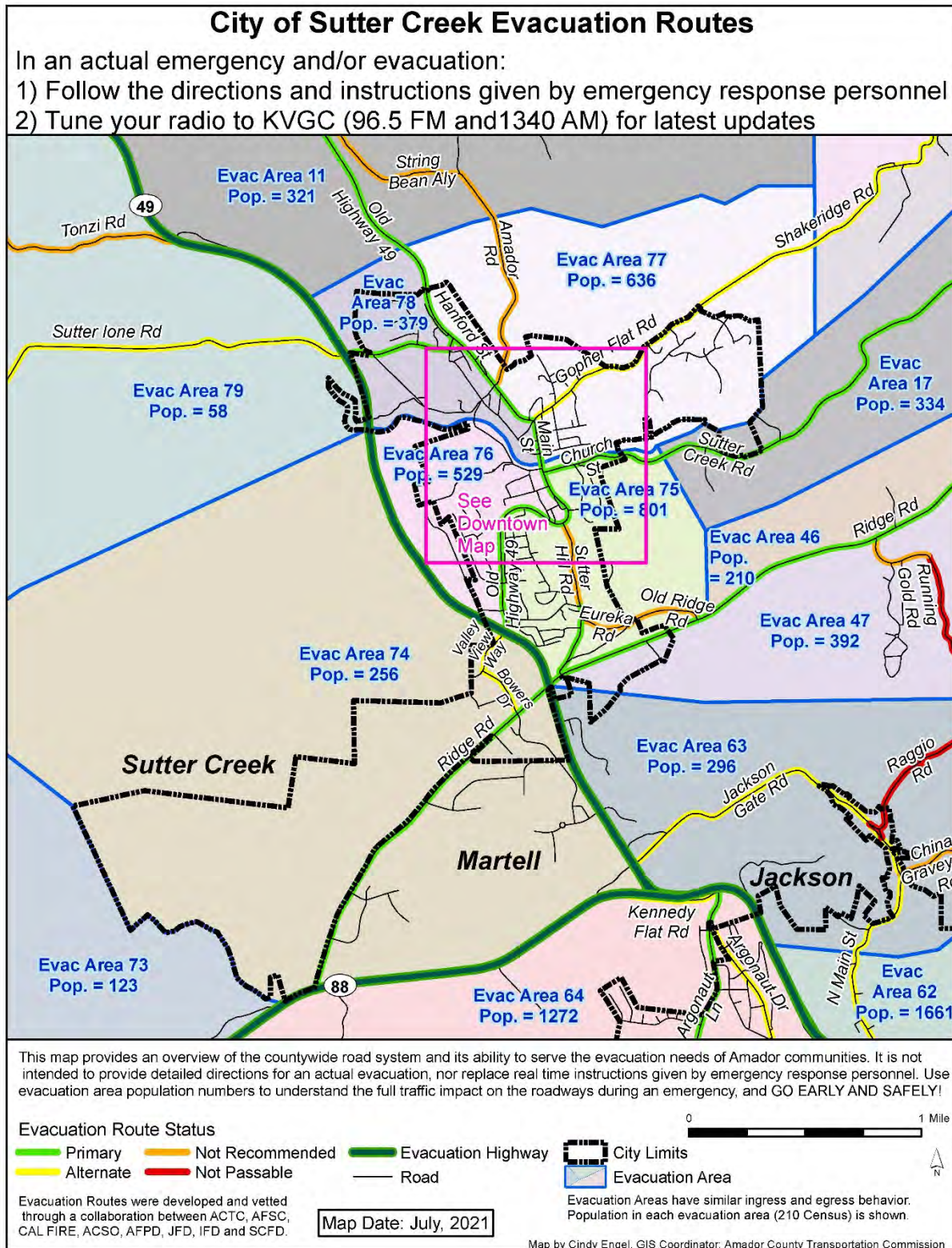




Figure APPENDIX 2.4-22: Evacuation Routes of Sutter - Downtown

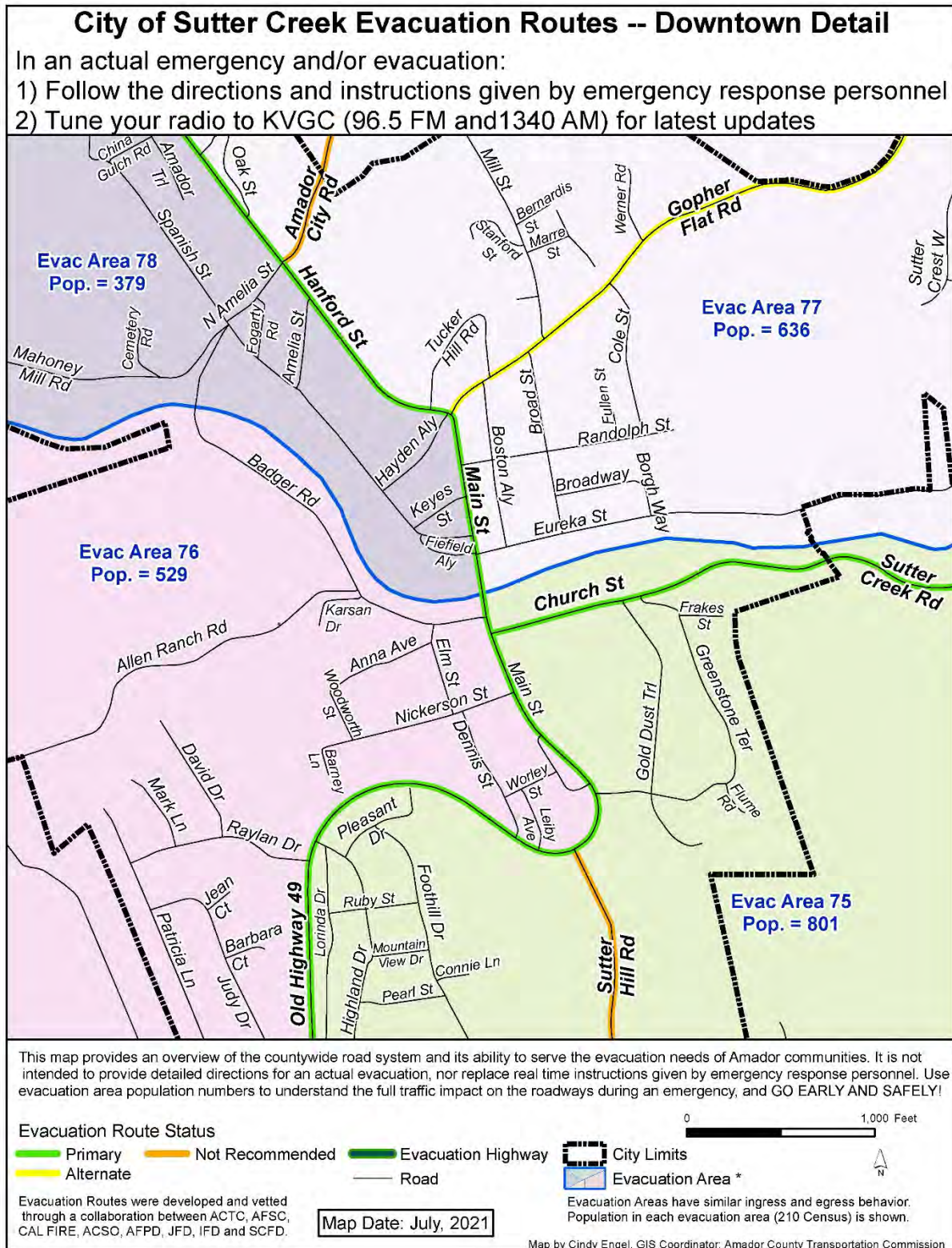




Figure APPENDIX 2.4-23: Evacuation Routes Volcano

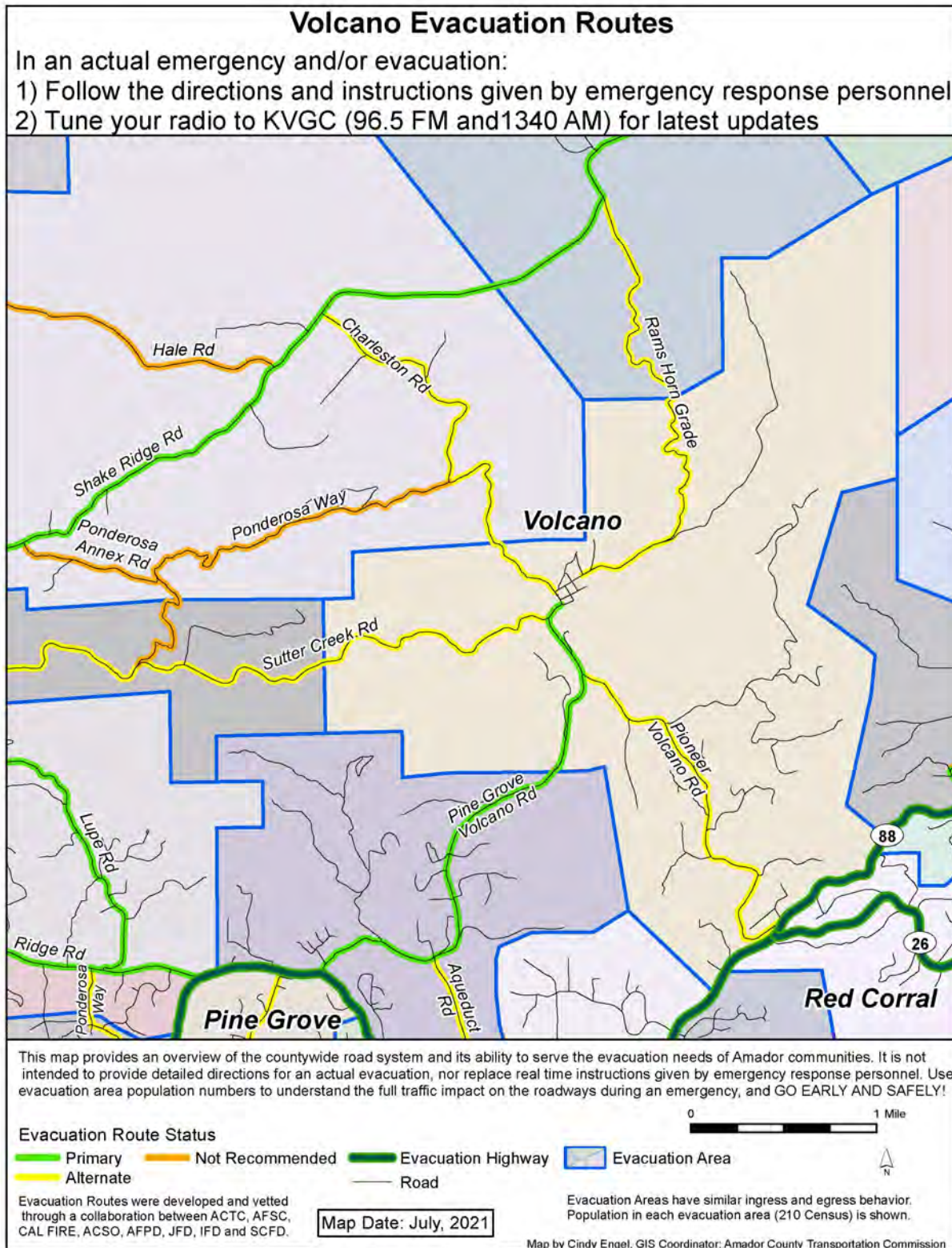
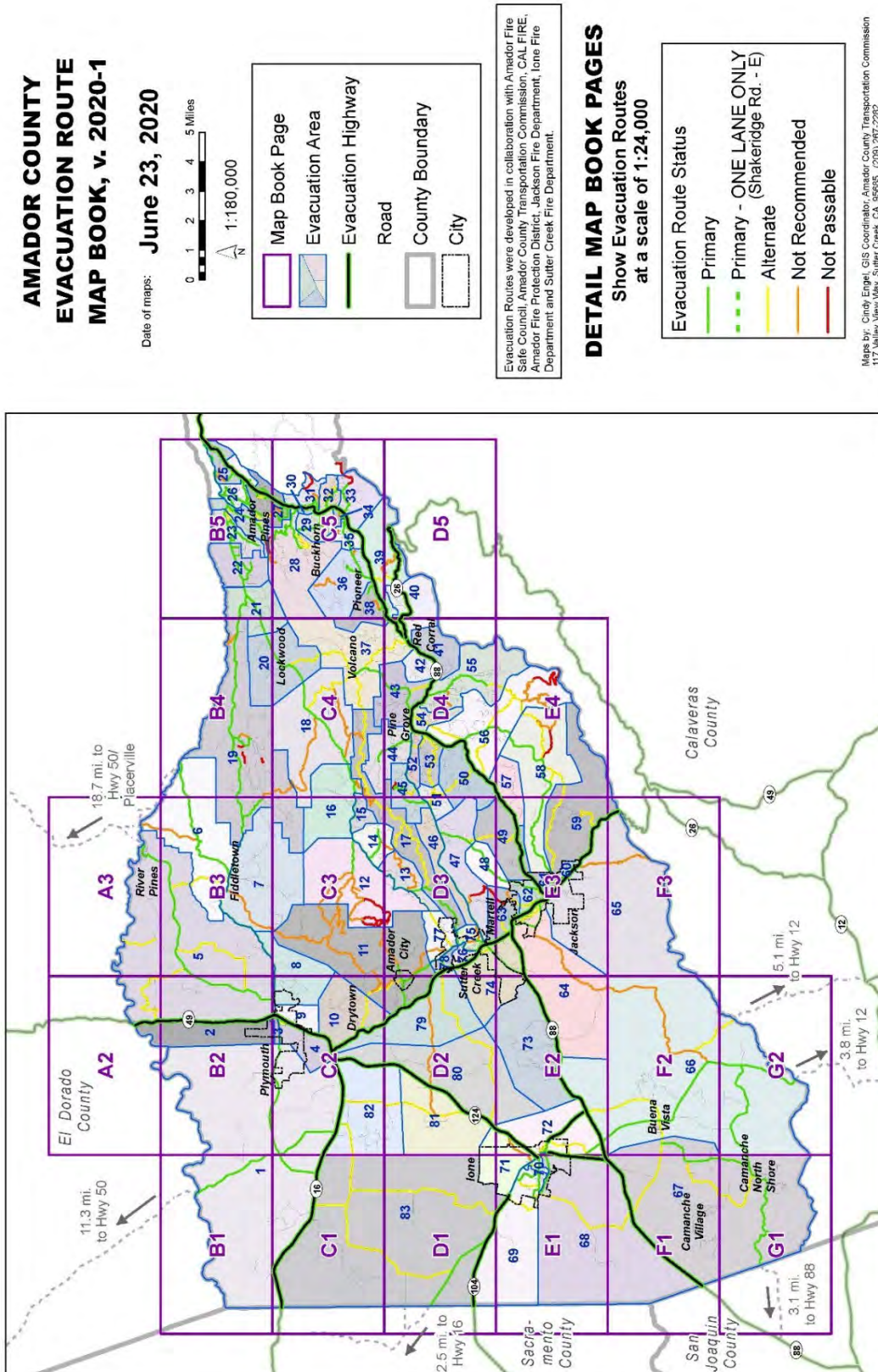
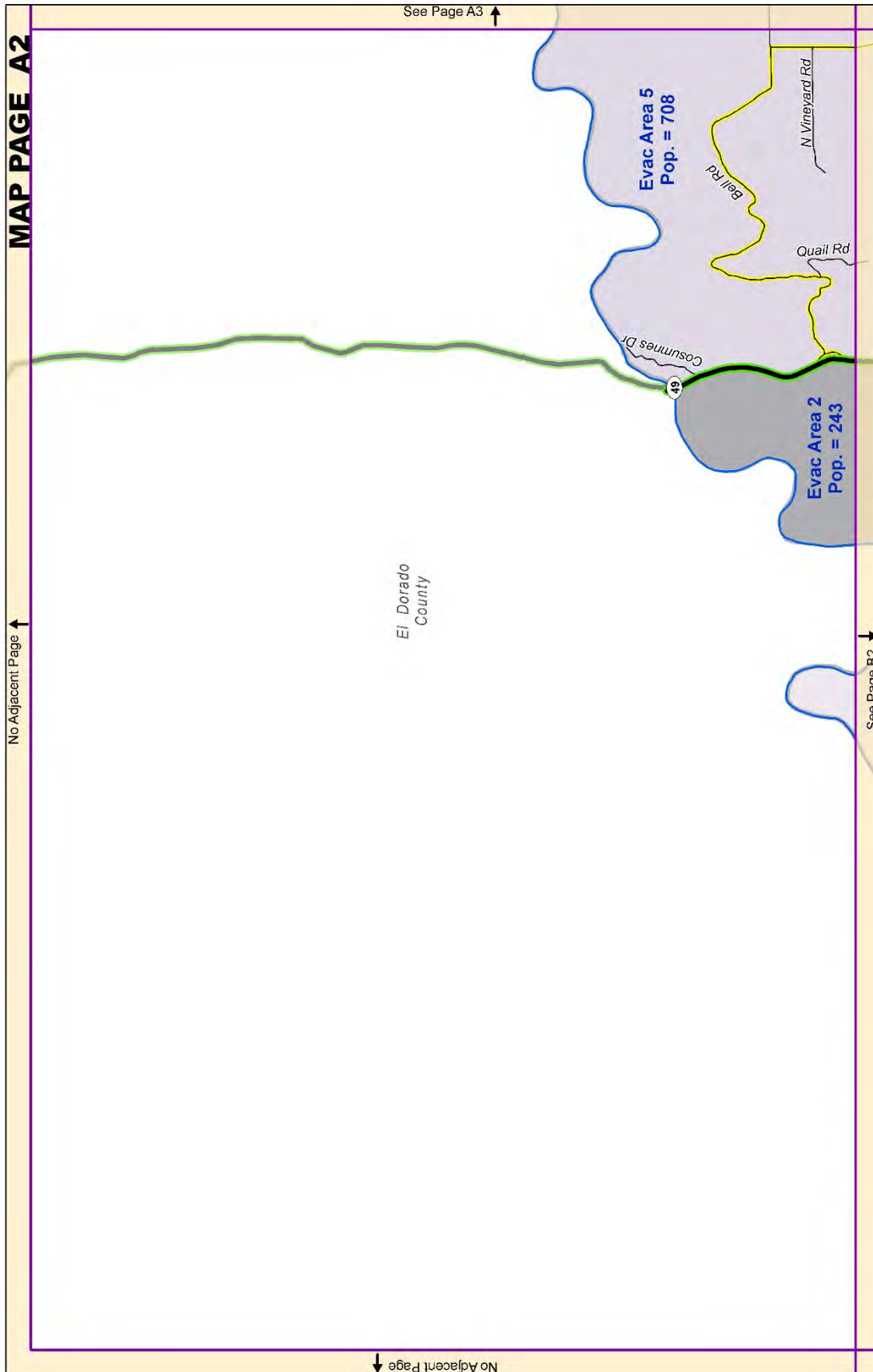


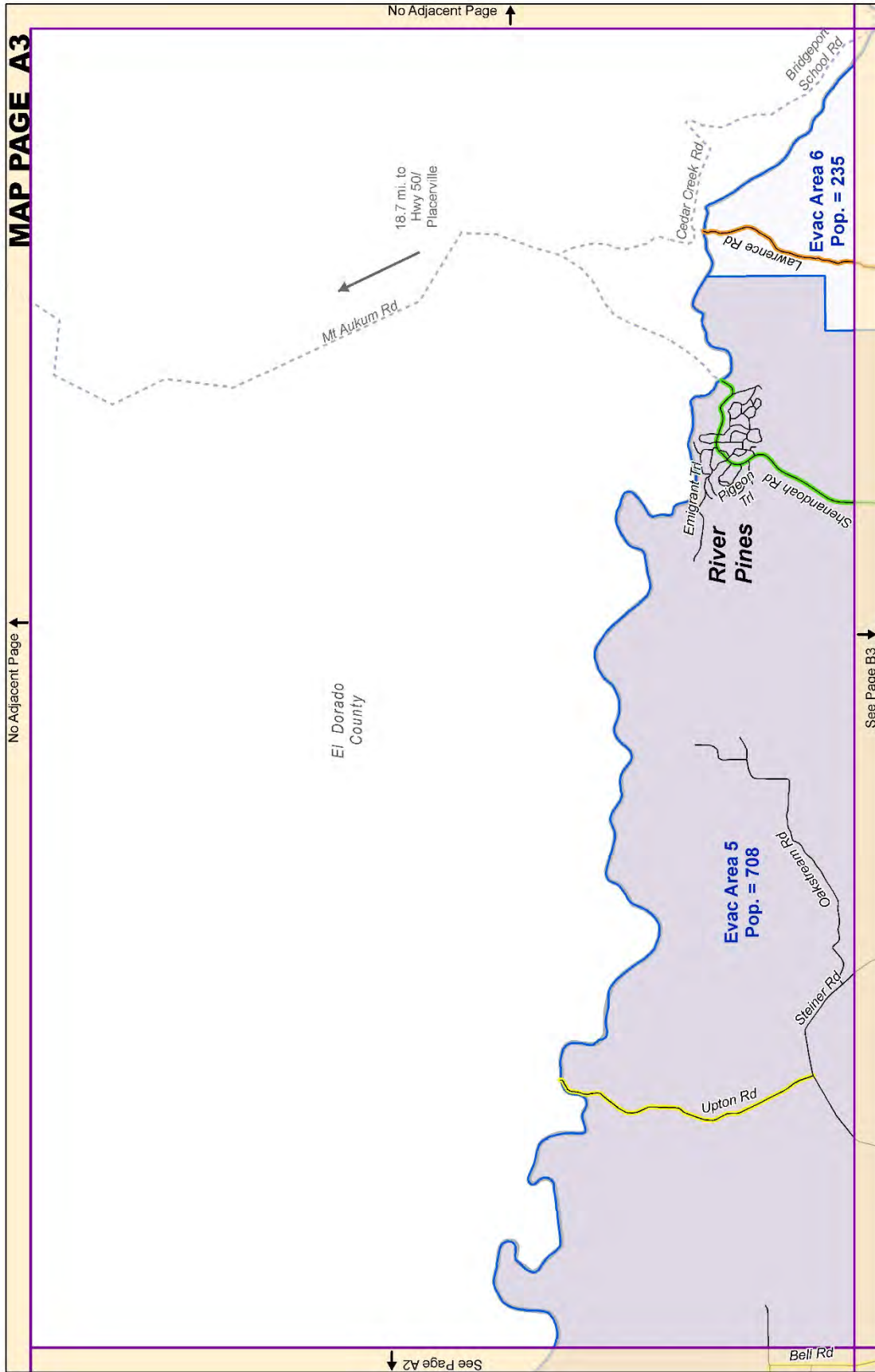


Figure APPENDIX 2.4-24: Evacuation Routes Grid Map

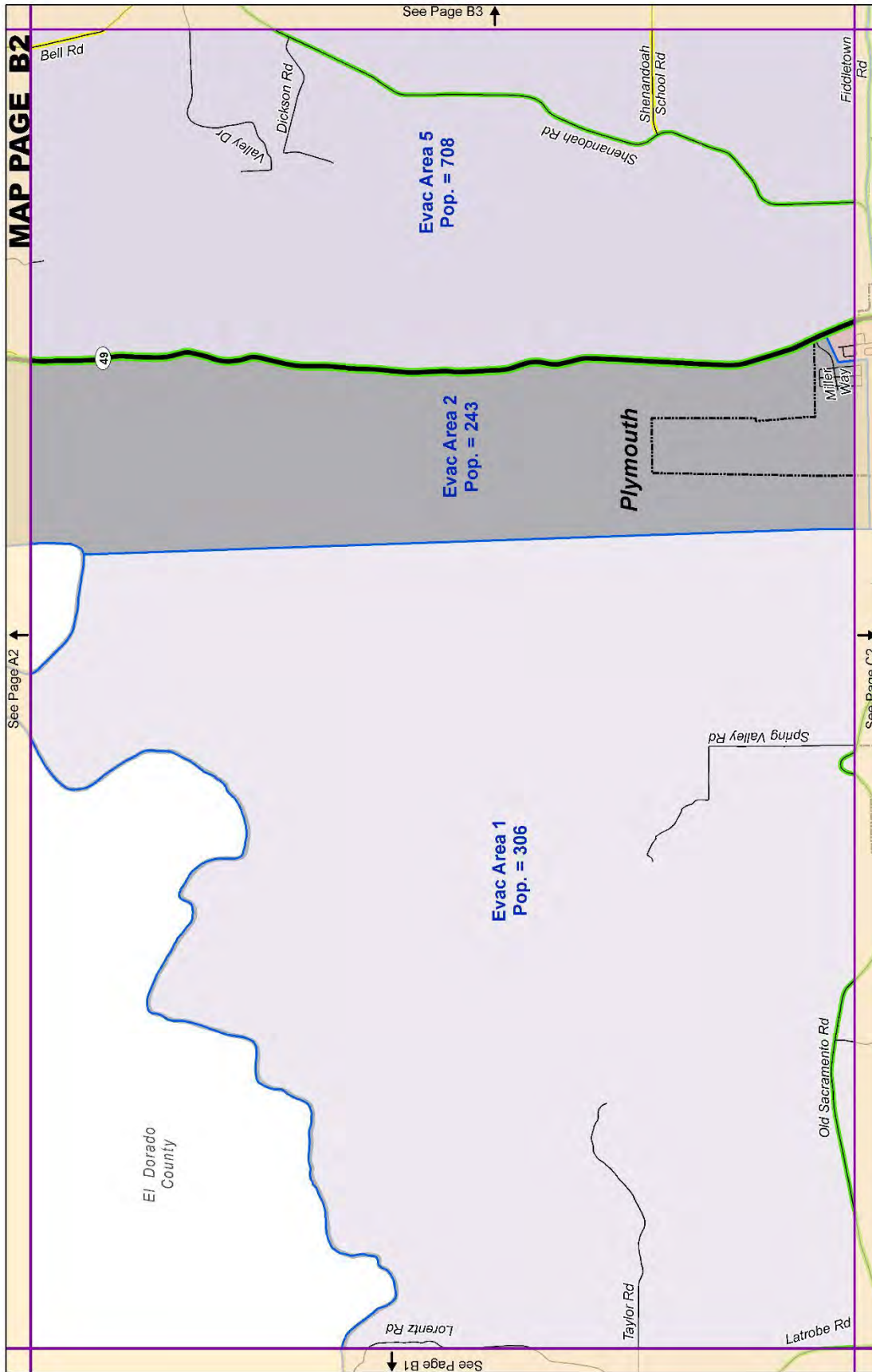


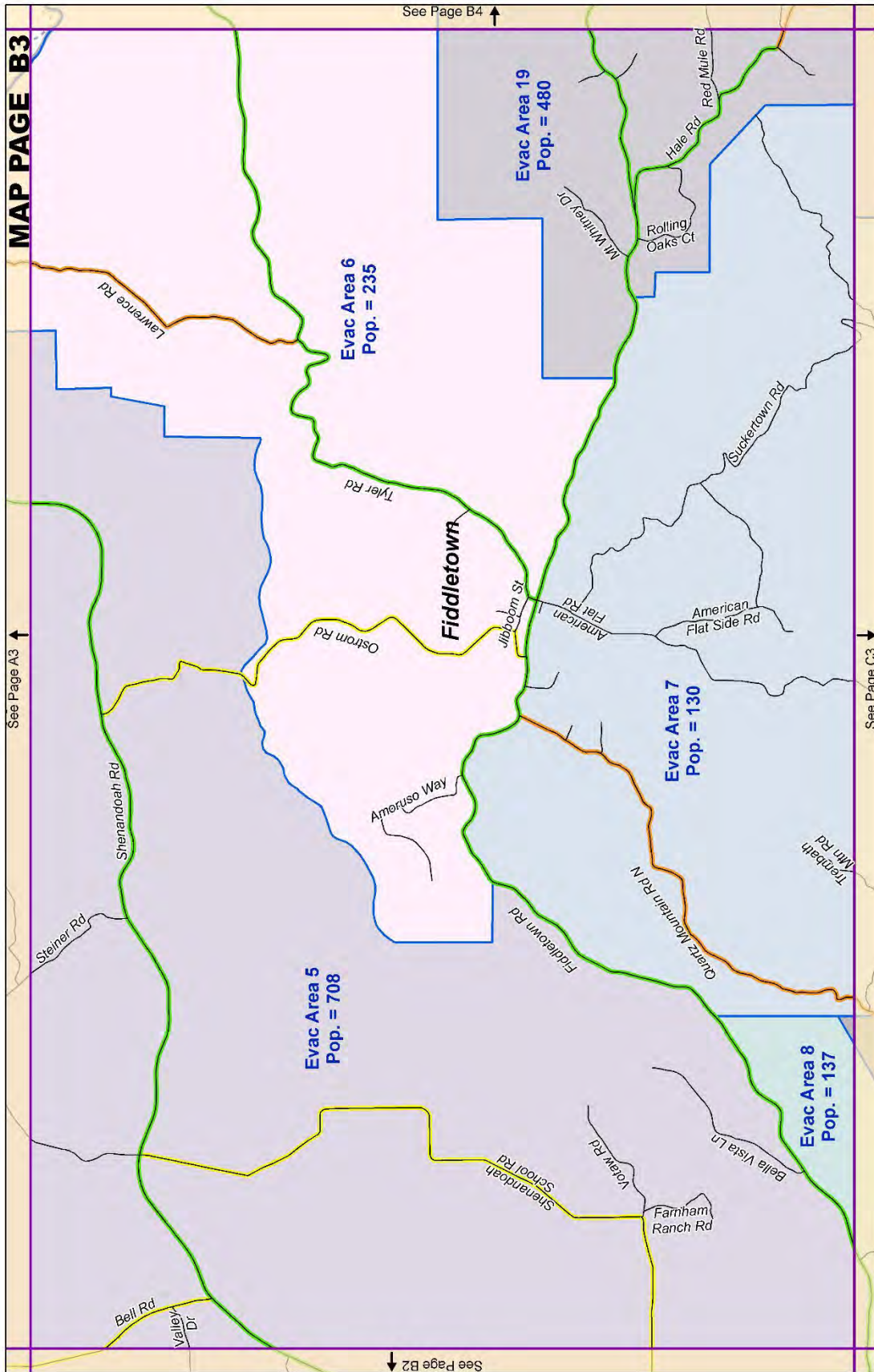
Maps by: Cindy Engel, GIS Coordinator, Amador County Transportation Commission
117 Valley View Way, Sutter Creek, CA 95855 (209) 267-2232

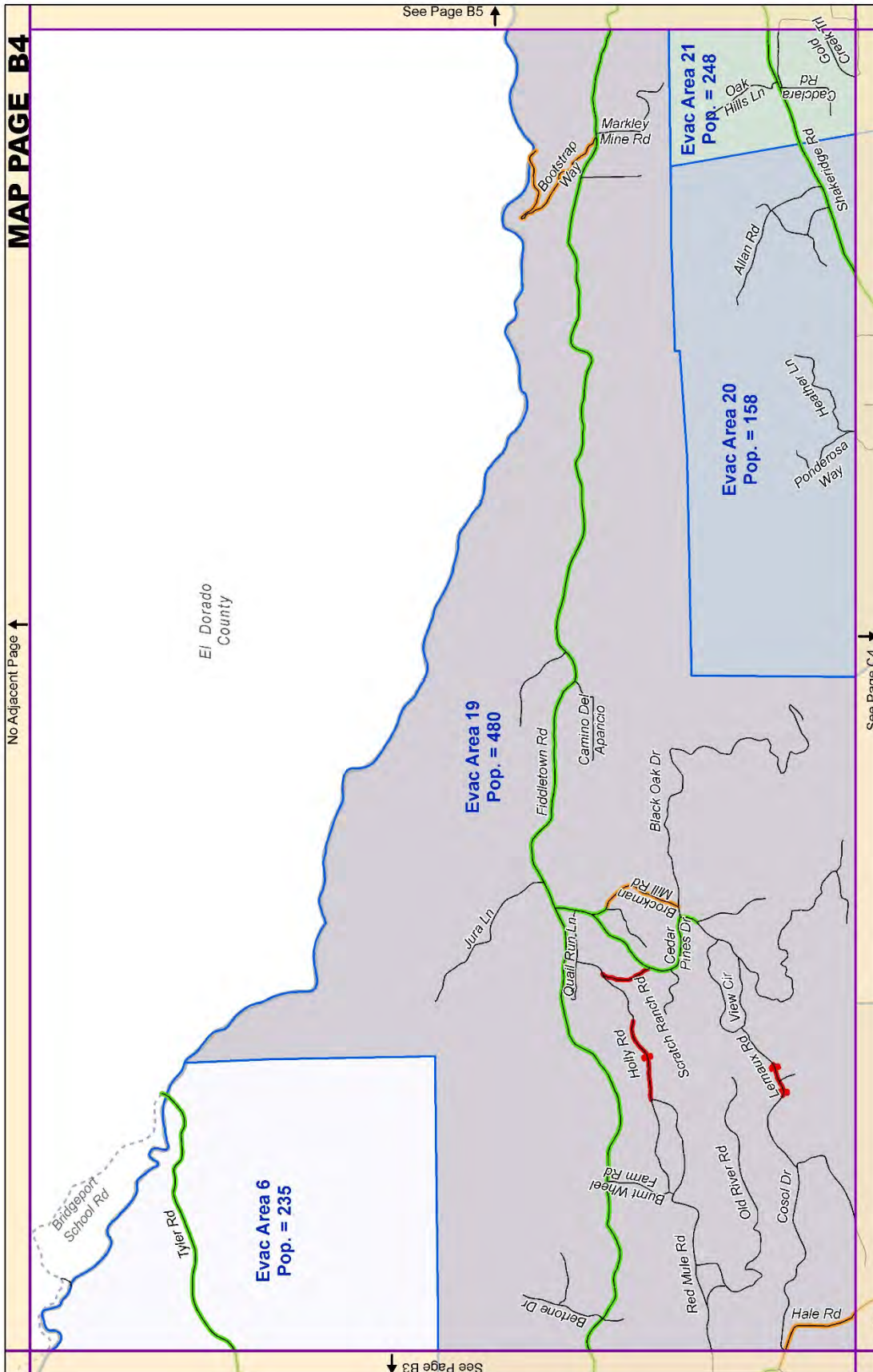


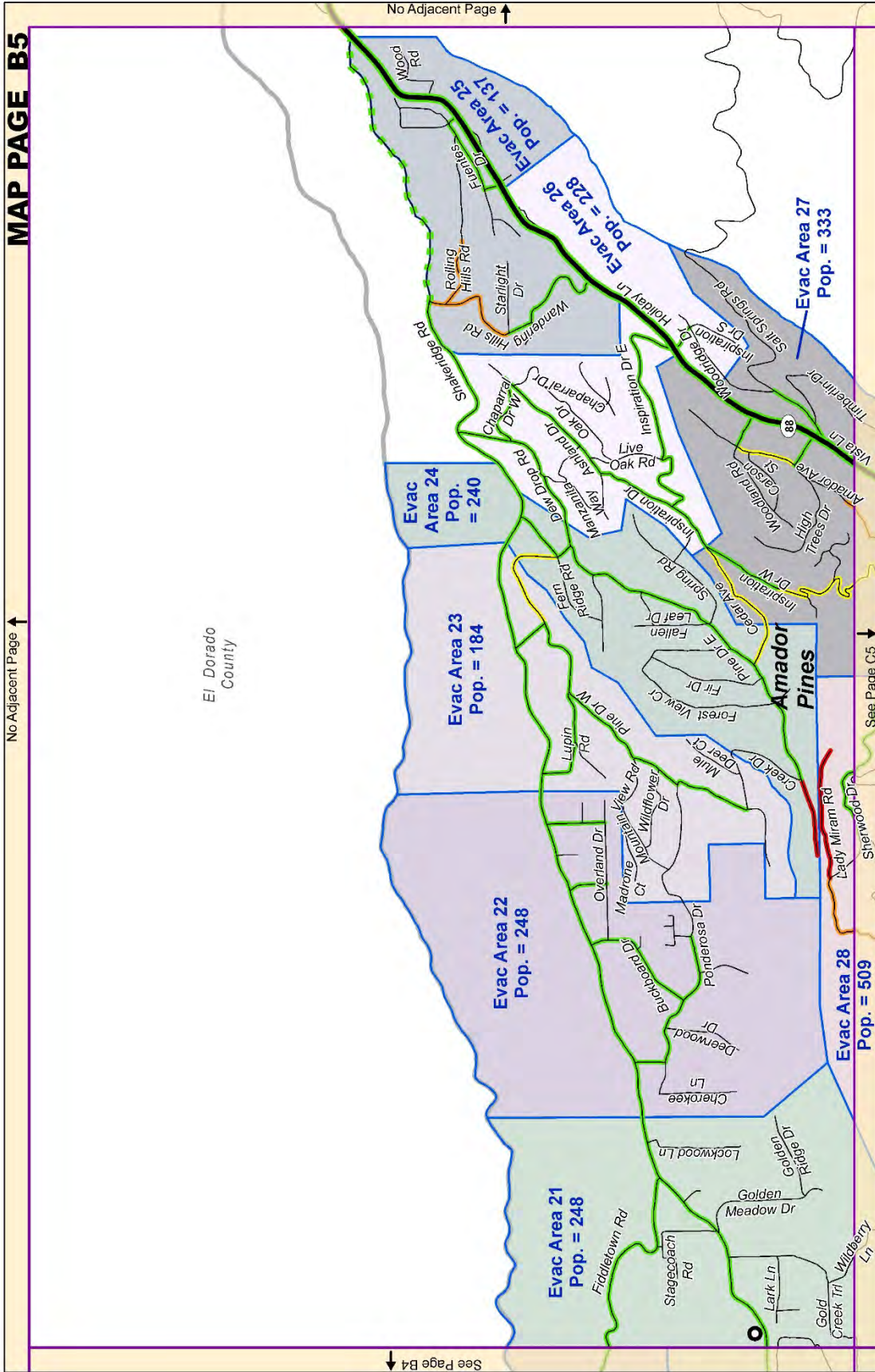




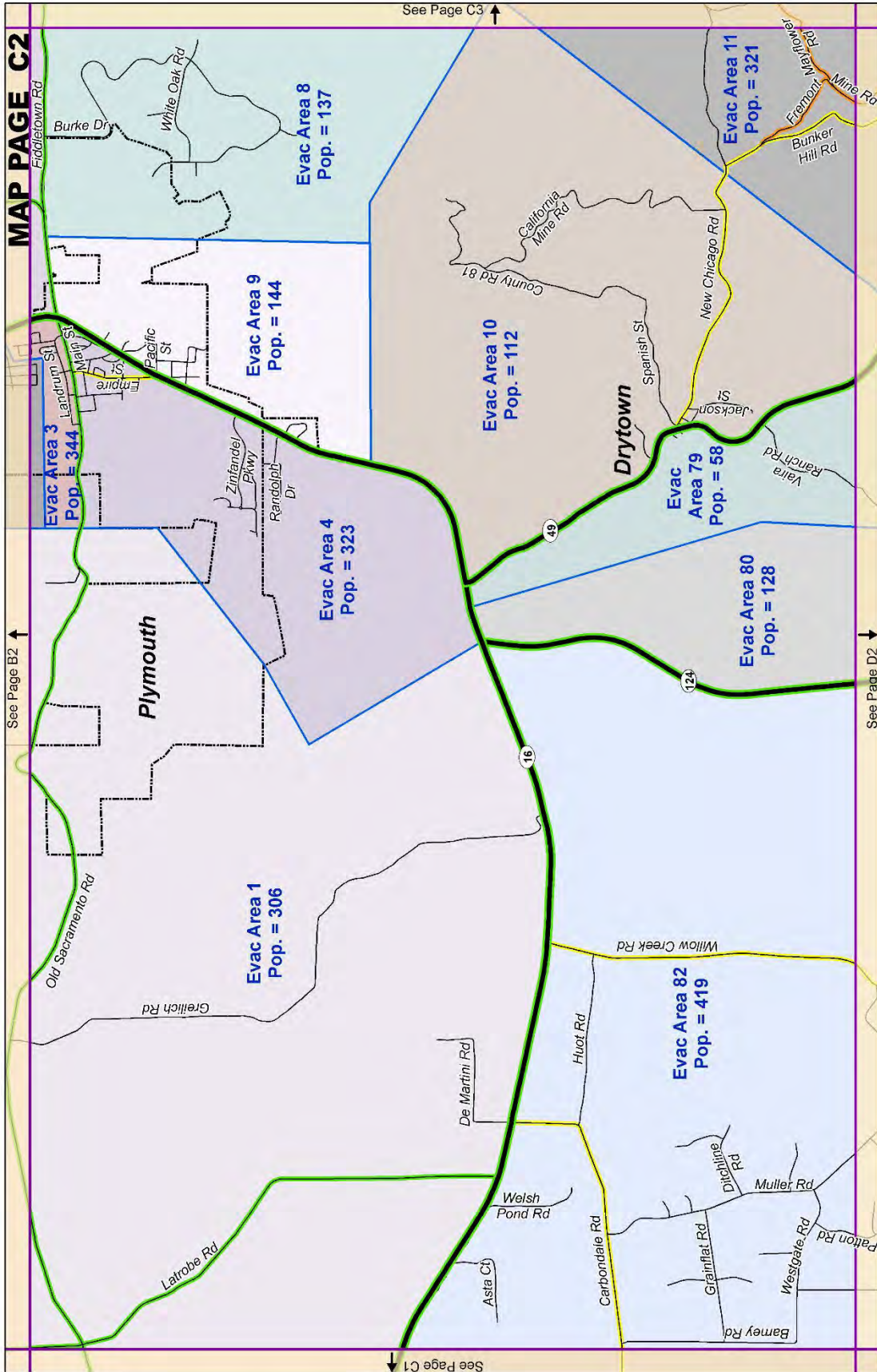


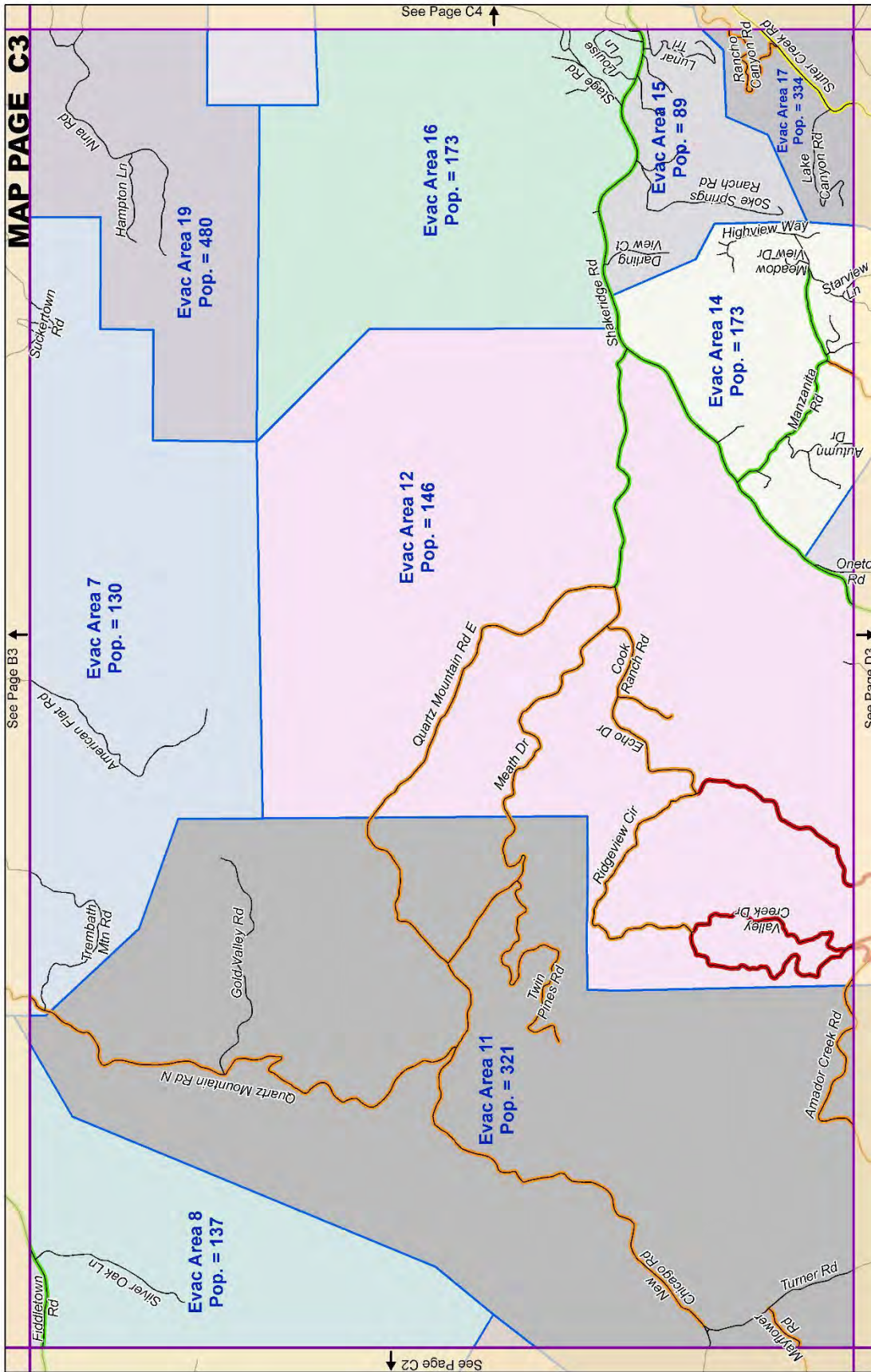


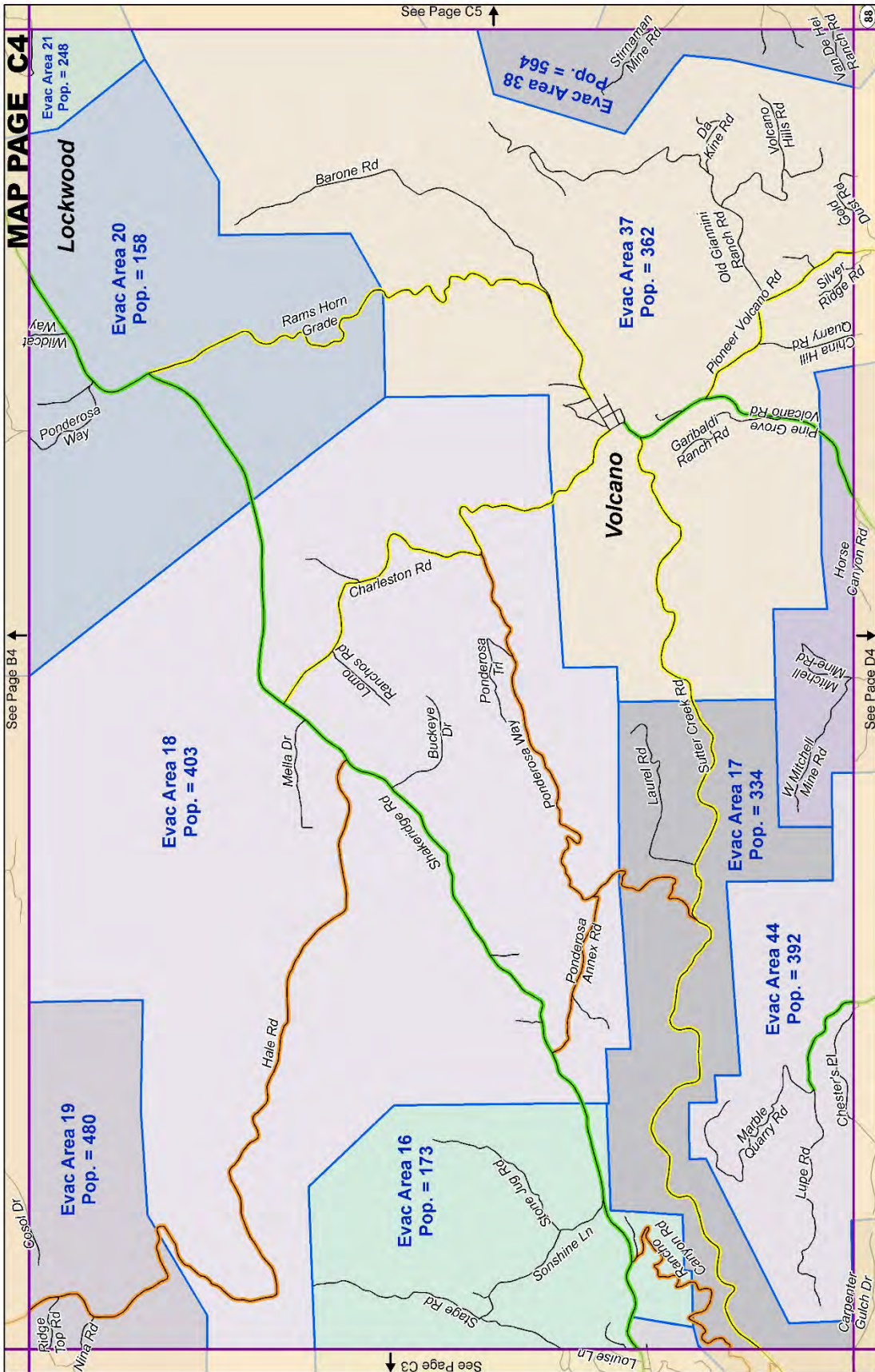


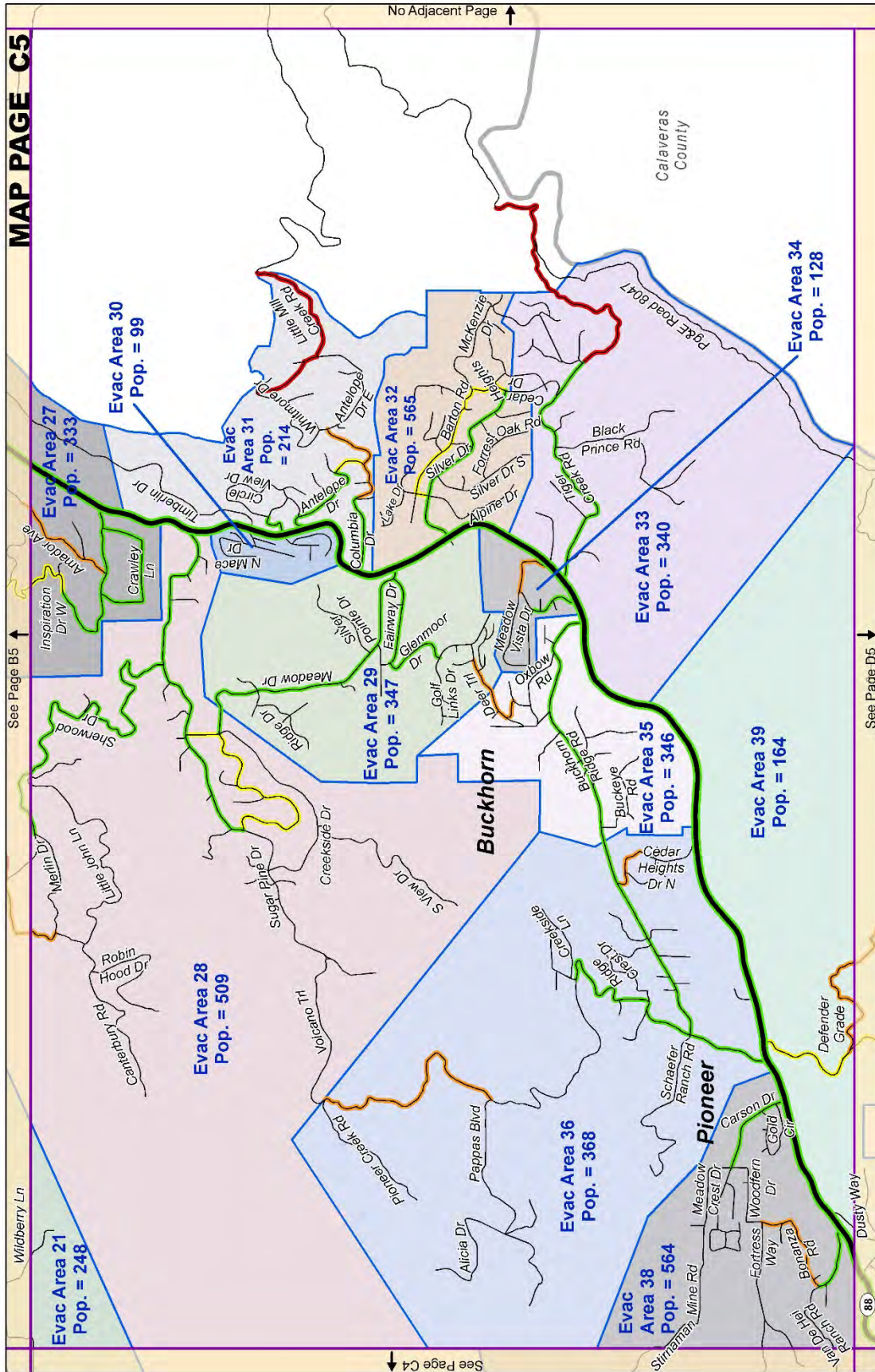




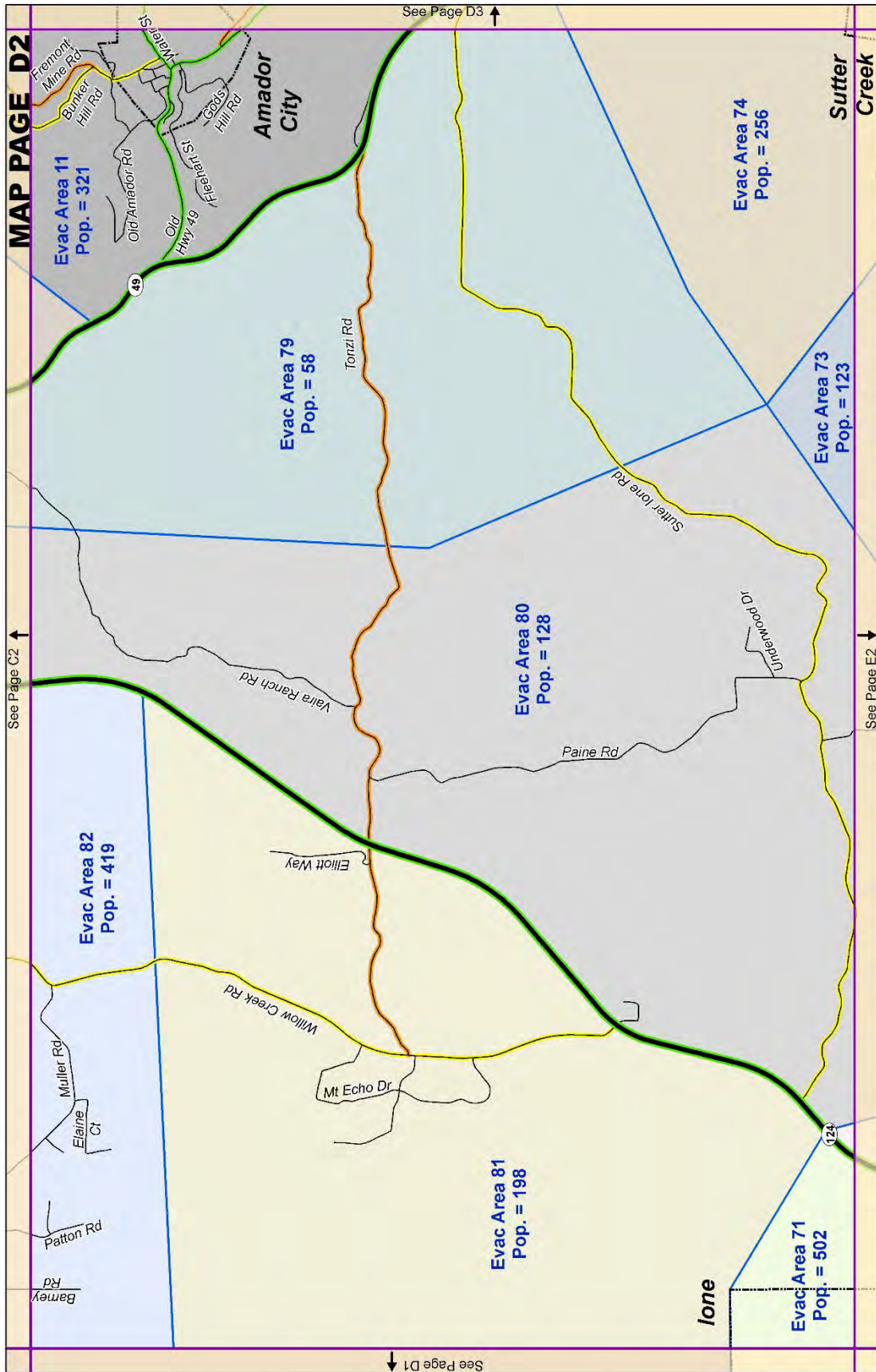


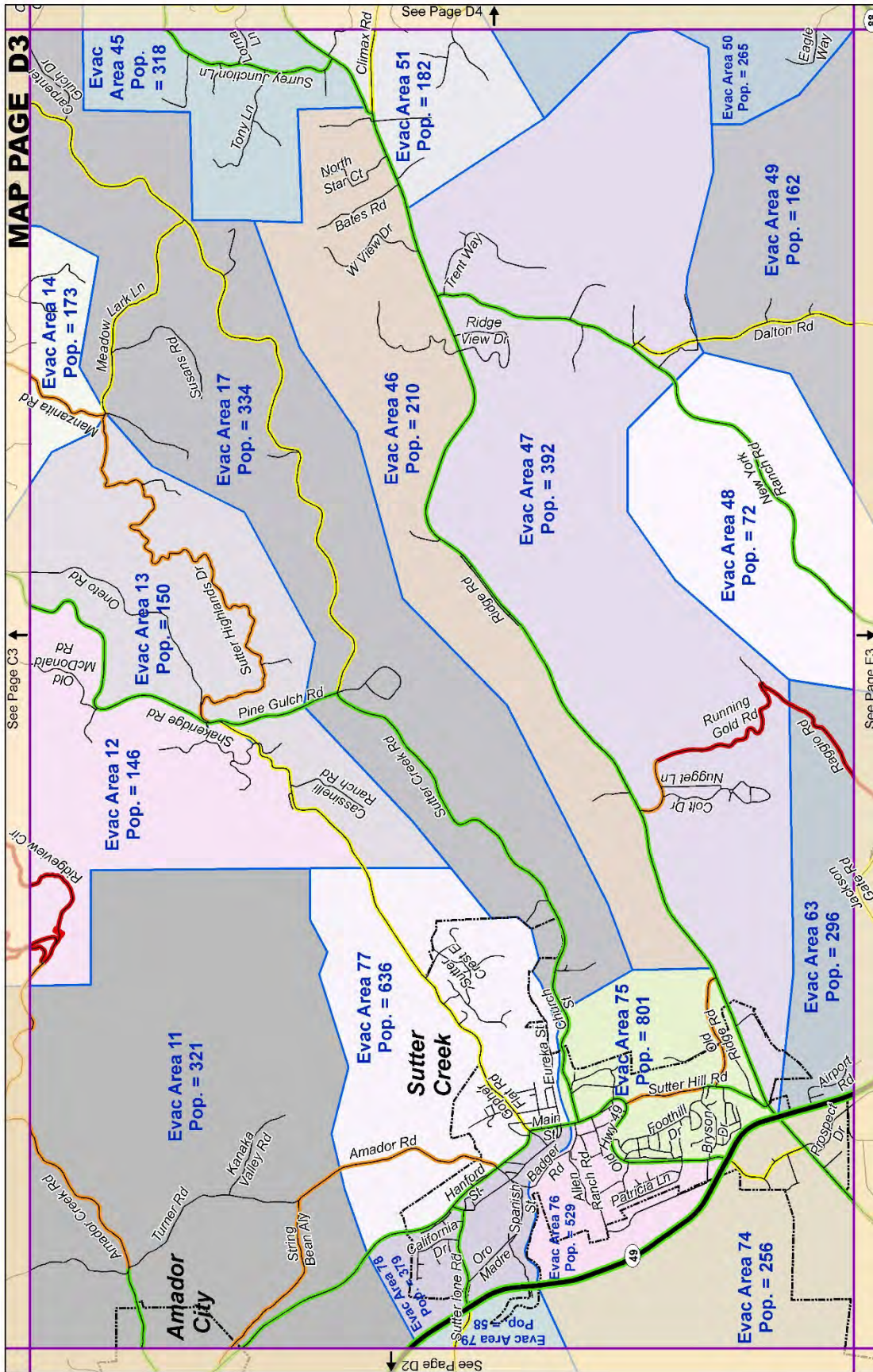


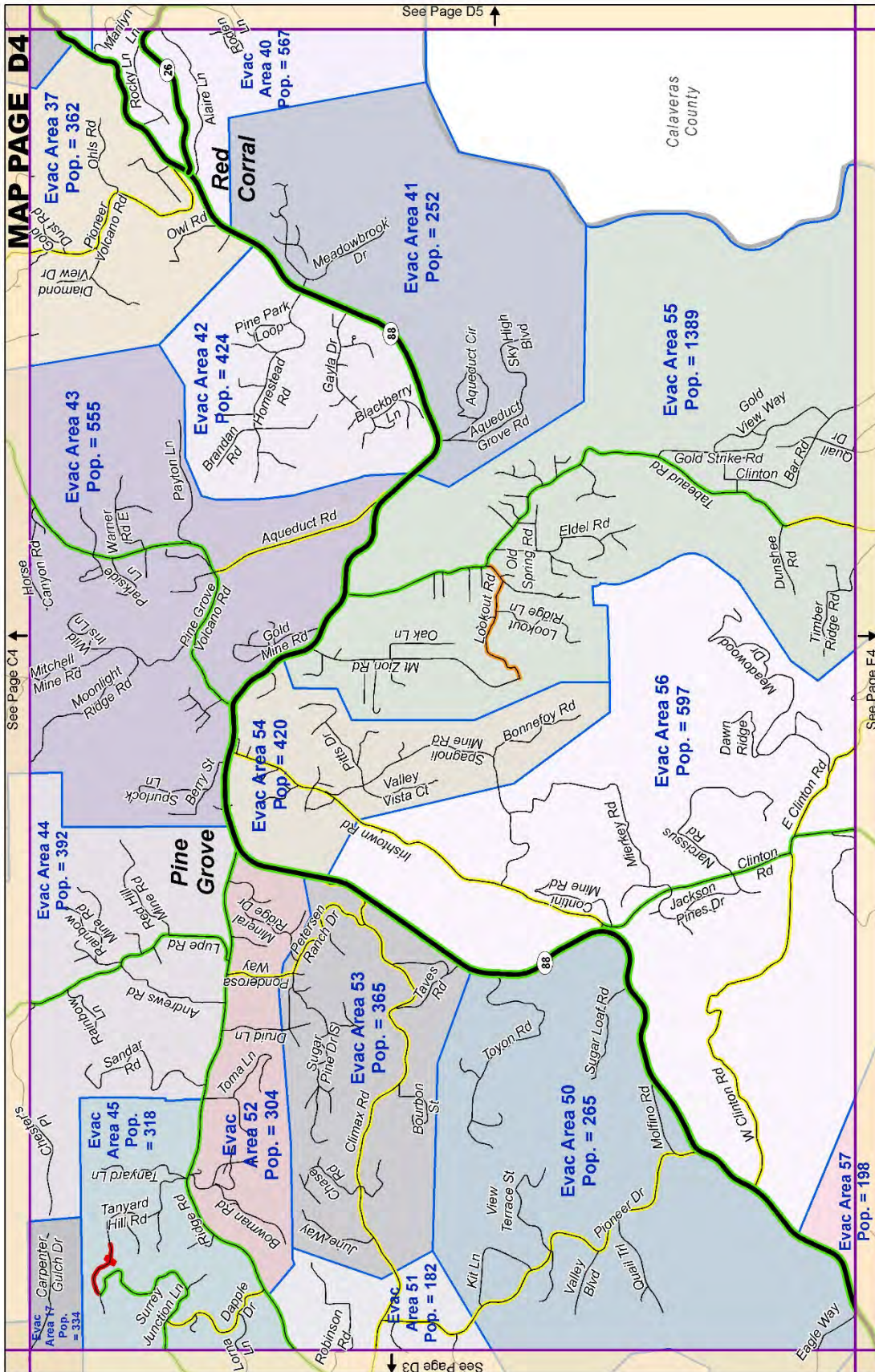


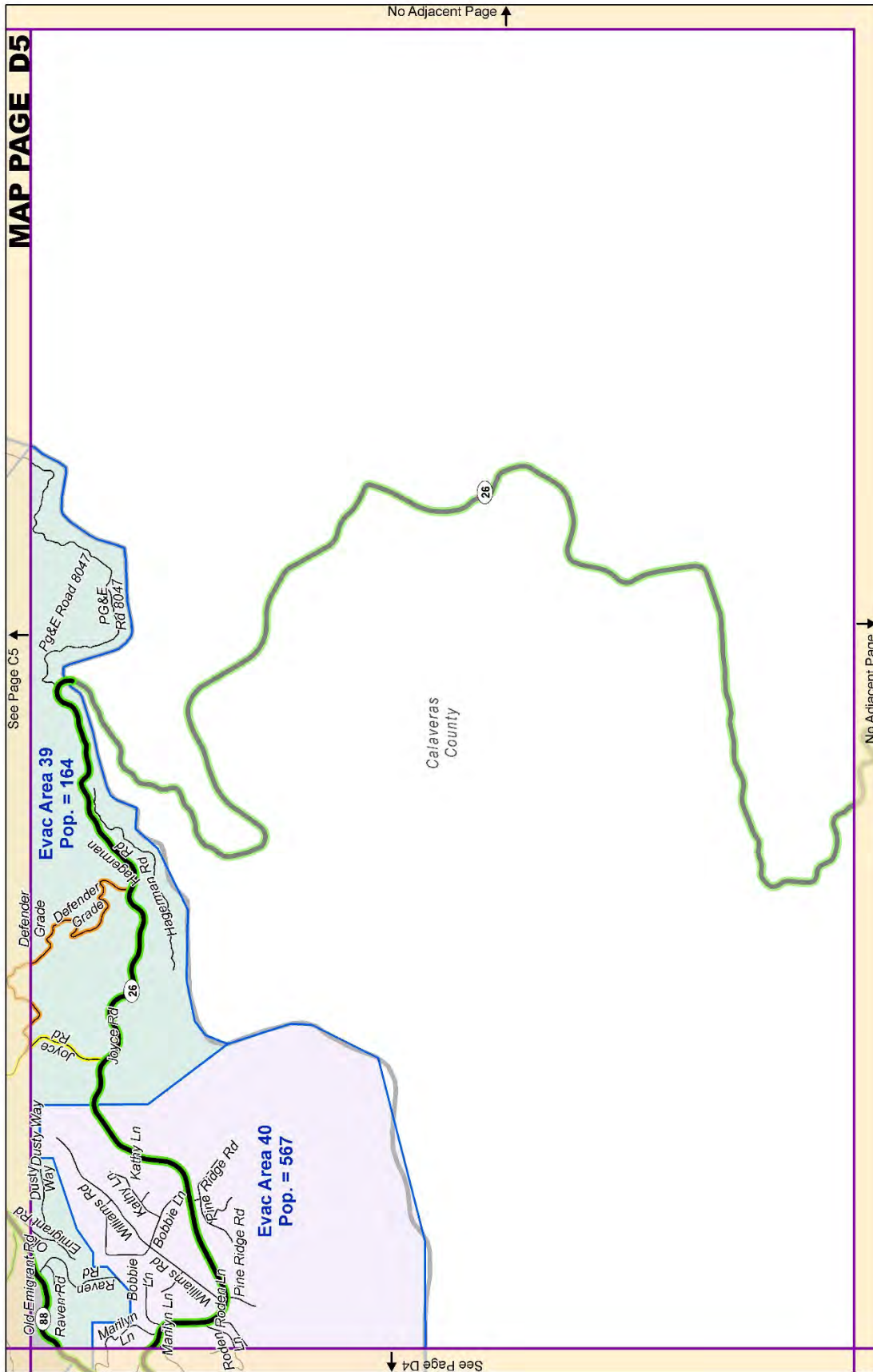


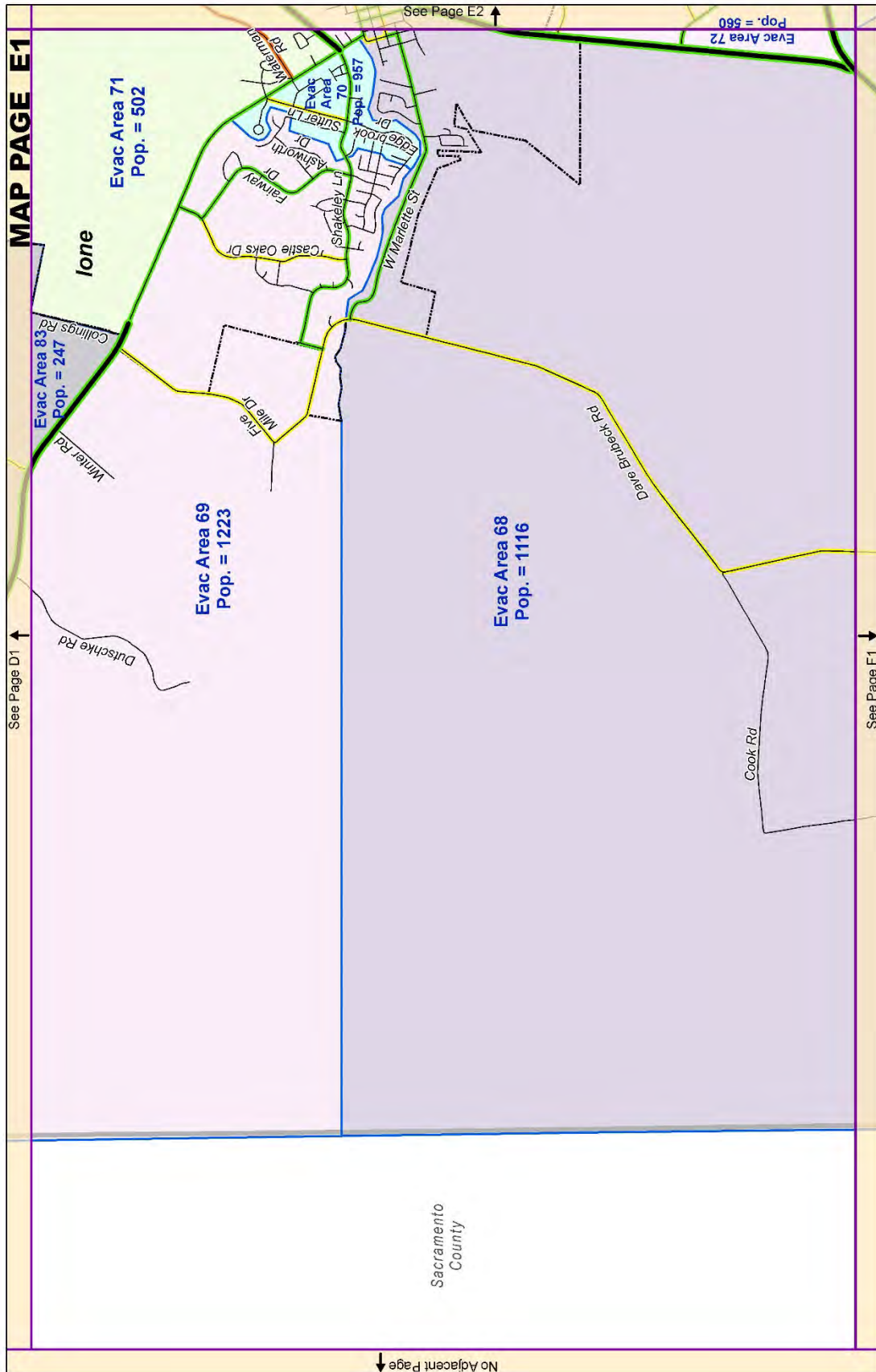


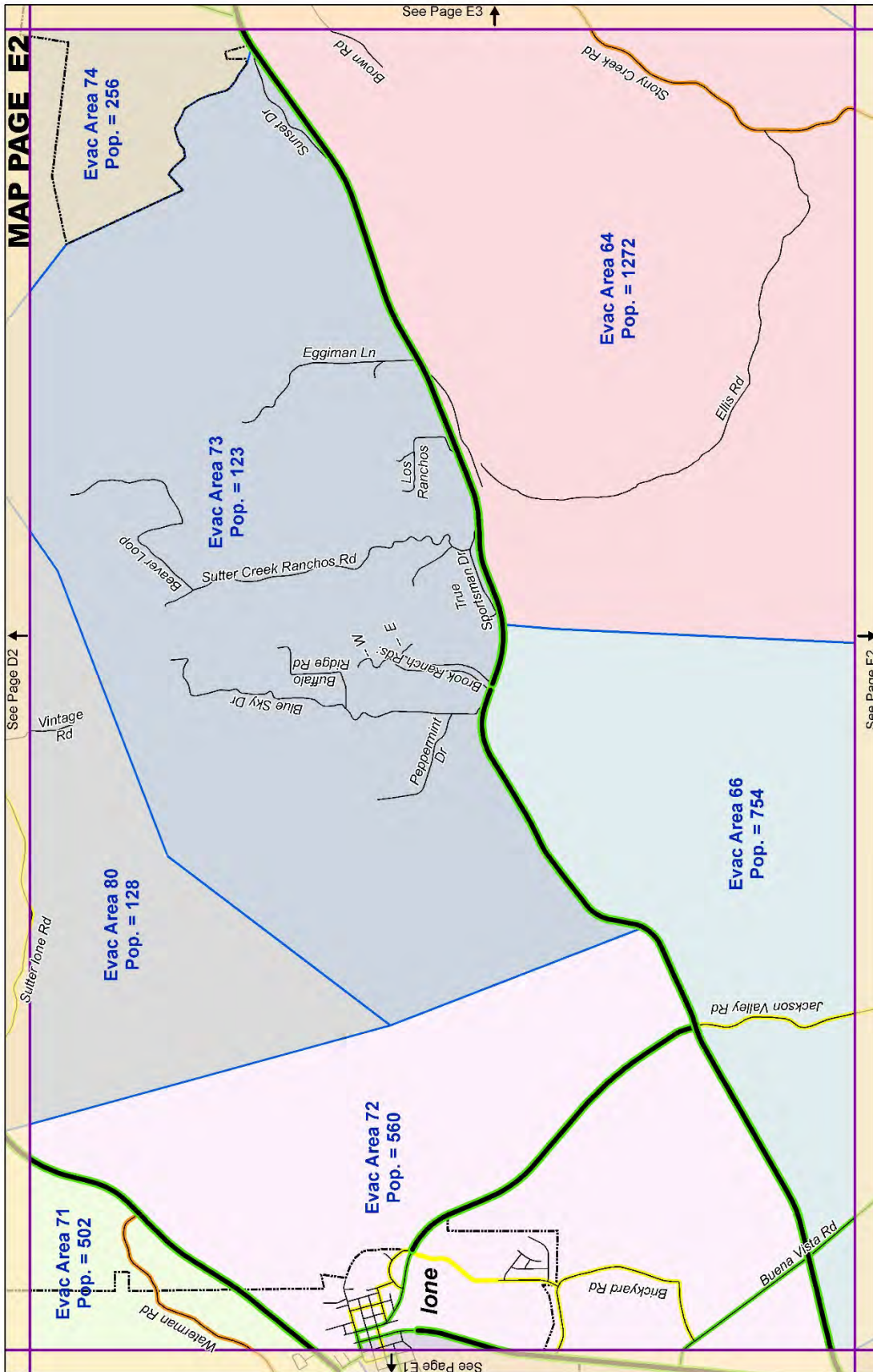


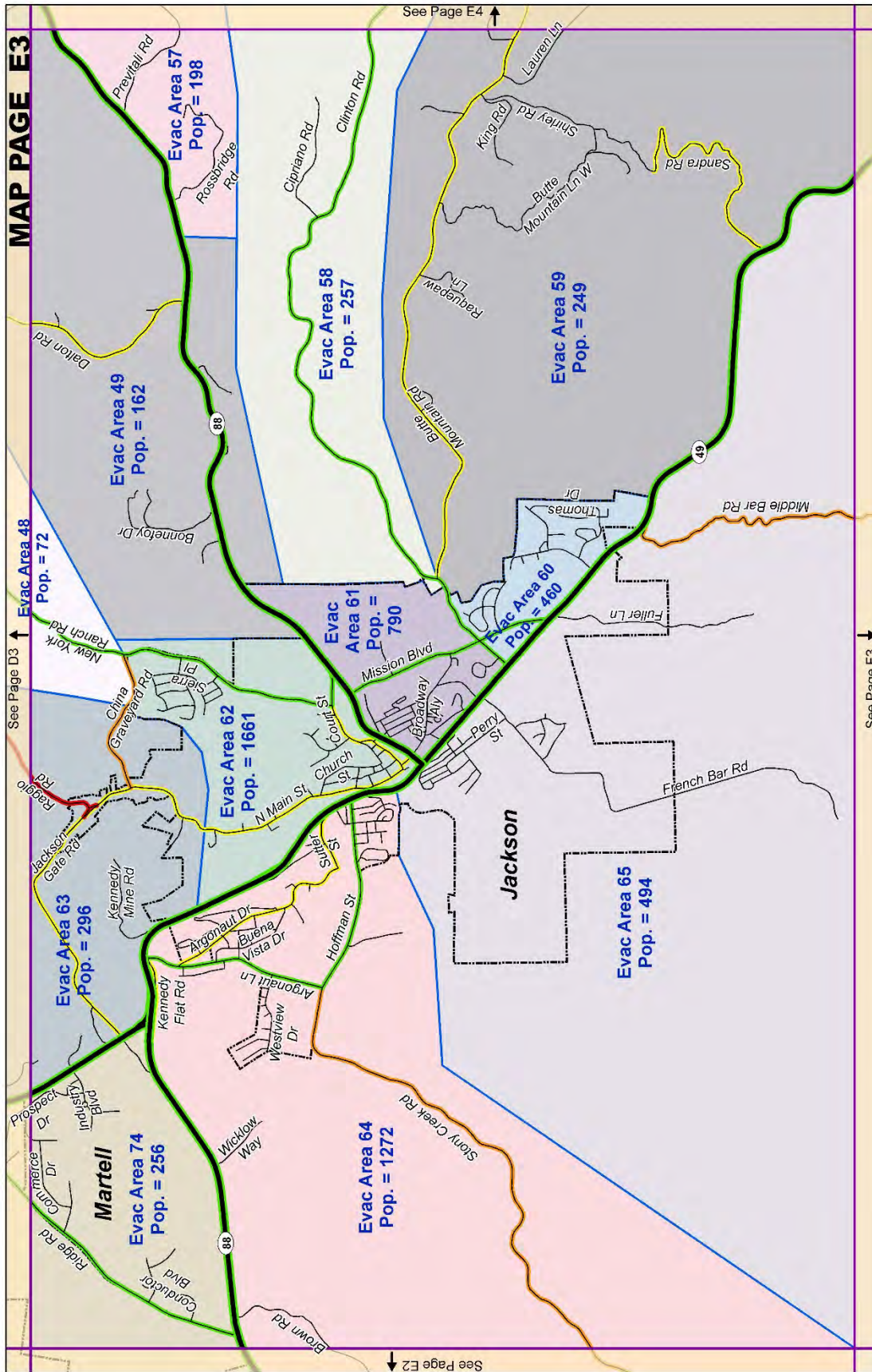


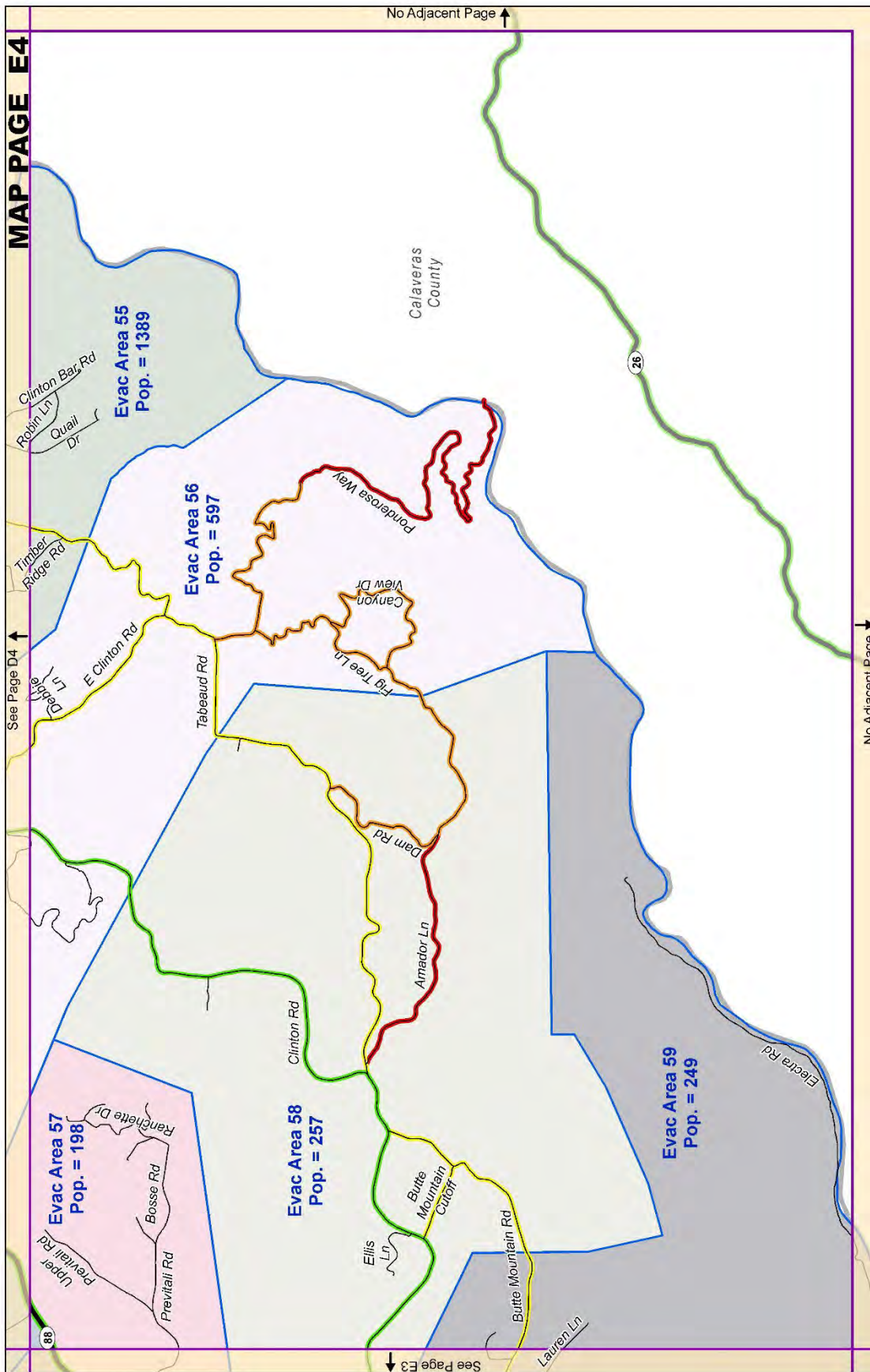






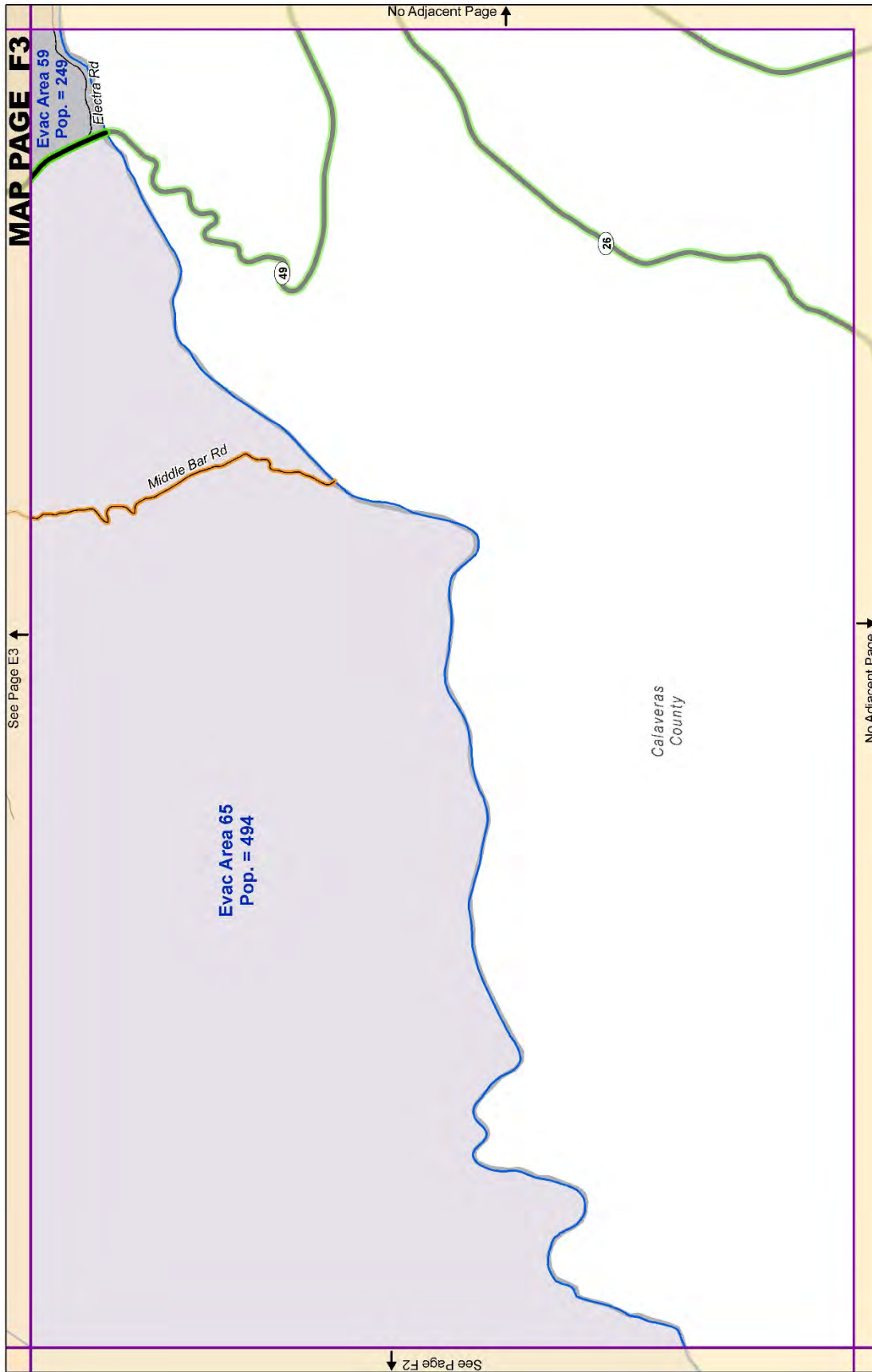


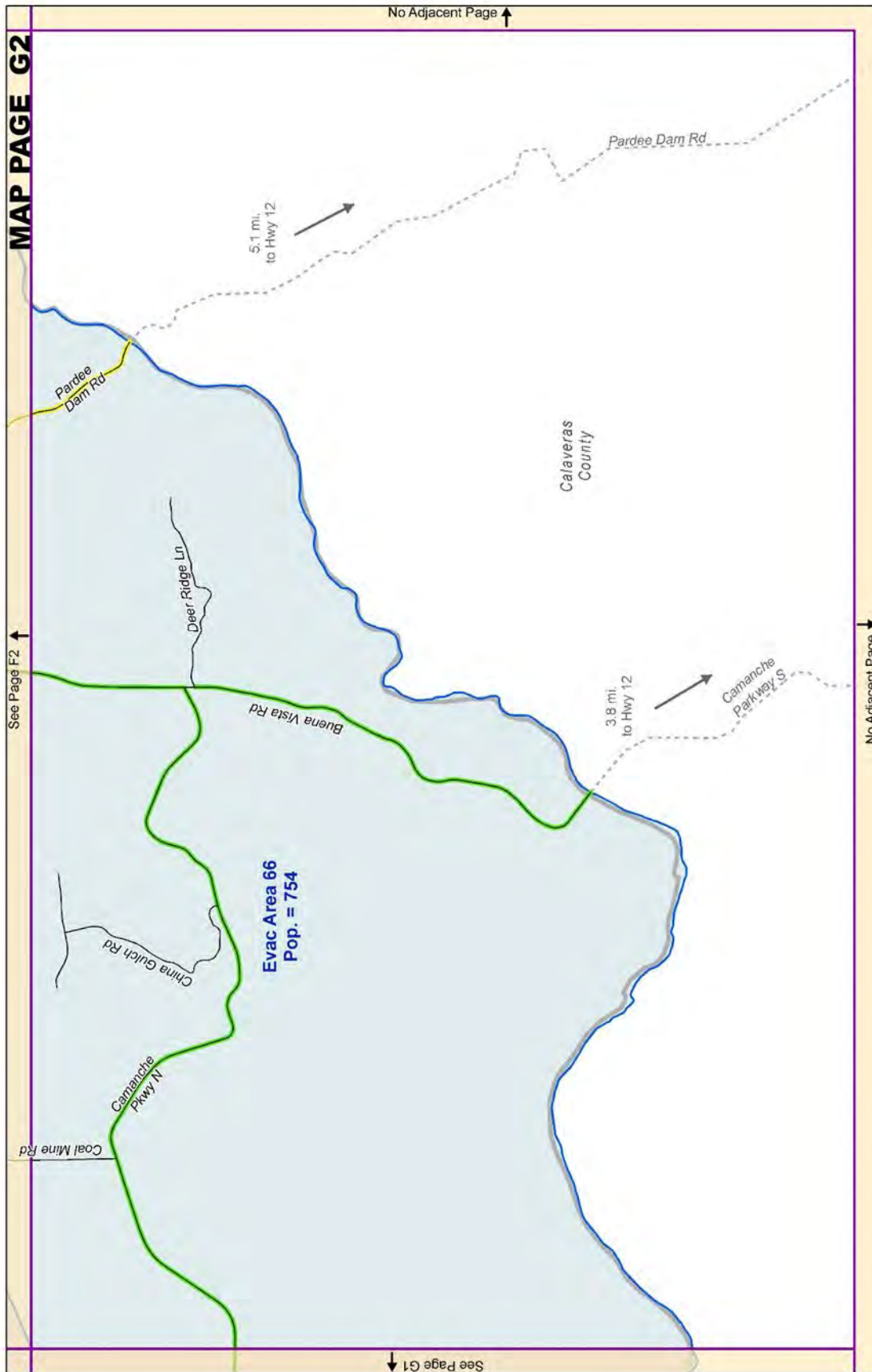














APPENDIX 2.5: EVACUATION ORDER MESSAGES

When delivering an evacuation order to residents, the following items will be included in the evacuation message:

- Location of the hazard.
- Route to take to evacuate.
- Location of Temporary Evacuation Point or Emergency Evacuation Shelter.
- Time that is available to evacuate.
- What to do with pets /livestock.
- How to request assistance for those who need assistance.
- Procedures to check on the safety of neighbors.

****SAMPLE EVACUATION MESSAGES ARE LOCATED IN THE
ALERT, WARNING & PUBLIC INFORMATION ANNEX****

APPENDIX 2.6: TEMPORARY EVACUATION POINT REGISTRATION FORM

Amador County Temporary Evacuation Point Registration

Date: _____ Incident: _____ Center Name/Location: _____

Complete one form per family

Observations: (check box if yes – give to supervisor if boxes checked)

- Does the client or a family member appear to need immediate medical attention, appear to be to overwhelmed or agitated to complete registration, or a threat to themselves or others?
- Does the client have a service animal, use a wheelchair/walker, or demonstrate any other circumstance where it appears, they may need help in the shelter?

Questions: (check box if yes)

- Is there anything you or a member of your family needs right now to stay healthy while in the shelter? If not, is there anything

HOUSEHOLD INFORMATION

Family Name (Last Name):		# Family members registered:				
		0-3yrs:	3-7yrs:	8-12yrs:	13-18yrs:	19-65yrs: 65+yrs:
Pre-disaster Address:				Post-disaster Destination (if know):		
Primary Phone:	Cell Phone:	Email:				
Primary Language:		If Not English, Family Member Present Who Speaks English:				
Method of Transportation:		If Personal Vehicle, Lic. Plate #/State (for security purposes only):				

INDIVIDUAL FAMILY MEMBER INFORMATION (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Arrival Date	Departure Date	Departure Notes:

___ Yes ___ No Someone in the household is required by law to register with a state or local government agency.
 ___ Yes ___ No I agree to have my information shared with other agencies providing disaster relief services.

By signing here, I acknowledge that the information on this form is accurate.

Head of Family Signature: _____

Date: Worker Name/Signature: _____ Date:
 Time: _____



**AMADOR COUNTY SHERIFF'S OFFICE
EVACUATION CONTACT FORM**



"In accordance with Penal Code section 409.5(a), Amador County Sheriff's Office representative (Name/Rank) _____ has officially warned me that to remain in this evacuation area can cause my injury or death. This representative has also asked me to evacuate this area. I understand that a refusal to leave will place my life in jeopardy. Despite this warning and evacuation request, I choose to remain on or about my property within the evacuation area. This refusal to leave relieves Amador County from any liability or responsibility for my welfare and the welfare of any minor children in my custody. In addition to myself, I have in my custody _____ minor children. I choose to have these children, whose names and ages are listed below, remain in my custody within the evacuation area".

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Name of individual warned: _____

Address: _____

Telephone Number: _____ Driver's License Number: _____

Signature: _____ Date/Time: _____

Witness: _____ Signature: _____

Please Print

NEXT OF KIN CONTACT INFORMATION	
Name:	_____

Address:	_____

Original: Amador County PD Pink Copy: Officer's Report Yellow Copy: Resident



APPENDIX 2.8: LIVESTOCK PASS



Amador County Livestock Pass for Commercial Agricultural Operations



OVERVIEW

In accordance with California Food and Agricultural Code¹, Amador County established a Livestock Pass program whose purpose is to issue identification documents to qualified agricultural producers so they may access their property, or, with permission, the agricultural property owned by another Livestock Pass holder during or following a disaster.

Existing law authorizes law enforcement and public safety officers and professionals to close an area where a menace to the public health or safety is created by a calamity, including flood, storm, fire, earthquake, explosion, accident, or other disaster, as provided. Livestock Pass holders would potentially be able to enter these restricted areas to care for threatened livestock, if permitted to do so by the incident commander, a law enforcement official having jurisdiction, or their designee.

Agricultural Producers seeking a Livestock Pass must submit documents to the Department of Agriculture demonstrating they meet the eligibility requirements outlined in the “Eligibility” section. Once the necessary documents for steps one through four (below) are submitted and the Amador Agricultural Department has determined the documents are satisfactory, the applicant will be considered a ‘verified’ Agricultural Producer. Verified Agricultural Producers will be approved to attend the mandatory training course. After completing the training course, the applicant will be considered a “qualified agricultural producer” and will be referred to the Amador Agricultural Department. The qualified Agricultural Producer will schedule an appointment with the Amador Agricultural Department in order to have the Livestock Pass issued.

The Livestock Pass is issued by the Amador Agricultural Department to a qualified Agricultural Producer before a disaster occurs. The application process is designed to verify that the cardholder is a commercial Agricultural Producer (owner or managerial employee) whose services are essential to providing protection and/or care to commercial agricultural assets, such as livestock. Individuals eligible for a Livestock Pass must be owners or managerial employees who have a working knowledge of the agricultural property.

Before the Livestock Pass is issued, verified Agricultural Producers must complete a mandatory emergency safety and preparedness training in emergency procedures and understand that their role is to provide limited protection and/or care to their agricultural operation, *not to fight fire or act as first responders during a disaster*.

Possession of a Livestock Pass does not grant any rights or privileges and does not necessarily mean the passholder will be allowed access to their commercial farm or ranch. If there is imminent danger, front-line emergency personnel are empowered to use discretion when it comes to protecting emergency crews and the public (including Livestock Pass

¹ California Food and Agriculture Code Division 2, Chapter 4, 2350.



holders) from unnecessary exposure to risk. However, in those cases when the boundaries of the closure area include agricultural land not deemed at imminent risk, the Livestock Pass may allow owners and/or employees access to agricultural property, at the discretion of front-line emergency personnel.

For the purposes of this program, a commercial livestock operator is defined as an owner of livestock consisting of:

- 50 head of livestock (including in utero, e.g., 25 bred cows), or
- 500 poultry or rabbits, or
- 50 beehives or more that reside in Amador for at least a portion of the year, or
- a person who, through an agreement with the owner of livestock, has authority and is responsible to oversee the care and well-being of the owner's livestock.

THIS DOES NOT INCLUDE HORSES! For horse-related emergency preparedness and care, contact the Evacuation Teams of Amador (209) 419-2000.

Some anticipated activities that Livestock Pass holders may need to engage in during an emergency:

- Sheltering, moving, transporting, evacuating, feeding, watering, or administering veterinary care to livestock
- Milking of cows twice per day
- Transporting milk out of the affected area
- Repairing fences, managing irrigation infrastructure
- Providing local expertise to emergency personnel. This expertise shall only be provided when requested by emergency personnel.

PARTNERS

The Livestock Pass program requires partnership from multiple county-based and regional agencies for successful implementation. The following agencies in Amador County are participating in initial program development:

- Amador Fire Protection District
- Amador Agricultural Department
- Farm Bureau
- Amador Control Animal Control
- University of California Cooperative Extension (UCCE)
- Sheriff's Office and other local law enforcement agencies
- County Counsel
- County Administrative Office



Furthermore, the following entities/agencies will be consulted as program development continues:

- CALFIRE
- California Highway Patrol

ADMINISTRATION

Due to their unique position serving the agricultural community, the Amador Agricultural Department will be responsible for administering Amador County's Livestock Pass program with support from UCCE.

Program administration will include maintaining records, accepting and processing applications, determining eligibility, referring verified Agricultural Producers for the emergency safety and preparedness training and, once the training is completed, will refer qualified Agricultural Producers to the Amador Agricultural Department so they can schedule an appointment to obtain their Livestock Pass.

Livestock Pass identification passes will be valid for one (1) year and will expire annually on December 31st. Upon expiration an agricultural producer may apply for a new Livestock Pass.

COMMITTEE

The Amador Agricultural Department will be responsible for confirming eligibility based on the eligibility criteria (below) and will have the ultimate authority to issue, deny or revoke a Livestock Pass.

FEES & COSTS

There are currently no fees for a Livestock Pass.

Eligibility Criteria - Requirements

The Livestock Pass will only be available to Commercial Livestock Producers who meet the following eligibility criteria:

1. Property must be both:
 - a. Located in either the State Responsibility Area (SRA) or the Federal Responsibility Area (FRA) of Amador County; and,
 - b. Zoned for production agriculture.
2. The operation must be:
 - a. A commercial agricultural enterprise; or
 - b. An educational institution conducting agricultural research or



instruction on a production scale.

3. The Applicant must be:
 - a. An owner, or
 - b. A managerial employee
4. The Applicant and employer (if different than the Applicant) must sign a waiver and release.
5. The applicant must complete the mandatory emergency safety and preparedness training (this may only be completed after the Amador Agricultural Department verifies the applicant's commercial status).
 - a. If the applicant has completed the training curriculum in another county, the applicant may submit the training certificate with their application.

For the purposes of this program, a commercial livestock operator is defined as an owner of livestock consisting of:

- 50 head of livestock (including in utero, e.g., 25 bred cows), or
- 500 poultry or rabbits, or
- 50 beehives or more that reside in Amador for at least a portion of the year, or
- a person who, through an agreement with that owner of livestock, has authority and is responsible to oversee the care and well-being of the owner's livestock.

ELIGIBILITY CRITERIA - VERIFICATION

1. Property Verification. Please provide the following information for each property to be associated with the Livestock Pass:
 - a. Street ("situs") address
 - i. Determines if the property is in either the state or federal responsibility areas
 - b. Assessor's Parcel Numbers (APNs)
 - i. Determines if the property is in either the state or federal responsibility areas
 - ii. This will determine zoning
2. Commercial /Research Agricultural Operation Verification. Please provide one or more of the following documents:
 - a. Operator Identification Number or Restricted Material Use Permit, both of which track commercial agriculture-related pesticide use
 - b. Organic Registration or Organic Certification
 - c. Certified Producer's Certificate (CPC)
 - d. Most recent redacted "Schedule F" tax form



- e. USDA FSA documentation; and/or
- f. CDFA Bureau of Livestock Identification
3. Owner, Leasee, or Managerial Employee Verification.
 - a. Owner
 - i. Provide proof of land ownership
 - b. Leasee
 - i. Provide proof of business ownership and a lease agreement
 - c. Managerial Employee
 - i. Provide a signed authorization letter from the employer stating:
 1. The applicant has the authority and responsibility to oversee the care and well-being of the Agricultural Producer's livestock; and,
 2. The applicant engages in managerial job duties and customarily and regularly exercises discretion and independent judgment in these duties.
 - a. Also provide a written job description generally outlining these job duties
 3. The applicant is an employee whose monthly salary is equivalent to no less than two times the state minimum wage for full-time employment.
4. Fill out and submit the waiver and release form
5. Complete the mandatory emergency safety training course (this will be completed only after steps one through four, above, have been completed).

TRAINING

Completion of training will be required for all verified Agricultural Producers before a Livestock Pass is provided. The curriculum will be developed by the California Department of Forestry and Fire Protection (CAL FIRE), will be approximately 4-hours in length and will provide a primer on basic fire behavior, communications during disaster, and incident command structure (ICS). The curriculum is built to be adaptable for all disaster situations and delivered in a classroom setting or a synchronous or asynchronous training model. Topics to be covered include wildland entrapment avoidance, recognition of hazardous environments, working with county stakeholders, waiver and release of liability, communication, escape routes, safety zones, personal protective equipment, guidelines to be adhered to as a Livestock Pass holder.

LIVESTOCK PASS ID

The Amador County Livestock Pass will be an identification pass that includes the following



information:

6. Full name of the passholder
7. Farm or ranch name
8. Primary ranch address
9. Expiration date
10. Phone numbers:
 - d. Property owner
 - e. Amador Agricultural Department
 - f. Sherriff's Office Dispatch and Communications Center
11. Secondary or tertiary farm or ranch addresses (for operations with multiple locations).

CONDITIONS OF USE

All Livestock Pass holders are subject to the following conditions of use:

1. Lawful commands from onsite law enforcement or other emergency personnel must be followed at all times.
2. Livestock Passes will only be used when safe to do so as determined by public safety officials managing the incident response.
3. A Livestock Pass does not grant permission to ignore evacuation orders or guarantee automatic entry.
4. Livestock Pass holders must comply with all directions from law enforcement and other emergency personnel.
5. Onsite law enforcement or other emergency personnel may place a limit on time spent behind any road closure.
6. All persons must depart the restricted area by the same route they entered.
7. At the discretion of onsite law enforcement or other emergency personnel, Livestock Pass holders may be required to accept an escort into and out of the evacuated area.
8. The Livestock Pass holder must have their Livestock Pass with them at all times and be able to present it to law enforcement – even if the Livestock Pass was already inspected at a road closure checkpoint.
9. All individuals who were provided access into an evacuated area must leave immediately if directed to do so by law enforcement or other emergency personnel.
10. Employee Safety
 - a. Commercial agricultural operation owners/operators must comply with all applicable worker safety regulations and protections required for the work location including those administered by the California Division of Occupational Safety and Health (Cal/OSHA).



- b. Access to a farm or ranch by an employee must be fully voluntary.
 - i. A person shall not require any employee to obtain or use a Livestock Pass or to enter or be present on the Agricultural Producer's ranch or farm property during or following a disaster.
 - ii. A Livestock Pass holder cannot require an employee to enter an evacuation zone.
 - iii. Possessing a Livestock Pass in no way requires its holder to be present in an area subject to an evacuation order during or following a flood, storm, wildfire, or other disaster.
 - iv. A person shall not in any manner discriminate, retaliate, or take any adverse action against an employee for refusing to obtain or use an Livestock Pass, or to accompany an Livestock Pass holder, or to enter or be present on the Agricultural Producer's ranch or farm property during or following a disaster. Any person who believes that they have been discriminated or retaliated against in violation of this section may, in addition to any other available remedy, file a complaint pursuant to Section 98.7 of the Labor Code for remedies available under Section 98.6 of the Labor Code.

REVOCATION

The Livestock Pass will be revoked for any reason decided by the Department, but especially if the Livestock Pass holder:

1. Loses eligibility (see "Eligibility" section)
2. Fails to adhere to **any** of the Livestock Pass conditions (see "Conditions of Use"); and/or
3. Creates through their actions any health, safety or criminal issue as reported by emergency responders, other official personnel, or vetted anonymous complaints.

RENEWAL PROCESS

A Livestock Pass expires every **year** on December 31st and may be renewed in accordance with the application process. The intent of expiration is to ensure that applicants are still verifiable Agricultural Producers and to ensure that verified Agricultural Producers have regular intervals of emergency safety and preparedness training.

DEFINITIONS

1. "Disaster" means a menace to the public health or safety that is created by a calamity, including flood, storm, fire, earthquake, explosion, accident, or other hazardous incident.
2. "Livestock" includes all commercially produced animals including poultry (chickens, ducks), bovines (cows, buffalo, bison), sheep, goats, lambs, swine (pigs, hogs) and oysters. For the purposes of this program, Livestock does not include horses.



3. “Local expertise” means identifying access roads, water points, and other local knowledge that may assist firefighters and/or other emergency response personnel.
4. “Managerial employee” means a person who meets all of the following criteria:
 - a. Has management authority with responsibility to oversee the care and well-being of the qualifying livestock producer’s livestock.
 - b. Primarily engages in managerial job duties and customarily and regularly exercises discretion and independent judgment in these duties. These duties shall be specified in a written job description issued no later than 90 days before the date of the flood, storm, fire, earthquake, or other disaster.
 - c. Earns a monthly salary equivalent to no less than two times the state minimum wage for full-time employment at the time of the flood, storm, fire, earthquake, or other disaster.
5. “Qualified agricultural producer” means a commercial agricultural producer, as determined by the Amador Agricultural Department , who has been verified as a commercial operation and has successfully completed the mandatory emergency safety and preparedness curriculum.

“Verified agricultural producer” means a commercial agricultural producer who has submitted all documents to the Amador Agricultural Department and those documents were reviewed and determined to be adequate for proving a producer’s commercial status.



APPENDIX 2.9: TERMS AND DEFINITIONS

Protective Action Notice: A statement which instructs people to take immediate action to protect their life due to a danger or impending danger (e.g. boil water notice).

Evacuation: The National Incident Management System defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care to safe areas.

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

Evacuation Warning: A potential threat to life and/or property. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away or as deemed appropriate by the IC. Those who require additional time to evacuate, and those with pets and livestock should leave now.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Levels of Closure: A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed access under all closure levels unless prohibited under Penal Code 409.5.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement and critical incident resources (i.e. Utility, Caltrans, City/County Roads etc. or those needed to repair or restore infrastructure).

Resident Only Closure: Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.

Shelter in Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction.

Temporary Refuge Area: A safe location to hold evacuees until safe evacuation is possible.



APPENDIX 2.10: ACRONYMS

ACART	Amador County Animal Response Team
ADA	Americans with Disabilities Act
ARC	American Red Cross
ASL	American Sign Language
Caltrans	California Department of Transportation
Cal EPA	California Environmental Protection Agency
Cal OES	California Governor's Office of Emergency Services
CARES	California Animal Response Emergency System
CAVMRC	California Veterinary Medical Reserve Corps
CVET	California Veterinary Emergency Team
CBO	Community Based Organizations
CDA	California Disaster Assistance Act
CDFA	California Department of Food and Agriculture
CDSS	California Department of Social Services
CHP	California Highway Patrol
CIKR	Critical Infrastructures and Key Resources
Co.	County
CPOD	Commodities Points of Distribution
DSW	Disaster Service Workers
DRC	Disaster Recovery Center
EAP	Emergency Action Plan
EAS	Emergency Alert System
EMSA	Emergency Medical Services Authority
EMU	Evacuation Unit
EOP	Emergency Operations Plan
EOC	Emergency Operations Center
ESF	Emergency Support Function
ETA	Evacuation Teams of Amador
FEAT	Flood Emergency Action Team
FEMA	Federal Emergency Management Agency
FD	Fire Department
FPD	Fire Protection District
IC	Incident Commander



ICP	Incident Command Post
ICS	Incident Command System
IHSS	In-Home Support Services
IPAWS	Integrated Public Alert Warning System
JIC	Joint Information Center
LAC	Local Assistance Center
MAA	Mutual-Aid Agreements
MAC	Multi-Agency Coordination
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NGO	Non-Governmental Organizations
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NRCS	Natural Resources Conservation Service
OA	Operational Area
OES	Office of Emergency Services
PD	Police Department
PETS	The Pets Evacuation and Transportation Standards (PETS) Act of 2006
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SO	Sheriff's Office/Office of the Sheriff
SOC	State Operations Center
SOP	Standard Operating Procedures
TEP	Temporary Evacuation Point
TMC	Transportation Management Center
UAS	Unique Alerting System
VOAD	Volunteer Organizations Active in Disasters
VAR	Values-At-Risk
WCAG	Web Content Accessibility Guidelines
WEA	Wireless Emergency Alert
WMD	Weapon of Mass Destruction
WERT	Watershed Emergency Response Team

Emergency Operations Plan

ANNEX 3: Care and Shelter



Amador County, California
2024

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1.0 INTRODUCTION

Care and Shelter is a term used to describe an organized way of providing temporary relief and services, including shelter, food, liquids, basic health care, information, communications with family and friends, and other human services, for large numbers of people temporarily displaced or cut off from normal access to life-sustaining supplies or services by emergencies or disasters. This annex is specifically designed to address the need for providing access to temporary shelter or supplies like food and water during large-scale emergencies and/or major disasters affecting Amador County. This annex aligns with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

1.1 PURPOSE

This Annex describes the policies, procedures, roles, and responsibilities of providing Care and Shelter and shelter to the whole community in an emergency. This includes people with disabilities, access and/or functional needs, people who speak languages other than English, evacuees, and those who rely on in-place shelter in lieu of evacuation. Care and Shelter and shelter is provided equitably to all residents and visitors of Amador County.

This annex will:

- Define the collective and individual responsibilities of County departments and non-governmental agencies (including community-based and religious organizations) responding to or acting in support of Care and Shelter operations.
- Establish lines of authority and communications in support of the activation and operation of this annex.
- Describe Care and Shelter operations within Amador County.
- Describe the process to request and incorporate outside resources or request the Amador County OA assume responsibility for Care and Shelter response.

1.2 SCOPE

This annex is intended to address the temporary Care and Shelter needs of the community associated with an emergency evacuation, including those who are disabled or have access or functional needs.

This annex is not intended to address the needs of those who are medically fragile. People needing medical services and/or full-time caretakers must be directed to a licensed facility that can support them, or a medical field hospital established to provide care for people who require an acute level of care.

Care and Shelter and shelter services are intended to address the immediate, disaster



caused needs of individuals and families, including household pets, through the following essential services:

- Sheltering
- Feeding
- Emergency first aid and health services
- Behavioral health services
- Reunification services for adults and children
- Access to information
- Assistance for household pets and service animals
- Distribution of emergency supplies

For the purposes of this annex, Care and Shelter includes:

- **Sheltering.** This includes the designation of previously identified or unidentified temporary evacuation point shelter sites within the County.
- **Feeding operations.** This includes the feeding and hydration of workers and shelter guests through fixed facilities at or near the shelter, purchase of food from vendors, mobile feeding unit, and/or bulk food distributions. Sound nutritional guidelines will be incorporated, and special dietary needs honored as possible.
- **Emergency first aid and health services.** Physical and mental health first aid provided at Care and Shelter sites will consist of basic care and is designed to be supplemental to any serious medical requirements. Any person requiring medical care beyond basic first aid or that provided by Amador County Public Health or Red Cross staff should be directed to a hospital or request an ambulance or paramedics respond.
- **Behavioral Health Services.** In the shelter environment are most often provided by staff from County Behavioral Health, augmented by American Red Cross Disaster Mental Health. This function provides guidance to the Shelter Manager on behavioral health issues within the shelter that may affect the emotional health of shelter residents and workers.
- **Reunification services for adults and children.** The Amador County OES and Amador Department of Social Services are responsible for the coordination of Family Reunification. The chaos created by mass evacuations often separates family members, especially when the disaster occurs while the children are at school and the parents at work. Family Reunification is the process of reconnecting and reuniting separated family members.

Today the process is easier if communications systems like cellphones and the internet are functional. When people arrive at shelters looking for family or friends, they should be referred to on-line reunification sites run by either the



County Office of Emergency Services or other disaster related sites on social media that have been coordinated with the County Office of Emergency Services.

- **Access to information.** The demand for emergency public information related to Care and Shelter and shelter services will be immediate and sustained. Information will be provided at shelter locations.
- **Assistance for household pets and service animals.** To provide for the safety and wellbeing of household pets, service and support animals at shelter locations or off-site facilities.
- **Distribution of emergency supplies.** This includes clothing, basic personal care items, and other essentials for those who may have evacuated without time to gather personal belongs. These items may be provided by the Red Cross or other approved organizations.

There are many pre-identified locations that may be used as shelters. These locations will be used depending on area of the County that is impacted, number of people requiring services, and the services available at the location. Based on the threat, duration of shelter needs, or population requiring sheltering, shelter locations might be moved outside the County.

Care and Shelter services for Amador County evacuees will be coordinated through the Amador Emergency Operations Center (EOC), Operations Section, Care and Shelter Branch.

1.3 PLANNING ASSUMPTIONS

- The emergency sheltering requirement begins immediately after people are displaced by an incident. The first form of emergency sheltering is an “Emergency Evacuation Center” which can be quickly opened and provides basic services including a safe location out of the weather, access to food, hydration, access to sanitation facilities and first aid.
- If the displacement is expected to last longer than 72 hours the Emergency Evacuation Center will be closed or designated a Standard Short -Term Shelter at which time shelter operations and coordination will transition to the Amador County OES and Employment and the Department of Social Services with assistance from the Red Cross to provide additional services and accommodate a longer stay.
- A high percentage of evacuees will seek shelter with friends, relatives or find their own means of shelter rather than go to a public shelter. Historically less than 10% of the affected population will seek public shelter.



- Evacuees will be provided with information in the shelter concerning the current situation of the disaster.
- Under the Americans with Disabilities Act (ADA), shelter sites must permit shelterees with disabilities and those with access and functional needs to be accompanied by their service animals, and to have access to the services. The County will assist in coordination of persons in need without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.
- The Amador County Department of Social Services is responsible for the coordination of Operational Area Care and Shelter operations and will appoint a Care and Shelter Branch Director to the Operational Area EOC if needed.
- Operations Section, Care and Shelter Branch Director to coordinate County resources, request and respond to mutual aid services, and support the county-wide care and shelter operations with the Amador OA EOC and Department of Social Services with support from the American Red Cross (ARC) and other assisting organizations. The Care and Shelter Branch Director will respond to the Amador OA EOC when activated.
- Residential and Day Care Providers must develop plans to relocate their clients to a like-facility that can provide similar care – *they may not plan to relocate their clients to a general population shelter*. Residential and day care providers in the County are strongly encouraged to develop reciprocal relocation agreements with like facilities in other counties.
- Some evacuees may require specialized medical care or require acute medical care that can be found in hospitals, skilled nursing facilities, or in other environments such as state or federal medical stations that can support persons requiring acute medical care and their caregivers.
- Persons requiring acute medical care, those that cannot survive without assistance from a medical professional for an extended period, are best cared for at medical facilities, hospitals, skilled nursing facilities, or other environments that can support persons requiring acute medical care and their caregivers. Persons requiring acute medical care may present at the general population shelter and will need care until they can be safely transferred to an appropriate facility.
- Large numbers of evacuees requiring acute medical care may require transportation from shelter sites to medical facilities, hospitals, skilled nursing facilities, or other environments that can support persons requiring acute medical care and their caregivers. Transportation of these individuals will require a major commitment of resources including personnel, transportation assets, medical staff, medical records, pharmaceuticals, medical equipment and supplies, and



specialized dietary support. This responsibility should be transferred the Amador County OES/EMS/Public Health who has the resources to carry it out.

- Amador County will follow Federal and State policies and guidelines governing household pets in shelters and will include household pet care and shelter issues into planning as outlined in the PETS Act and ADA Act.
- In many cases, Emergency Evacuation Centers, as opposed to Shelters, will be sufficient. Emergency Evacuation Centers provide a more limited level of care and thus require significantly less staffing and resources.
- Utility outages, transportation disruptions, and lack of access to normal retail activities can create additional areas of the community requiring Care and Shelter and emergency service requirements outside of the primary impacted area(s).
- Many Amador County residents may choose to not sleep at a County-designated shelter site, however, these people may still have needs and expectations for care and shelter and other disaster assistance from government. This is especially true when utilities, transportation routes or normal retail activities are interrupted.



2.0 WHOLE COMMUNITY AND PLANNING ASSUMPTIONS

2.1 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which all levels of the community can collaborate to share available resources to support local respond and recover activities. Key elements of the collaboration normally include, local government, non-profit, community and faith-based agencies, and representatives from the private sector.

The foundation of the concept is that local 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 annex 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.
- 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 annex was developed with the guidance of representatives from Amador County departments, the Amador County Social Services, Public Health, and Behavioral Health Departments, the Amador County Office of Emergency Services, the American Red Cross, the access and functional needs communities, and various other stakeholders.

2.2.1 Care and Shelter of Individuals with Disabilities and/or Others With Access and Functional Needs

California Government Code § 8593.3 defines access and functional needs as individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).

It is critical that modes of available transportation are identified that can be used in the evacuation of people with disabilities and others with access and functional needs



during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans, maintained by Amador Transit may be an option. Amador County has established and maintains working relationship with public and private agencies that serve transportation-dependent populations.

Other potentially at-risk residents include those with cognitive or emotional disabilities that may impair their ability to make decisions during an emergency. It is important to note that individuals with disabilities and others with access and functional needs may not be able to reach designated transportation points without assistance.

2.2.2 Cultural Competence

California Government Code § 8593.3 requires the use of culturally appropriate resources and outreach techniques to provide emergency communications, evacuations, and sheltering services, including the integration of interpreters and translators for culturally diverse communities. This law also requires the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters.

“Cultural competence” means the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

“Culturally diverse communities” includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

2.2 PLANNING ASSUMPTIONS

Potential disasters and events that may require Care and Shelter support in Amador County include both predicted and no-notice events. Providing effective service and activities at Care and Shelter sites is significantly enhanced by an increase in time between notification and required time of activation. With more notice, the likelihood increases dramatically that sites are initiated quickly, adequately resourced, and well-managed.

- The Amador County Social Services Department is the lead County Department responsible for the coordination of Shelter operations. Under most circumstances care and shelter operations will be coordinated with the Amador County Sheriff's OES and may require the activation of the OA EOC for coordination and support.



- Should the Amador OA EOC be activated, the Director of Social Services is responsible for Operational Area Care and Shelter operations, and will appoint an OA EOC Operations Section, Care and Shelter Branch Director to coordinate County resources, request and respond to mutual aid services, and support the County-wide care and shelter operations. The Care and Shelter Branch Director will respond to the County EOC when activated.
- Although Amador County has overall responsibility for Care and Shelter within the county, the American Red Cross (ARC) will be the principal organization for developing and operating shelter sites. The Amador OA EOC/DSS will be serve as the lead jurisdiction coordinating Care and Shelter operations within Amador County.
- The emergency sheltering requirement begins immediately after people are displaced by an incident. The first form of emergency sheltering is a “Temporary Evacuation Point” or “Emergency Evacuation Center” which can be quickly opened and provides basic services including a safe location out of the weather, access to food, hydration, access to sanitation facilities and first aid.
- A high percentage of evacuees will seek shelter with friends, relatives or find their own means of shelter rather than go to a public shelter. Historically less than 10% of the affected population will seek public shelter.
- Evacuees will be provided with information in the shelter concerning the current situation of the disaster.
- Under the Americans with Disabilities Act (ADA), shelter sites must permit shelterees with disabilities and those with access and functional needs to be accompanied by their service animals, and to have access to the services. The County will assist in coordination of persons in need without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.
- Residential and Day Care Providers must develop plans to relocate their clients to a like-facility that can provide similar care – *they may not plan to relocate their clients to a general population shelter*. Residential and day care providers in the County is strongly encouraged to develop reciprocal relocation agreements with like facilities in other counties.
- Some evacuees may require specialized medical care or require acute medical care that can be found in hospitals, skilled nursing facilities, or in other environments such as state or federal medical stations that can support persons requiring acute medical care and their caregivers.
- Persons requiring acute medical care, those that cannot survive without



assistance from a medical professional for an extended period, are best cared for at medical facilities, hospitals, skilled nursing facilities, or other environments that can support persons requiring acute medical care and their caregivers. Nevertheless, persons requiring acute medical care may present at the general population shelter and will need care until they can be safely transferred to an appropriate facility.

- Large numbers of evacuees requiring acute medical care may require transportation from shelter sites to medical facilities, hospitals, skilled nursing facilities, or other environments that can support persons requiring acute medical care and their caregivers. Transportation of these individuals will require a major commitment of resources including personnel, transportation assets, medical staff, medical records, pharmaceuticals, medical equipment and supplies, and specialized dietary support. This responsibility should be transferred to the Amador County OES/EMS/Public Health who has the resources to carry it out.
- Amador County and the American Red Cross will follow Federal and State policies and guidelines governing household pets in shelters and will include household pet Care and Shelter issues into planning as outlined in the PETS Act and ADA Act.
- In many cases, Emergency Evacuation Centers, as opposed to Standard Short-Term Shelters, will be sufficient. Emergency Evacuation Centers provide a more limited level of care and thus require significantly less staffing and resources.
- Utility outages, transportation disruptions, and lack of access to normal retail activities can create additional areas of the community requiring Care and Shelter and emergency service requirements outside of the primary impacted area(s).
- Many Amador County residents may choose to not sleep at a County-designated shelter site, however these people may still have needs and expectations for Care and Shelter and other disaster assistance from government. This is especially true when utilities, transportation routes or normal retail activities are interrupted.



3.0 CONCEPT OF OPERATIONS

3.1 SHELTER MANAGEMENT/OPERATIONS

The Amador County Social Services Department will be the lead agency responsible for coordinating Care and Shelter, medical services, and mental health services during a disaster. Although Amador County has overall responsibility for Care and Shelter within the county, the American Red Cross (ARC) will be the principal support organization for developing and operating shelter sites. Care and shelter sites may include:

- **Emergency Evacuation Center** - A safe congregate care, general population, environmentally protected facility utilized for durations typically not to exceed 72 hours by populations displaced by an incident or event. The selection of this site should include the ability of the site to transition to a Standard Short-Term Shelter.
- **Local Community Resilience Center (Heating and Cooling Centers)** - A temporary facility available to the public during extreme temperatures when normal coping mechanisms in the home are ineffective or unavailable. These centers provide hydration, cooling center, clean air center, respite center, community evacuation and emergency response center, or similar facility established to mitigate the public health impacts of extreme heat and other emergency situations exacerbated by climate change, such as wildfire, power outages, or flooding, on local populations. (Refer to CA Gov. Code 8593.3) The selection of this site should include the ability of the site to transition to an Emergency Evacuation Center or Standard Short-Term Shelter.
- **Standard Short-Term Shelters** - A safe congregate care, general population, environmentally protected facility utilized for durations typically not to exceed 2-weeks by populations displaced by an incident or event.
- **Long-term /Mega-Shelters** - A safe congregate care, environmentally protected facility utilized for durations typically not to exceed 2-weeks by populations displaced by an incident or event.

3.1.1 Congregate Care Shelters

Congregate care shelters are designed to assist residents displaced from their homes due to a disaster by providing for their disaster caused emergency needs. It is the goal of Amador County to accommodate, to the best of its abilities, all people in need at a congregate care shelter during a disaster. People impacted by the disaster with life threatening conditions should seek hospital care for the appropriate level of medical care.

Below is a list of potential ways that shelter operations could be organized:



3.1.2 American Red Cross (ARC) Shelters

The traditional ARC shelter model is one in which the ARC occupies a facility, plans, organizes, directs, and controls every aspect of the services provided at the shelter with support from local government for public health and law enforcement activities.

3.1.3 County Operated Shelters

Amador County assumes all responsibility for the services provided in the shelter, including liability and fiscal accountability. The primary workers will be the members of the County Social Services Department.

3.1.4 American Red Cross Managed Shelters with County Support

Also referred to as “Partner Shelters”, the majority of the shelter staffing will come from the partner agency (County). The shelter will be under the administrative control of the ARC. The ARC will plan, organize, direct, and control the services provided at the shelter. Direct delivery related expenses will be provided by the ARC. However, the ARC, the facility owner and County may share liability as detailed in the ARC and Amador County Shelter Memorandum of Understanding (MOU). All agencies participating in such a shelter must adhere to the ARC Code of Conduct.

3.1.5 County Managed Shelters with American Red Cross Support

The Amador County Human Services Department will be the managing agency, will maintain administrative control, and assumes responsibility for planning, organizing, directing, and controlling every aspect of the shelter and the relief services provided. The ARC may support the shelter with pre-negotiated levels of financial, logistical, material, or technical support. All agencies participating in such a shelter must adhere to the ARC Code of Conduct.

3.1.6 Independent Shelters

These are shelters that spontaneously appear due to community-based organizations or faith-based organizations trying to meet a perceived need. Independent shelters are outside of the established response system. In the event that a group of citizens or a community organization opens a shelter without ARC or Amador County EOC approval, that entity will assume financial and legal responsibility for the shelter.

NOTE: Congregate Care sheltering is not ideal for patients from Skilled Nursing Facilities (SNF) or Residential Care Facilities for the Elderly (RCFE). Every effort should be made to place them in an appropriate (like-bed) facility. Only in extreme situations would SNF residents be housed and cared for in a congregate care shelter serving as an Alternate Care Site (ACS). All decisions regarding relocation of a resident in a SNF must be approved through the Medical/Health Operational Area Coordinator (MHOAC).



3.1.6 Alternate Care Site (ACS)

The establishment of an ACS would be evaluated when care demands for people with acute medical care requirements exceed resources and other relief is not available, this would likely occur when hospitals are overwhelmed and when people required skilled care, continuous observation or specialized equipment and services usually found in a hospital.

3.1.7 Impacted Population Not Residing in Shelter Facilities

Many Amador County residents may choose to not sleep in ARC, or County-designated shelter. These people may still have needs and expectations for care and other disaster assistance from government. Some may choose to stay outside in vehicles or campers at the shelter site, while others may stay in or close to their homes which could be either without utility service, lightly damaged or otherwise impacted by the disaster. Managers and workers should establish a process for registering and serving the needs of this impacted population. All services afforded to the sheltering population should also be provided for the impacted non-sheltering population.

3.2 UNIQUE POPULATIONS

A cross-section of the impacted community can be expected to require Care and Shelter support. During the shelter registration intake process, a number of unique situations are likely to be identified; they include:

3.2.1 Convicted Sex Offenders

Pursuant to California Penal Code 3003.5 (b) "Notwithstanding any other provision of law, it is unlawful for any person for whom registration is required pursuant to Section 290 to reside within 2000 feet of any public or private school, or park where children regularly gather." An emergency temporary shelter is not a residence, and therefore the law does not apply. A convicted sex offender may temporarily reside at a school or facility in a park, provided the stay is provisional and not permanent. Although shelter staff may not ask shelter residents if they are a convicted sex offender, it may be a condition of their court orders to disclose that they are a convicted sex offender.

For the safety of other shelter residents, shelter staff may separate the convicted sex offender from the other shelter residents or make arrangements for them to be sheltered off site at a location such as a motel/hotel.

Pursuant to the provisions of the California Emergency Services Act, during a locally proclaimed disaster, Amador County has the ability to authorize functions or duties to be performed in order to provide emergency services to the residents of the County.

When a convicted sex offender does disclose their status:

- Confidentiality must be maintained, and the person should remain in the shelter until they are able to return home, unless it is determined the resident poses a



security risk or the Shelter Manager/Workers determine it is necessary the resident be relocated to another facility for their safety.

- Individual agencies may provide alternate housing at the agencies' expense as the situation warrants.
- Amador County Probation Department or State Parole may also provide alternatives for housing.

The safety of all shelter residents and children is paramount. It is essential that parents/guardians always provide oversight of their children.

3.2.2 Pre-disaster Homeless Population

Congregate care shelters are designed to assist residents displaced from their homes due to a disaster by providing for their disaster caused emergency needs. This includes pre-disaster homeless that have been impacted or displaced from their living situation due to the disaster.

Pre-disaster homeless populations may reside at a shelter and have their basic needs met; however, a shelter will not remain open only for the homeless population. Every effort should be made to assist the pre-disaster homeless population with transitional housing and other assistance they may require.

3.2.3 Unaccompanied Minors

Care and Shelter shelters shall provide food, shelter, and safety for those under the age of 17 that arrive at a shelter without their parents/guardians.

In order to ensure the health and safety of unaccompanied minors, they must reside in a separate but co-located area/room within the shelter where they shall be monitored and cared for by appropriate staff until they can be reunited with their parents/guardians. If a child is unable to be reunited with their parents, the Law Enforcement Branch in the OA EOC should be contacted to request appropriate Law Enforcement agency or the County HHS Children and Family Services for assistance.

3.2.4 Institutionalized Populations

Generally speaking, County detention facilities will not evacuate prisoners unless there is an immediate danger to a specific detention facility. If there is a specific threat, sworn jail staff will relocate prisoners based on the Continuity of Operations Plan (COOP) and care for the prisoners at whichever detention facility they are relocated to. If the threat to the facility can be reasonably mitigated, the prisoners will remain at the facility but may be in a state of lockdown. All laws and internal policies pertaining to inmate rights and detention facility operations will be adhered to.

3.2.5 Skilled Nursing Facilities (SNF)

As mentioned, above, congregate care sheltering is not ideal for patients from SNF or RCFE. Every effort should be made to place them in an appropriate (like-bed) facility



utilizing the MOA that exists among the individual SNFs. Only in extreme situations would SNFs be housed and cared for in a congregate care shelter serving as an ACS. All decisions regarding relocation of a resident in a SNF must be approved through the Medical and Health Operational Area Coordinator (MHOAC).

3.2.6 Language Barriers

When a population is affected that is unable to communicate with the shelter team on site, there are various sources for translators: Amador Human Services Department, the American Red Cross, or the Amador County EOC. The Shelter Manager should work with the Care and Shelter Branch in the Amador County EOC or the OA EOC to arrange for the appropriate interpreter or American Sign Language signer to respond to the shelter. Additional sources of language translators may include County or county employees who receive bi-lingual pay, or school district and Superior Court translators. Consider use of pictogram signage, TTY, closed caption translation available in videoconferencing.

3.3 ANIMAL SHELTERING SERVICES

Any emergency resulting in the evacuation and sheltering of people will result in impacts to livestock and animals within the impacted area. Ensuring the evacuation, transportation, care, and sheltering of animals is an important factor in evacuation planning. Many people will refuse to evacuate their homes if they cannot take their pets with them.

In October 2006, the Pets Evacuation and Transportation Standards (PETS) Act (PL 109-308) was signed into law. This Act is an amendment to the Stafford Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). This legislation requires states accepting federal funding for homeland security under the Stafford Act to ensure that state and local emergency preparedness plans “take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency”. This law requires local civil preparedness plans to include provisions for evacuating pets and service animals of people with disabilities.

California Government Code Sec. 8608 ensures that California complies with this federal requirement through the incorporation of the California Animal Response Emergency System (CARES) program, into the State’s Standardized Emergency Management System (SEMS). The CARES program was developed under the California Department of Food and Agriculture (which has jurisdiction over animal rescues) in 1997 to coordinate State agency response in assisting local government and volunteer organizations to address the needs of animals during disasters.

It is estimated that up to 25 percent of pet owners will refuse to evacuate without their animals. Furthermore, about 30-50 percent of pet owners will accidentally leave pets



behind, and approximately 50-70 percent of those individuals who leave animals behind, will attempt to re-enter an evacuated site to rescue their animals. Pets left behind in the evacuated area are also a potential danger to first responders. Therefore, it is imperative that evacuation and care and shelter plans address pet evacuation and sheltering procedures to protect both human and animal health and safety. In most cases, the American Red Cross, Amador County Animal Control, Amador County Animal Response Team, and the Amador County EOC will coordinate and attempt to collocate animal shelters with people shelters.

Animal owners are primarily responsible for the evacuation and sheltering of their animals. It is the responsibility of each pet owner to develop and carry out their individual evacuation plan for their animal. The individual pet evacuation plan should include the evacuation and transportation of animals from their property to animal shelters. Pet owners should decide, if time allows, to take their animals with them, including vaccination records and identification for each animal. Owners should contain animals in an appropriate animal crate. Owners who need to leave animals behind, should leave ample food and water supplies for 3-5 days and do not tether their animals. Upon arrival at a human shelter, pet owners should advise authorities of types of animals and locations where animals were left for search and rescue teams.

3.3.1 Animal Shelter Teams

The Amador County Animal Control is the lead agency in Amador County to support the care and shelter of small and large animals. The Amador County Animal Response Team and the Evacuation Teams of Amador are available to support the transport of animals during an emergency, in coordination with the Amador County Sheriff's Office. The Sheriff's Office of Emergency Services may also ask the Amador County Animal Response Team to set up temporary pet shelters at fairgrounds, parks, and other similar facilities. The Amador County animal transportation resources includes:

Amador County Animal Control

May conduct small animal sheltering at the county animal shelter.

The Amador County Animal Control Officers will assist with evacuations of large animals and establish animal shelters if resources permit at the Amador County Animal Shelter. Therefore, it is up to individuals to see that their animals are taken care of. It is imperative that animal owners work with one another to develop plans for their animals.

Amador County Animal Response Team (ACART)

May conduct small animal sheltering co-located with a human sheltering or another temporary animal sheltering location such as the fairgrounds.

The Amador County Animal Response Team works with the Office of Emergency Services and the Amador County Animal Control to provide emergency assistance to



Amador County residents and their domestic animals. Providing animal shelter and care for those animals when their owners are forced to evacuate their homes because of a declared disaster.

3.3.2 Small Animal Evacuation

The responsibility to evacuate and shelter a person's pet is the responsibility of the pet owner. It is assumed that residents who have their own means of transportation will evacuate with their small household pets. Residents who do not have access to vehicles will need to secure their pets in cages or carriers for transportation.

3.3.4 Large Animal Evacuations

Livestock owners have the responsibility to maintain their own plans/means of transporting their large animals and commercial livestock. However, jurisdictions must not assume that owners will have their own trailers. Evacuation Teams of Amador may provide support with transportation of large animals, using animal trailers or through other volunteer groups' trailers. Large animals shall be the responsibility of the owner to provide care and sheltering services outside the impacted area. When available, some large animals may be sheltered at the Amador County Fairgrounds when the facility is staffed by an authorized Animal shelter teams deployed through the Amador County OA EOC. and can accommodate the large animals.

If local resources become overwhelmed during the disaster response, the Amador County EOC may request assistance through the Inland Regional EOC from the California Department of Food and Agriculture, the lead agency for the California Animal Response Emergency System. If necessary, the California Department of Food and Agriculture will coordinate requests for federal assistance. The California Animal Response Emergency System participants will activate and respond to animal rescue, emergency Mass Care, veterinary care, and general assistance for animals, at or near the facilities sheltering and caring for people. Amador County may also contact the UC Davis California Veterinary Emergency Team (CVET).

3.3.5 Service Animals

The Americans with Disabilities Act (ADA) mandates that people with DAFNs who require the use of service animals cannot be separated from that service animal unless the animal is out of control, or not house trained. However, personal or emotional support animals do not enjoy the same protection.

As of March 15, 2011, the amended Title II of the ADA defines "service animal" as a "dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability." An animal that only provides emotional support, well-being, comfort, or companionship (which do not constitute work or tasks), does not qualify as a service animal. Other animals, whether wild or domestic, do not qualify as service animals. There is a narrow exception to the rule that permits the use of trained miniature horses as alternatives to dogs, subject to certain limitations.



A service animal is not a pet. Animals as noted above are considered service animals under the ADA regardless of whether they have been licensed or certified by a State/local government. People with disabilities who use service animals cannot be charged extra fees, isolated from other patrons, or treated less favorably than other patrons.

Persons with service animals are always entitled to keep the service animal with them at the shelter and in any conveyance. By law, service animals must remain with the person they serve; this includes accompanying an individual anywhere within a shelter.

Consider providing alternate accommodation to any residents who express concerns regarding allergies to animals.

An individual with a service animal may be asked to remove the animal from the premises if:

- The animal is out of control and the animal's owner does not take effective action to control it (e.g., a dog barking unabated and the owner does not correct the behavior).
- The animal poses a direct threat to the health or safety of others.

The ADA laws prohibits staff from:

- Asking about the person's disability
- Requiring medical documentation, a special identification card, or training documentation for the dog
- Asking the owner to have their dog (or miniature horse) to demonstrate its ability to perform the work or task, when it's not obvious what task is being performed by a service animal.

Staff may ask only two questions:

- Is the service animal required because of a disability?
- What work or task has the service animal been trained to perform?

3.3 ADMINISTRATION OF CARE AND SHELTER

A collaborative effort between the Care and Shelter Branch Director or designee, appropriate Public Safety entities, including local fire services and law enforcement representatives, and the ARC will determine where Care and Shelter facilities will be needed, and which facilities are suitable.

3.3.1 The Pre-Identified County shelter sites are:



Table 3.1: Pre-Identified County Shelter Sites

Name (Bold = Shelter Location with Current Agreement) (Italic = Secondary Shelter)	Address	Capacity Day/Night	Shelter Number
Amador County Fairgrounds	18621 Sherwood St. Plymouth, CA 95669	581/290	74812
Amador County Unified School District	217 Rex Ave, Jackson, CA 95642		
Amador Senior Center	229 New York Ranch Rd. Jackson, CA 95642	120/60	159338
<i>Camanche Lake Community Center</i>	<i>4232 B Camanche Parkway N, Ione, CA 95640</i>	36	74814
Church of the Cross	21895 Homestead, Pine Grove, CA 95665	70/35	
<i>Community Church of Pine Grove</i>	<i>14045 Ponderosa Way Pine Grove, CA 95665</i>	2	74815
Evelyn Bishop Hall	600 S. Church Street Ione, CA 95640	320/160	74816
Faith Lutheran Church	22601 State Highway 88 Pioneer, CA 95666	75	74817
<i>Grace Fellowship Church</i>	<i>8040 South Hwy 49 Jackson, CA 95642</i>	2	149179
<i>Ione Junior High School</i>	<i>450 S Mill St Ione, CA 95640</i>	75	166629
Italian Benevolent Society	581 State Highway 49 Sutter Creek, CA 95685	200/100	74825
Lockwood Fire Protection District Station #2	19715 Shake Ridge Road, Volcano, CA 95689		
<i>Mace Meadows Golf Course</i>	<i>26570 Fairway Drive Pioneer, CA 95666</i>	74	74847
Pine Grove Town Hall	19889 State Highway 88 Pine Grove, CA 95665	200	74848
Sierra Baptist Church	26355 Buckhorn Ridge Rd Pioneer, CA 95666	151	74849

3.3.2 First Aid and Health Services

- The task of providing medical services in the shelters is to promote health, to prevent disease, to treat minor illnesses and injuries, monitor residents with chronic health conditions and to refer for the care of the seriously ill and injured.
- Medical services and basic emergency first aid will be provided in all shelters either by ARC Disaster Health Services or the Amador County Public Health.
- Amador County Behavioral Health Services (BHS) will provide or coordinate crisis counseling at identified sites for residents and shelter staff.

3.3.3 Resources and Support



All requests for Care and Shelter assistance or resources should be requested through the Amador County EOC Care and Shelter Branch as required. This could include requesting trained personnel, emergency services support, or assistance in securing supplies or help in solving operational issues.

3.3.4 Records and Reports

- All documents generated at shelters will remain with the appropriate Shelter Administrator with copies forwarded to the EOC Documentation Unit. Documents such as incident reports, bills, rental agreements, delivery packing slips and other action oriented documents will be processed through the EOC.
- As requested by the Care and Shelter Branch Director, ARC will share statistics on Care and Shelter operations, which do not violate their client confidentiality requirements.
- Reports will include Situation Reports and Daily Reports detailed in **5.2.3 Situation Reports** and **5.2.4 Care and Shelter Daily Reports**.

All shelter records must be retained and submitted to the Documentation Unit at the EOC when the shelter is demobilized. If the shelter was managed by another agency, such as the Red Cross, they have the option to request all the original documents be provided to them by the EOC.

3.3.5 Closing Shelters

As the incident begins to stabilize the population who can return to their prior living situation will begin to do so. As the shelter population starts to decline, the efforts of local jurisdictions and the Care and Shelter Branch shift focus to identify what remaining Care and Shelter needs will require ongoing support and developing the plan to sustain those services until they can be met through other means.

The Care and Shelter Branch will determine which shelters will close, which will consolidate into another location, and which shelters will remain open. It is very important to consider the effect of shelter closings and the transition from one shelter to another on a sheltering population. Local jurisdictions should ensure that a 48-hour notice minimum is provided for all shelter closings. Notices must be accessible to all people reliant on services and should be provided in multiple languages, large print, and other accessible media based on the communications needs of people receiving services.

Shelters should remain open until victims can return to their own homes, make their own arrangements for shelter, or until an alternate transitional or longer-term housing plan is implemented. All shelter residents should be encouraged to seek assistance from Local Assistance Centers (LAC), if established.

3.4 CARE AND SHELTER ACTIVATION STEPS



To meet the care and shelter needs of individuals displaced by disaster within the Amador County OA, the following steps may be necessary within the Amador County OA EOC Care and Shelter Branch.

ACTIVATION

STEP 1: ESTABLISH THE OA EOC CARE AND SHELTER BRANCH

- Review preliminary incident data.
- Determine staffing needed for the required level of activation.
- Notify the relevant care and shelter partner organizations (ARC, incorporated cities, etc.).
- Given a large event, prepare County personnel shift schedules at least 3 days out (both Amador County OA EOC and field personnel).

STEP 2: GATHER AND ANALYZE INFORMATION

- Based on the level of care and shelter needs involved, develop an initial plan for providing services:
- Estimated number of people requiring shelter support.
- Estimated number of people requiring feeding and/or food and water distribution support.
- General areas (neighborhoods) with significant numbers of displaced households, which may also include the identification of affected institutional facilities, pre-disaster homeless populations, etc.
- Number, location, and sequence of service sites or shelters to be opened.
- Identify where household pet shelters can be co-located with public shelter sites.
- Coordinate lead agencies for each site (generally ARC will be the lead agency and the County and/or incorporated cities will support ARC with operations as needed).
- Coordinate post disaster safety assessment inspections of potential shelter sites.
- Determine the availability of ARC, incorporated cities, and partner agency resources (facilities, personnel, supplies, and equipment).
- Determine the number of ARC, County of Amador, and incorporated city personnel available for assignment to support sheltering activities.
- Activate resources for AFN and cultural needs or coordinate for these resources to be provided by local community or state CDSS/CDPH/Cal OES.
- Activate PIO and communication resources for AFN and cultural needs (ASL, TTY, pictogram signage, translators, closed caption, multi-language materials).
- Identify expected resource shortfalls.
- Determine where spontaneous shelters may have opened (sites operated independently from ARC, County, or incorporated city) and decide whether to support or consolidate.
- Provide regular situation status updates for inclusion in the Amador County OA EOC Action Plan.

STEP 3: OBTAIN AND DEPLOY RESOURCES

- Begin to implement service delivery plan.



- Mobilize Care and Shelter personnel and resources from partner agencies.
- Work with the ARC, County of Amador, and incorporated cities to ensure that qualified shelter management teams are identified for each site.
- Request supplies, equipment, and specialized services through the following.
- Supporting departments or partner agencies (from inventory or through a vendor) through the Amador OA EOC Logistics Section.
- State and federal agencies (via the Amador County OA EOC Logistics Section).

STEP 4: COORDINATE RESPONSE

- Coordinate the opening of shelters and other service delivery sites.
- Ensure that all Care and Shelter site managers have communications equipment (cell phone or handheld radio) for required coordination with the ARC operations center, Amador County OA EOC Care and Shelter Branch, or local EOC.
- Coordinate feeding and other basic services as soon as possible:
 - Health services
 - Behavioral health services
 - Security
 - Feeding
 - Transportation
 - Environmental health inspections
- Support for individuals with disabilities and others with access and functional needs, language, and cultural consideration.
- Ensure that representatives at the Amador County OA EOC are provided with timely information regarding the opening and closing of shelters (this will facilitate the release of public information regarding which shelters are open and their locations).
- Coordinate Amador County OA Care and Shelter operations conference calls to facilitate communication and coordination between the ARC, County, and incorporated cities that are operating shelters.
- Expand current sheltering and field response capacity, as needed.
- Develop feeding capacity and response.
- Based on demand, setup bulk distribution for potable water, food (MREs), ice, clothing, sanitary items, and other basic life sustaining supplies.

STEP 5: CONTINUE TO MONITOR, TRACK, AND INFORM

- Monitor overall implementation of the service delivery plan.
- Ensure all shelter sites report current situation status on a daily basis:
 - Daytime population
 - Nighttime population
 - # of new registrations since the last report
 - # of meals/snacks/drinks served since the last report
- Receive and respond to resource or information requests from shelter and field sites.
- Identify potential breakdowns in coordination and support and intervene accordingly.
- Provide ongoing situation reports on care and shelter status.



- Conduct periodic Care and Shelter Branch conference calls with the ARC and local EOCs to:
 - Identify and resolve issues
 - Update situation information
 - Revise service delivery plan
 - Determine future needs
- Coordinate the closing/consolidation of shelters.

DEACTIVATION

The Amador County OA EOC Care and Shelter Branch will be deactivated when the need for Care and Shelter response coordination has either diminished or ceased. Care and shelter functions may be deactivated or scaled back at the discretion of the EOC Director and Operations Section Coordinator. After the decision to deactivate has been determined, the following activities may be necessary:

- Coordinate with non-governmental organizations for long-term case management of clients who have unmet housing needs upon mobilization of shelters.
- Prepare documents for financial reimbursement.
- Complete or transfer remaining care and shelter responsibilities to the appropriate department or organization.
- Provide deactivation information to all involved supporting Care and Shelter departments and organizations.
- Inventory: return to owner, or properly dispose of remaining supplies and assets used in the response.
- Issue a final status report to Amador County OA EOC Planning/Intelligence Section Coordinator.
- Coordinate deactivation with the Amador County OA EOC Operations Section Coordinator to include staff release, equipment return, and inventory.
- Ensure that a debrief is held between key staff, volunteers, and involved County departments.



4.0 ROLES AND RESPONSIBILITIES

4.1 ASSIGNMENT OF RESPONSIBILITIES

Conducting Care and Shelter operations is an Amador County responsibility that is often carried out by the American Red Cross and supported by the Amador County Department of Social Services. Should circumstances exceed County capabilities or resources, support may be provided by the Region, State and/or the Federal government. If Care and Shelter operations are expected to exceed 72 hours the shelter operations and coordination should be coordinated through the Amador County OA EOC. Requests for assistance will be initiated through the Amador Operational Area Emergency Operations Center (OA EOC) to the Regional Emergency Operations Center (REOC). Should the REOC be unable to procure the resources, it will push requests forward to the State Operations Center (SOC) or Federal coordination centers. Likewise, private entities comprising the “Whole Community” have an essential role in the successful evacuation.

All agencies/organizations assigned to the Amador EOC Care and Shelter Branch are responsible for designating and training representatives of their agency, and ensuring that appropriate position checklists, job aids, and standard operating procedures (SOPs) are developed and maintained. Agencies must also identify staff and maintain notification procedures to ensure appropriately trained agency personnel are available for extended emergency duty in the County EOC, agency DOC, or field command posts, as needed.

Below is a more specific list of roles and responsibilities by organization.

4.2 LOCAL GOVERNMENT

4.2.1 Amador County Social Services Department

Amador County Social Services Department is the lead County Department for Care and Shelter operations associated with a Local Community Resilience Center (Heating and Cooling Centers), an Emergency Evacuation Center, or Standard Short-Term Shelters. The American Red Cross shall be the lead support agency for all shelter operations in the County. If Care and Shelter operations are expected to exceed 72 hours the shelter operational coordination shall transition to the Amador OA EOC, with assistance from Amador County Human Services Department and the American Red Cross.

The Director of Social Services or his/her designee is the Amador County OA EOC Care and Shelter/ESF-6 representative and coordinates personnel and resources appropriate to address the situation. Specifically, the representative serves as the Care and Shelter Branch Director in the Operations Section of the Amador County OA EOC. The Care and Shelter Branch Director assesses the Care and Shelter need and



provides or directs sufficient resources and/or support to meet the need. Support in this effort includes the ARC and other volunteer organizations.

The Amador County Social Services Department will be responsible for leading Care and Shelter operations in coordination with The American Red Cross. As the primary agency for Care and Shelter, Social Services and/or ARC will provide assistance in the coordination in the following areas as needed:

- On-site assistance to disaster workers and shelter residents
- Disaster counseling in coordination with the Behavioral Health Department
- Individual and mass feeding
- Public Health/Nursing care in coordination with the Public Health Department
- Acquiring and operating shelter facilities
- Assistance in the registration and identification of shelter residents and emergency workers
- Assistance in administration and supervision of disaster relief operations
- Distribution sites for provisions of basic needs supplies such as food, water, clothing, etc.

Responsibilities are defined as follows:

- Prior to a disaster, preparedness efforts for Amador County Social Services Department Care and Shelter staff will include:
 - Ensure that an adequate number of Social Services Department personnel are trained in shelter operations to be able to provide services.
 - Develop, maintain, and exercise Care and Shelter Operations plans with the Amador County OES.
- During an Incident, emergency, or pre-planned event requiring the activation of the OA EOC and shelter facilities, the County Social Services Department Director, or designee, shall report to the Amador County OA EOC and serve as the Care and Shelter Branch Director. At the direction of the County Social Services Department Director, the Shelter Coordinator or Manager will report to their assigned shelter facility.
- During an emergency/County EOC activation, the Care and Shelter Branch Director shall:
 - Assist with coordination as needed, to establish required communication between the OA EOC and ARC Disaster Operations Center (ARC DOC), and other support and partner agencies as described in this plan.
 - In collaboration with the Planning and Intelligence section, perform an initial Care and Shelter needs assessment (estimated number of damaged homes, displaced people, status of utility outages, etc.) to identify the potential range of services that may be required and subsequent estimated resource requirements.
 - Designate staff for the OA EOC Care and Shelter Branch.
 - Ensure that all Care and Shelter staff assigned to the EOC and field



- supervisory roles are briefed on resource ordering and activity reporting procedures.
- Working with Care and Shelter Branch staff and partner agencies, develop an initial service delivery strategy/plan.
 - Based on the initial service delivery strategy, mobilize local county resources to implement the Care and Shelter Plan, request outside mutual aid as required
 - Establish Care and Shelter reporting guidelines to ensure the collection of timely Care and Shelter service delivery information from the field operations.
 - Coordinate local government support for Care and Shelter operations.
 - Coordinate resources and mutual aid requests for government agencies or departments.
 - Ensure effective coordination and information flow between the OA EOC Care and Shelter Branch and the Inland Region EOC.
 - Ensure effective Care and Shelter services are available to all impacted populations.
 - Work with ARC and partner agencies to establish feeding programs at shelter sites.
 - Arrange for the distribution of food, water, etc.
 - Establish physical and behavioral health services for people in shelters.
 - Coordinate with County Animal Services regarding the co-location of household pet shelters with public shelters.
 - Ensure that all volunteer and community and faith-based organizations are connected to the Care and Shelter Branch at the EOC through a liaison and provided with situation information to facilitate their engagement in the response.
 - Coordinate care for unaccompanied minors.
 - Coordinate care for those with disabilities and other access and functional needs.
 - Facilitate the State (California Department of Social Services) or County Functional Assessment Service Team (FAST) assessment of shelter locations.

Disability and Access and Functional Needs (DAFN)/In-Home Support Services (IHSS)

The Social Services Director may appoint a Disability and Access and Functional Needs (DAFN) Officer to the Amador OA EOC, who shall:

- Ensure necessary services are provided as required for people with disabilities and other access and functional needs.
- Coordinate local government support for people with disabilities and other access and functional needs at shelters.
- Collaborate with the Care and Shelter Branch Director to coordinate resources and requests for people with disabilities and other access and functional needs in



shelters.

- Determine if outside resources, such as Functional Assessment Service Teams (FAST), from the State or County government are required.

This role may be filled by Social Services staff from the In-Home Support Services Program (IHSS) or other programs. IHSS is designed to maintain low-income elderly, as well as disabled adults and children, safely in their own homes. Without IHSS services, recipients would require out-of-home care. Each recipient chooses an individual provider. A social worker provides limited case management, an annual home visit and consultations with medical providers, family members and other support systems. The IHSS client may arrive at the shelter alone or with an aid or advocate. IHSS staff should be contacted to ensure appropriate accommodations are being made for these shelter residents.

Children's Services

Children's Services is responsible to provide services for children who are victims of physical abuse, sexual abuse and/or neglect or lack family care (such as without family supervision post disaster).

Children's Services will also ensure the safety of foster children in the shelter. If a foster child arrives at a shelter, shelter staff shall notify Amador County Department of Social Services Children's Services so that they may complete an in-person assessment of the minor. The Children's Services should take part in shelter preparedness to ensure best practices for caring for children. Children's Services may also assist in providing other shelter services during a disaster.

Adult Protective Services (APS)

Adult Protective Services (APS) is responsible for preventing or remedying neglect, abuse or exploitation of adults who are unable to protect their own interests because of age or disability. APS should take part in shelter preparedness to ensure best practices for caring for elderly. Shelter residents may need advocacy during a disaster.

4.2.2 Amador County Department of Public Health

Amador Health Services mission is "Together, we champion the health of Amador County by protecting the community, promoting well-being, and preventing illness for a more resilient tomorrow."

When requested by the shelters through the Amador County OA EOC Care and Shelter Branch or the Medical/Health Operational Area Coordinator (MHOAC), Licensed Nurses or other available health care professionals may be deployed to work in a disaster shelter. When resources are available, PHNs, RNs, or other available health care professionals may perform the following actions according to the Health Nursing Scope of Practice:



- Assist with the initial screening of evacuees as they come to the shelter and refer as needed.
- Administer first aid for minor illness and injury and refer clients to a higher level of care when appropriate.
- Assess the medical needs of shelter residents and develop a plan to meet clients' immediate health needs.
- Monitor persons identified with special health concerns such as chronic diseases and pregnancy.
- Assist the shelter manager with maintaining the shelter in a manner that protects the clients from contracting communicable diseases common in group living situations.
- Coordinate with the Amador Social Services and Behavioral Health Departments to provide resources to crisis counseling services and provide support to clients.
- Promote the protection from food-borne diseases in cooperation with the Environmental Health Department.
- Assist shelter residents with general health education and advice.
- Assist shelter residents with replacing lost medications and medical devices.
- Provide referrals to other local, county and state agencies that provide medical and social services.
- Provide status reports to the Health Nursing representative at the OA EOC MHOAC.
- Assist with requests for trained nurses, health care providers, social services, and supplies based on shelter needs and assessment to the Amador OA EOC MHOAC.
- Filling the role of a Medical Manager to oversee the overall management of the medical services in the shelter.
- Assist as appropriate for any additional needs that are identified.

The Amador Department of Social Services, through the Amador OA EOC MHOAC, will coordinate with the ARC, and any other partner agencies managing shelters, the deployment of PHNs to shelter facilities. The Amador County Department of Public Health will provide the initial staffing of PHNs or other available health care professionals for the first 12 to 48 hours. After this initial staffing, the ARC will provide PHN staffing for the remainder of shelter operations, if available. Order of responsibility for shelter PHN staffing will be as follows:

1. Amador County Department of Public Health for the first 12 - 48 hours
2. Regional American Red Cross
3. Amador OA EOC MHOAC
4. Cal OES through REOC or SOC Mission Tasking



Medical and Health Operational Area Coordinator (MHOAC)

The Amador County Public Health Officer will be responsible for the activation of the MHOAC. Upon this activation, the MHOAC will coordinate the following to support shelter operations:

- The overall medical response to the specific event.
- The dispatching of medical service providers to shelters as requested – either with the PHNs or other available health care professionals, until this responsibility is assumed by the ARC or qualified staff from another agency managing the shelter.
- Providing access (through EMS/Ambulance Coordinator) to medical transportation in order to move victims to or from shelters if necessary.

Amador County Public Health Department - Disaster Healthcare Volunteers

Disaster Healthcare Volunteers are volunteers who, when activated, assist the Amador County Public Health Department during a disaster response team. Local medical and non-medical volunteers form an Amador County Disaster Healthcare Volunteer response unit. Serving Amador communities during a disaster and helping neighbors can be an exciting and rewarding experience. Volunteers are registered on our secure website, their credentials will be validated — before an emergency — so that they can be deployed quickly and efficiently.

Volunteer, non-governmental, and private organizations 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. The County's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Sheriff's Office volunteer programs, 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 and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Amador County coordinates and maintains five Pre-Registered DSW Volunteer Classification programs: Search and Rescue (SAR), and Amador County Auxiliary Communications Service (ACS), Amador County Public Health Department - Disaster



Healthcare Volunteers, Amador County Sheriff's Office Posse, and Amador County Animal Response Team (ACART)

4.2.3 Behavioral Health

Behavioral Health Services staff resources are typically needed following a disaster and in support of clients and staff in the shelters and other Care and Shelter service sites. Behavioral Health Services will make counselors available to shelter and other Care and Shelter facilities to provide counseling services. They will also coordinate resources for the continuation of care, treatment, and referrals for housing for those clients currently residing within the Behavioral Health System that are impacted by the disaster.

- Provide crisis counseling at sites as requested.
- Collaborate with community partners to extend required services, as necessary.

4.2.4 Environmental Health Division

In the shelter environment, Environmental Health coordinates sanitation services with regard to food handling, mass feeding, medical and human waste disposal, and other emergency related facilities. They are also responsible to determine the safety of the water supply and the safe use of portable water. They identify, control, and eradicate harmful conditions in the environment.

4.2.5 Amador County Office of Emergency Services (OES)

At the direction of the Director of Emergency Services the OES Coordinator will serve as the EOC Director, and as such will support the efforts of the Care and Shelter Branch as requested. For smaller events, or in cases where the EOC has not yet activated the Care and Shelter Branch, OES will initially coordinate with involved support agencies regarding specific Care and Shelter site(s) locations that will be used and indicate what route(s) are to be used. Amador County OES, as EOC Director, in conjunction with the Public Information Officer (PIO) will provide public information on Care and Shelter sites, services provided, available routes, and transportation options. They will maintain coordination and communication between the EOC and support agencies.

The EOC Director will communicate with State of California Governor's Office of Emergency Services (Cal OES), and keep them apprised of local situation and request additional resources as needed.

As primary responsibilities, Amador County OES shall:

- Lead the preparedness efforts via shelter plan development, training for the EOC staff, and providing for exercises and other training events.
- Support the ARC, other partner community and non-governmental partner agencies supporting Care and Shelter service delivery to the whole community, the Social Services Department, Health Department, local



agencies, and School Districts in the coordination and planning activities of the Care and Shelter Branch as well as applicable trainings and exercises.

- Activate and manage the Amador OA EOC.
- Develop and maintain an inventory of County owned or controlled resources for supporting Care and Shelter service delivery

4.2.6 American Red Cross, Gold Country Region/Sierra-Delta Chapter

In the case of disaster caused emergency sheltering, the US Congress has designated the American Red Cross (ARC) as a direct partner with local government in helping to fulfill government's legal responsibility of providing Care and Shelter for its citizens in a disaster. The ARC, as mandated by Federal Law 36 USC 3 and reaffirmed in Public Law 93 288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime, and works cooperatively with state and local governments and other private relief organizations. The partnership between Amador County and the ARC requires cooperative efforts during the preparedness phase to clarify roles and responsibilities. The County may also work in cooperation with other volunteer disaster assistance organizations to provide shelter, and other forms of Care and Shelter and disaster relief.

ARC's ongoing preparedness activities include identifying and surveying shelter facilities. They will work with Amador County Social Services Department, school districts and other government agencies to compile and maintain an up-to-date list of designated shelters. They will ensure that Agreements are in place including Memorandums of Understanding (MOU) with designated shelter sites to clarify terms of use. The ARC also trains volunteers and professional staff in shelter operations and disaster preparedness education.

During an emergency event, the ARC provides staff and resources for the following tasks at the shelter sites:

- Emergency shelter
- Fixed and mobile feeding
- Emergency first aid
- Behavioral health support
- Disaster welfare inquiry support
- Vouchers for clothing and basic home furnishings
- Family reunification

Prior to a disaster requiring congregate sheltering, ARC will assist in the following ways:

- Assist in the development and maintenance of the Care and Shelter Annex to the Amador County EOP in conjunction with Social Services Department, OES, and Health Department.



- Provide Care and Shelter training to requesting government agencies, non- governmental agencies, and community-based organizations.

During an emergency or when requested, provide:

- Emergency lodging in congregate care facilities for disaster victims.
- Food and hydration for persons in emergency congregate care facilities and in areas where access to utilities such as water are interrupted or access to purchase food and other life-sustaining supplies are not available because of the disaster.
- In a non-federally declared disaster, if funding exists and with the support of other disaster response agencies/organizations; a means to purchase new clothing, temporary housing, possible assistance with rent and security deposit, medication and health needs and occupational supplies.
- In a federally declared disaster, with the approval from the National American Red Cross office; the local chapter will provide for the emergency support needs (such as food, shelter, and medical services), and bulk distribution of Care and Shelter supplies as defined by the incidents' needs to support the efforts of government agencies.
- **Physical Health Services:** Work with the Health and Human Services to provide support to persons who have disaster-related or disaster-aggravated health needs. Assist clients in the procurement of prescribed medications lost in the disaster. Provide financial assistance as needed for medications and durable medical equipment. Provide minor first aid treatment of patients. Disaster Health Workers do not provide treatment for pre-existing injuries or provide medical diagnosis.
- **Crisis Counseling Services:** Work with the Health and Human Services to provide emergency and preventive crisis counseling services to people affected by the disaster. This includes methods to cope with disasters, crisis intervention and referral services to meet behavioral health-related concerns. Disaster crisis counselors do not provide diagnosis, long term therapy, or prescribe/administer medications.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Welfare Inquiry for family members and friends trying to relocate/reunite. Individuals must register themselves and their families by calling or through the ARC website. Typically, there is a 48-72-hour moratorium on requests in order for the ARC to concentrate on the immediate needs of the disaster victims.
- ARC Liaison personnel are assigned to the Amador County EOC and/or to



the Incident Command Post. This position must possess:

- A thorough knowledge of the ARC, local and state government emergency management systems and procedures.
 - Ability to make decisions on behalf of the ARC and possess an understanding of the OA EOC and its purpose.
 - Ability to work within the established County protocols to meet the needs of the community.
 - Ability to assist Amador County Animal Control and CCADT with coordinating and management of animals brought to ARC Shelters.
- Distribute appropriate bulk supplies as required by the needs of the affected community.
 - During a disaster when local ARC resources are exhausted, initiate mutual aid requests from local agencies, neighboring ARC Chapters and/or if needed, request assistance from National American Red Cross. All efforts should be made to meet the needs with local resources before bringing in outside representatives.

**American Red Cross Gold Country Region
Sierra-Delta Chapter
1565 Exposition Blvd
Sacramento, CA 95815**

(O) 916-993-7070

(24 hrs.) 800-540-2000

Disaster Program Manager Rebecca Mich

beatriz.mich@redcross.org

4.2.7 Law Enforcement Branch Director (Amador County Sheriff)

Responsibilities of the Law Enforcement Branch Director are as follows:

- Law Enforcement agencies will ensure that they coordinate with the Care and Shelter Branch of the Amador County EOC during a disaster, to ensure adequate locations for sheltering or temporary evacuation points are identified for residents that may be displaced. Whenever possible, coordination with the Care and Shelter Branch Director should occur prior to an evacuation order or warning to ensure sheltering or temporary evacuation points are prepared to receive evacuees.
- Any time additional evacuations are ordered, Law Enforcement agencies should be in contact with the Care and Shelter Branch of the Amador County EOC, when reasonable.



- Law Enforcement should confer with the Care and Shelter Branch of the Amador County EOC before announcing shelter facility locations.
- Law Enforcement agencies will coordinate the provision of security at shelter sites as dictated by the situation and will either provide the resources directly or through the placement of a mutual aid request.
- Assist the ARC with addressing any shelter resident identified as a convicted sex offender. The Sheriff's Office will also work with Amador County Probation and State Parole where appropriate for shelter security.

4.2.8 Fire Branch Director

Amador Fire Protection District is the service provider that ensures an initial shelter site fire safety survey is performed and the availability of necessary fire prevention equipment for shelters. Amador Fire Protection District personnel can also assist in the determination, control and abatement of health and safety hazards at shelters and provide emergency medical and paramedic services.

4.2.9 Amador Animal Services

- Coordinate with the Care and Shelter Branch in the Amador EOC to ensure the availability of care for households pets brought to shelters.
- Provide referrals to evacuees for animal services and resources, included but not limited to, evacuation assistance, animal sheltering sites, animal care supplies and/or veterinary care.
- Assist with missing and/or misplaced pets, stray animals, injured stray animals and reunification of owners with their pets.

4.2.10 Amador Unified School District

Reference Section 40041.5 of the Education Code, concerning the granting of school facilities for "Care and Shelter and welfare shelters during disasters or other emergencies affecting the public health and welfare."

- Collaborate with the Amador EOC in the post-incident designation of facilities for use as Care and Shelter Shelters to include Emergency Evacuation Centers and Local Community Resilience Center (Heating and Cooling Centers).
- Enter into written agreements with ARC concerning the use of facilities and each year provide an updated 24-hour emergency contact for each facility.
- Ensure that building maintenance, and if required, food service personnel are provided in those facilities opened as Care and Shelter Shelters to include Emergency Evacuation Centers and Local Community Resilience Center (Heating and Cooling Centers).



- Development of Standard Operating Procedures (SOPs) to facilitate "furnishing and maintaining such services as the governing board may deem necessary to meet the needs of the community." (Reference: Section 40041.5, Education Code).

4.3 SUPPORTING AGENCIES

Volunteer Organizations Active in Disaster

Volunteer Organizations Active in Disaster (VOAD) community is made up of churches, religious institutions and other non-profit organizations that have self-designated their organization as having a disaster response role. Member organizations will assist with:

- Selecting and operating Care and Shelter facilities.
- Providing food, equipment and supplies to support Care and Shelter facilities/activities.
- Providing an orderly transition from Care and Shelter to recovery phase housing.
- Providing the basic necessities of life to persons unable to provide for themselves as a result of a disaster and obtaining temporary housing and other aid for displaced persons.
- Provide counseling and emotional support to shelter clients and other populations impacted by the disaster.

Requests for volunteers shall be initiated and coordinated by the Amador County Department of Social Services Shelter Coordinator or through the Amador County OA EOC Care and Shelter Branch Director when the EOC is activated.

Business and Industry

The EOC logistics section will coordinate resource orders from local/regional vendors to meet emergency requirements. Key businesses include hotels, motels, restaurants, warehouses, property management firms, et.al. The priority needs are for facilities for sheltering, storing, and distributing supplies.

4.4 STATE AGENCIES

4.4.1 INLAND REGION EMERGENCY OPERATIONS CENTER

The Inland Region Emergency Operations Center (REOC) acts as a coordination point for Cal OES in the event of a major emergency or disaster. The REOC collects, interprets, and distributes information related to the disaster. It is the coordination point for collecting and prioritization of resource requests from the Operational Area and determining if the request can be fill from inside the region or will be forwarded to the State EOC for fulfillment. The REOC is the gateway to the state/Federal assets that are available to support local government in an emergency.



4.4.2 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES)

The California Governor's Office of Emergency Services (Cal OES) coordinates the overall state agency response in support of local government. The office is responsible for assuring the State's readiness to mitigate, respond to and recover from natural, manmade, and war-caused emergencies, and for assisting local governments in their emergency preparedness, response, and recovery efforts. They are also responsible for coordinating State requests for Federal or EMAC resources.

4.4.3 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The Director of the California Department of Social Services (CDSS) will serve as the State Director of Care and Shelter (ESF-6) and will have the overall responsibility for coordinating state-wide Care and Shelter operations and support requests. The CDSS will serve as the lead agency in coordinating State Agency Care and Shelter response to support local operations; provide departmental personnel and other resources to function in Disaster Assistance Centers (DACs) upon request of the Director of the Cal OES; coordinate the capabilities of County Social Services Departments (or similar agencies) to respond to the disaster (for mutual aid); and recommend inter-regional transfer of evacuees or resources to equalize distribution of the evacuee caseloads.

CDSS has a trained cadre of dedicated personnel that are assigned to regions within the state and act as Care and Shelter mutual aid coordinators. Depending on the situation, one could be deployed to the County EOC to provide on-site technical support.

4.5 FEDERAL AGENCIES

4.5.1 FEDERAL EMERGENCY MANAGEMENT AGENCY

Following a State Emergency or Federal Disaster Declaration, the Federal Emergency Management Agency (FEMA) activates the Federal Emergency Support Function (ESF) #6 – Care and Shelter, Housing, and Health and Human Services in support of the California Care and Shelter response and local efforts to meet the Care and Shelter needs of victims of a disaster. FEMA is designated as the primary agency to coordinate ESF #6 and American Red Cross is a supporting agency.

Following an emergency, FEMA deploys an Incident Management Assistance Team (IMAT) to the State EOC (SOC). The IMAT is composed of professionals who serve as the initial disaster management team providing assistance to an affected region to coordinate the full range of Federal response and recovery operations in a large, complex event.



4.6 ALL CARE AND SHELTER SUPPORT AGENCIES AND ORGANIZATIONS

Responsibilities of all other agencies and organizations tasked with supporting Care and Shelter responses are as follows, where appropriate:

- Provide an Agency Liaison to the County or OA EOC.
- Prepare standard operating procedures (SOP) for responses to Care and Shelter Operations, including an activation/notification system for alerting personnel.
- Maintain a regular training and exercise program for leadership personnel and alternates.
- Establish and maintain inventories of available Care and Shelter response equipment, supplies and private sector vendor accounts.
- Participate in local EOC disaster drills and exercises when requested.



4.7 ROLES AND RESPONSIBILITIES REFERENCE MATRIX

The table below shows the various emergency Care and Shelter functions and the departments or organizations with a primary role or supporting role.

Table 3.2: Care and Shelter Roles and Responsibilities

Roles and Responsibilities Table In support of Care and Shelter Response Operations												
<i>P – Primary</i> <i>S – Support</i>	Coordination w/State	Coordination Local	Shelter Site Loc./MOU	Registration	Care and Shelter	Health and First Aid	Food, Cots, supplies	AFN Support	Crisis Counseling	Animal Services	Security	Public Information
Cooperating Agency												
Amador County Social Services	S	P	S	S	S		S	S	S			S
Amador County Behavioral Health	S	S			S				P			
Amador Public Health Department	S	S			S	P	S					S
Sierra-Delta Chapter of American Red Cross	S	S	P	P	P		P	P	S			S
Amador OES	P	S			S		S	S	S	S	S	P
Amador Co. SO	S	S									P	S
Amador Animal Control										P		
Amador Public Works			S				S					
Amador Co. Fire Protection Dist.			S			S						S
Amador Unified School District			S									
Amador Volunteers					S	S	S	S		S		



5.0 DIRECTION, CONTROL, AND COORDINATION

5.1 ANNEX ACTIVATION AND TERMINATION

This annex is activated when a real or potential emergency or situation exists in which Care and Shelter is required.

Activation of this annex shall be by the direction of:

- Director of Emergency Services (Sheriff);
- Assistant Director of Emergency Services (County Administrative Officer);
- Office of Emergency Services Coordinator;
- County EOC Director;
- Amador County Social Services Director;
- Incident Commander;

Demobilization of Care and Shelter response activities, as described in this Annex shall take place once there is no longer a threat to community members, and displaced residents can return home or are provided assistance in locating alternate lodging or transitional housing and other support services.

Agencies will respond under the established Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) structure of the County or OA EOC. All local first response agencies within the County and County have adopted and incorporated NIMS and SEMS in their response and will comply with all requirements. The County and/or OA EOC is also NIMS and SEMS compliant and all personnel staffing positions within the County and/or OA EOC have been trained in NIMS and SEMS.

5.2 INFORMATION COLLECTION AND DISSEMINATION

In order to establish a common operating picture, Amador County EOC requires information to be shared by all agencies involved in the incident response, whether in the field or staffing the County EOC Care and Shelter Branch of the Operations Section. Establishing a common operating picture and maintaining situational awareness are essential to effective incident management.

All necessary partners in the field, including law enforcement, fire service, and the ARC, must provide the Care and Shelter Branch with as much information as possible to make educated decisions about congregate care sheltering requests and needs. The Care and Shelter Branch in the County EOC requires information such as type of incident/disaster, population/communities affected, number of evacuees, resources



available, and any other relevant incident information that would aid or should be consider in decision-making. Information is shared so that all Care and Shelter Branch personnel maintain situational awareness and information is used by intended recipients to take appropriate response actions.

5.2.1 Resource Requests

Resource requests are submitted through the appropriate channels according to NIMS and the SEMS structure established within the County EOC and OA EOC. Resource request will be addressed with the OA, regionally, and then statewide if necessary.

All agencies and organizations requesting or providing resources in support of the Care and Shelter response are required to keep detailed records of all requests, resources deployed, deployment and demobilization dates, assigned location, tasking and hours worked for personnel, and if applicable, who will be responsible for paying for the resources. Without detailed cost information potential State and Federal cost reimbursement can be denied. EOC staff will provide instructions to all supporting agencies when the response is demobilized regarding record submissions and retention.

5.2.2 Briefings

Amador County EOC Operational Period briefings are conducted at the beginning of each operational period and present the EOC Action Plan for the upcoming period. Additional briefings are scheduled as necessary to pass along vital information to all County and OA EOC responders. Any representatives, who have important incident information/updates, should be prepared to disseminate that information during the operational period briefings.

5.2.3 Situation Reports

Situation Reports are dependent on the needs of the jurisdiction and/or leadership. They provide information for a predetermined period or time generally one operational period, but may be required for a shorter period of time, such as a few hours, in a rapidly changing situation.

The Situation Report may provide:

- What has happened since the last report i.e.: change in number of open shelters and populations
- Status of the operation i.e.: opening, ongoing, closing of the operation
- Changes in requirements and/or resources i.e.: new partner may be required to address the need for resources and/or a resource partner is leaving the operation sooner than planned, and a replacement is needed.



Initially the situation reports are posted on a daily basis and then on an as needed basis throughout the duration of the disaster relief operation.

The Care and Shelter Branch Director is responsible for sending information included in the daily activity report to be included in the EOC Situation Report.

5.2.4 Care and Shelter Daily Activity Reports

The Care and Shelter Branch Director, Shelter Manager, and/or assigned personnel prepare the Daily Activity Reports.

Activity reports are primarily statistical reports. They can be used to share information but also to analyze and validate information to support decision-making. For instance, a shelter report may indicate that midnight populations are much higher than noon counts, which may indicate that shelter residents are returning to their homes to repair and/or going to work. If the noontime count is higher, it may be inferred that survivors are coming to the shelters for food, information, and supplies.

The reports should include, at a minimum, the following statistical information; however, leadership may request information that is more extensive.

Sheltering

- Open shelters
- Population
- Locations

Feeding

- Production capacity
- Shelf-stable meals
- Hot meals
- Food boxes
- Fixed feeding sites
- Mobile delivery

Distribution of emergency supplies

- Fixed sites
- Mobile delivery
- Type of items being distributed

Reunification

- Estimate of displaced adults
- Estimate of displaced children
- Number of ARC Safe and Well or National Emergency Family Registry and Locator System (NEFRLS) registrations, etc.



People with disabilities and others with access and functional needs

- Percentage of disabled people within the affected area
- Consumable Medical Supplies (CMS) and Durable Medical Equipment (DME) distributed

Household Pets and Service Animals (HPSA)

- Number of pet shelters open
- Number of pets being sheltered
- Active rescue operations
- Status of reunification and challenges
- Organizations active in HPSA response and recovery

Mass evacuee support

- Number of government-assisted evacuees and their household pets
- Number of host states and accepted evacuees
- Type of tracking system
- Number and location of embarkation, debarkation, and reception processing centers

5.2.5 Notification

Responsibility for notifying the ARC of an incident requiring shelter operations rests with the County EOC Director or County EOC Care and Shelter Branch Director, or the Amador County Social Services Director should the OA EOC assume leadership for Care and Shelter operations. Procedures for alerting and notifying ARC should be incorporated into departmental SOPs.

American Red Cross Gold Country Region
Sierra-Delta Chapter
1565 Exposition Blvd
Sacramento, CA 95815
(O) 916-993-7070
(24 hrs.) 800-540-2000
Disaster Program Manager Rebecca Mich
beatriz.mich@redcross.org

Notification shall consist of access to the Incident Commander, EOC Director, or Care and Shelter Branch Director for current situation intelligence, including human resource and information needs and ongoing updates. This information should include incident type, Command Post locations, and Incident Commander, EOC Director, or Care and Shelter Branch Director name, number of persons affected, estimated duration, communications frequencies in use and specific requests of ARC.



Should ARC be unable to respond, the Incident Commander, EOC Director, or Care and Shelter Branch Director must be notified immediately in order to work collaboratively with Amador County Public Health and Human Services to determine specific needs as related to Care and Shelter requirements.



6.0 ANNEX DEVELOPMENT AND MAINTAINANCE

This annex is a product of Amador County EOP. As such, the policies, procedures, and practices outlined in the County EOP govern this annex. Amador County Office of Emergency Services Coordinator will coordinate the maintenance and updates of this annex every three to four years, in accordance with the maintenance schedule established for Amador County EOP. Record of changes, approval, and dissemination of Amador County EOP will also apply to this annex.

Updates to this annex can be made at any time for multiple reasons, including but not limited to changes in policy/procedure, improvements and recommendations based on real life events, incidents, or exercises, etc. Recommended changes should be submitted to Amador County OES.

7.0 AUTHORITIES AND REFERENCES

Authorities for conducting Care and Shelter for the general population, for people with access and functional needs, and; for evacuating animals include the following.

7.1 COUNTY

- Amador County Emergency Operations Plan
- Amador County Care and Shelter Annex
- Amador County Emergency Operations Plan

7.2 STATE

- California Emergency Services Act, California Government Code, Sections 8550-8668.
- California Emergency Plan (California Government Code, Section 8850 et seq.). The provision of Emergency Welfare Services falls within the authority of State supervised and County administered public social services. In case of an officially declared State of an emergency, and pursuant to the rules and regulations of the California Emergency Council, “State, regional and local government employees will become disaster workers; duties may include support of the American Red Cross.” The Director of the Amador County Public Health and Human Services is designated to act as the Coordinator of Care and Shelter for the Operational Area.
- Health and Safety Code Section 34070 – 34072. Local government is to provide or contract with recognized community organizations to make emergency or temporary shelter available for people made homeless by a



natural disaster or other emergency. California's State Emergency Plan, the California Standardized Emergency Management System, and National Incident Management System (NIMS) puts local government at the first level of response for meeting the disaster needs of people in its jurisdiction.

- Standardized Emergency Management System (SEMS) - Chapter 1 of Division 2 of Title 19 of the California Code of Regulations.
- California Master Mutual Aid Agreement.
- § 8593.3 CA. Gov. Code – Requires Accessibility to emergency information and services. Requires jurisdictions to incorporate considerations for People with Disabilities and Access or Functional Needs into all planning.
- § 8593.3.5 CA. Gov. Code – Requires jurisdictions to incorporate considerations for integrating cultural competence into its emergency planning.
- A December 2019, CA State Auditor's Report on the 2017 and 2018 California disasters titled, "California Is Not Adequately Prepared to Protect Its Most Vulnerable Residents From Natural Disasters" provides specific examples of how the DAFN community should be incorporated into local jurisdictional planning.
- California Animal Response Emergency System (CARES). The California Emergency Services Act, Section 8608, includes direction on implementation and authorities of the CARES program.
- California Code of Regulations (Health and Safety Code § 1336.3). Requires each facility licensed by the Department of Health Services to adopt a written emergency plan.
- California Code of Regulations Title 22. Requires Community Care facilities licensed by the Department of Social Services to have a written disaster and mass casualty plan.

7.3 FEDERAL

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. (42 U.S.C. §§ 5121- 5206)
- United States Congress mandates by congressional charter the American Red Cross to undertake activities for the purpose of mitigating the suffering caused by natural disasters and other emergencies.
- National Incident Management System (NIMS)
- National Response Framework, 2008. Sets forth roles and responsibilities of Federal and certain non-Federal entities after catastrophes overwhelm State and local government. Care and Shelter is found in the Emergency Support Function (ESF) #6.
- Homeland Security Act of 2002
- Homeland Security Presidential Directive 5
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act of 2006
- Public Health Service Act, as amended
- Social Security Act of 1935, as amended
- Americans With Disabilities Act of 1990



APPENDIX 3.1: ACRONYMS

ACS	Alternate Care Site
ACSO	Amador County Sheriff's Office
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
APS	Adult Protective Services
ARC	American Red Cross
AVMA	American Veterinary Medical Association
BHS	Behavioral Health Services
CARES	California Animal Response Emergency System
CDSS	California Department of Social Services
Cal OES	California Governor's Office of Emergency Services
CCCSO	Amador County Office of the Sheriff
CDC	Centers for Disease Control and Prevention
CMS	Consumable Medical Supplies
COOP	Continuity of Operations Plan
DOC	Department Operations Center
DAFN	Disability and Access and Functional Needs
DAC	Disaster Assistance Centers
DME	Durable Medical Equipment
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FAST	Functional Assessment Service Teams
HPSA	Household Pets and Service Animals
HHS	Health and Human Services
IMAT	Incident Management Assistance Team
IHSS	In-Home Support Services Program
LAC	Local Assistance Centers
MHOAC	Medical/Health Operational Area Coordinator
MOU	Memorandums of Understanding
NEFRLS	National Emergency Family Registry and Locator System
NIMS	National Incident Management System
OES	Office of Emergency Services
OA	Operational Area
PPE	Personal Protective Equipment
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
RCFE	Residential Care Facilities for the Elderly
SNF	Skilled Nursing Facilities
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedures
SOC	State Operations Center
TEP	Temporary Evacuation Point
VOAD	Volunteer Organizations Active in Disaster



APPENDIX 3.2: CARE AND SHELTER CONTACT LIST

Table 3.3: Care and Shelter Contact List

Organization/Name	Function	Work Number	24 Hr. Number
AGENCIES			
Amador County Sheriff - Gary Redman	Director of Emergency Services	(209) 223-6500	(209) 223-6513
Amador County Administrative Officer - Chuck Iley	Asst. Director of Emergency Services	(209) 223-6470	
Amador County OES - Sgt Matt Girton	County Office of Emergency Services	(209) 223-6384	(209) 223-6513
Amador County Sheriff's Dispatch	Sheriff Dispatch	(209) 223-6513	(209) 223-6513
Amador County Dept. of Social Services - Anne Watts	Care and Shelter Branch Director	(209) 223-6550	(209) 223-6513
Amador Social Services - Donna Swanner	Shelter Coordinator	(209) 223-6550	(209) 223-6513
Amador County Public Works	Deputy Director	(209) 223-6429	(209) 223-6513
Amador County Information Technology – Jeff White	Network Administrator	(209) 223-6591	
Amador County Animal Control – Evan Jacobs	Animal Services	(209) 223-6378	
Amador Unified School District	School District	(209) 223-1750	
Amador Fire Protection District	Fire/EMS	(209) 223-6391	(209) 223-6513
Amador County Public Health - Joanne Hasson	Public Health	(209) 223-6407	(209) 223-6513
Amador County Behavioral Health - Melissa Cranfill	Behavioral Health	(209) 223-6412	(209) 223-6513
Amador County Environmental Health – Debra Larson	Environmental Health	(209) 223-6439	(209) 223-6513
American Red Cross/Sierra-Delta Chapter - Rebecca Mich, beatriz.mich@redcross.org	Sacramento Red Cross Disaster Program Manager	(916) 993-7089	(209) 223-6513
Amador Transit – Jessica McGowan	Transportation	(209) 267-9395	
American Legion Ambulance	Ambulance/EMS	(209) 223-2963	(209) 223-6513
Mountain Counties EMSA	Ambulance/EMS	(209) 529-5085	

Emergency Operations Plan

Appendices



Amador County, California
2024



ANNEX 4 APPENDICES

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APPENDIX A: EOC QUICK ACTIVATION GUIDE

READ THIS ENTIRE QUICK GUIDE FIRST!

THE EOC IS ACTIVATED WHEN:

- The existence or threat of a Local Emergency has been proclaimed in accordance with the County Code.
- Scheduled and/or unusual events that requires centralized management.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County departments over an extended period of time.
- The Governor has proclaimed a State of Emergency in an area including the County.

BASIC ASSUMPTIONS

- All EOC Staff have already read the Quick Plan, the Basic Plan and the appropriate Hazard Annex.
- EOC Staff understands the Amador County's Emergency Operations Plan, forms, and use of supplies.
- The field Incident or Unified Commander(s) has been identified.
- Briefing on the general conditions of the incident received.
- EOC Section Coordinators have reviewed the **Emergency Management Goals**. EOP

EOC FACILITY ACTIVATION

See "EOC Setup Guide" located in EOC.

GETTING STARTED

- The first person in the EOC contacts the scene Incident Commander and obtains a briefing on the situation.
- Assess the nature, scope and estimated impact of the event and response, including the identification of any life threatening issues that need immediate attention.
- Be sure other EOC staff have been notified and are en-route to the EOC.
- Identify all agencies that have jurisdictional or functional responsibility for the incident. If unsure, think the worst case and include the appropriate staff.



- Identify additional internal and external notifications that need to be made. Advise the Director of Emergency Services and Public Information Officer (PIO), as needed.
- Determine the level of additional response warranted.
- Identify any additional support needs that the EOC can provide to the Field Incident Commander, and communicate those needs to the appropriate EOC staff to fill.
- Contact the Inland Region EOC and provide a Situation Report.
- An initial EOC Action Plan (EAP) and should be used to document initial actions, organizational structure, and a list of committed and/or ordered resources. Two critical issues must be completed:
 - Current incident objectives and focus; and
 - Allocated resources and personnel for the incident.
- Identify on a map the area involved, areas that may be exposed, and critical areas of concern. Include a copy of the map with the EOC Action Plan.
- Compile an initial assessment of damage to-date, and establish any additional damage assessment priorities.
- List all issues/concerns for each incident. Inquire about any potential social, environmental, political, cultural or economic issues. List them. This list will come from input by the initial IC and field Operations Section Coordinator. Post these issues and discuss them during the initial EOC transition meeting. Once posted, start delegating issues to EOC team members, making a notation of the name of person and time delegated.
- Keep all EOC staff informed of any updates or new information, as needed.
- Identify all assisting and cooperating agencies on the incident and ensure that an agency representative has been requested for each.
- Forecast the potential duration for each incident (days, weeks, etc.) to ensure personnel and resource ordering is staying 24-48 hours ahead. Request appropriate resources.
- Review current EOC Staffing Plan to ensure appropriateness for the potential size and needs of the incident. Identify needed staffing plan and request appropriate resources.
- Review media policies and prepare an initial press release. Ensure all responding agencies are recognized.
- Establish EOC check-in points and complete Resources Status forms.
- Review resources and personnel in place to ensure adequate coverage to address new incidents.



- Prepare or complete the Jurisdiction Situation Report and submit updates every 12 hours to the Inland Region EOC.
- Identify any injuries or claims at this point.
- Identify any logistical needs (water supply, food, fuel, shelter, transportation, etc.).
- Obtain a local and regional weather forecast for the next 24-48 hours.

EMERGENCY OPERATIONS SUBSIDE

- Deactivate the EOC as determined by the Director of Emergency Services.

- Conduct a review of the actions taken during response and identify any changes needed for the EOP, EOC procedures or response measures.



EMERGENCY OCCURS



Decision Made to Activate EOC
Retrieve Emergency Operations Plan (EOP)



Notification Made to Sheriff, County Administrative Ofc., Board of Supervisors (EOP p46)



County EOC is activated – Employees Recalled (EOP p45)



Contact/Notify Inland Region EOC or State Warning Center
(916) 845-8911 /(800) 852-7550



Establish the EOC: Amador County General Services Administration
Training Room
12200-B Airport Road Jackson, CA 95642



Refer to “EOC Set Up Guide” for Physical EOC Set Up



Sheriff or Designee Selects EOC Director
Selects & Convenes the EOC Team and Conducts Briefing



Section Coordinators Activate/Brief their Sections – Branches/Units



The County should enter **Jurisdiction Situation Report** in **30 minutes** (even if not impacted)



Reports and Updates:
Jurisdiction Situation Report (first report filed **within 2 hours**; subsequent reports as conditions change)

Initial Damage Report (when possible or when requested)

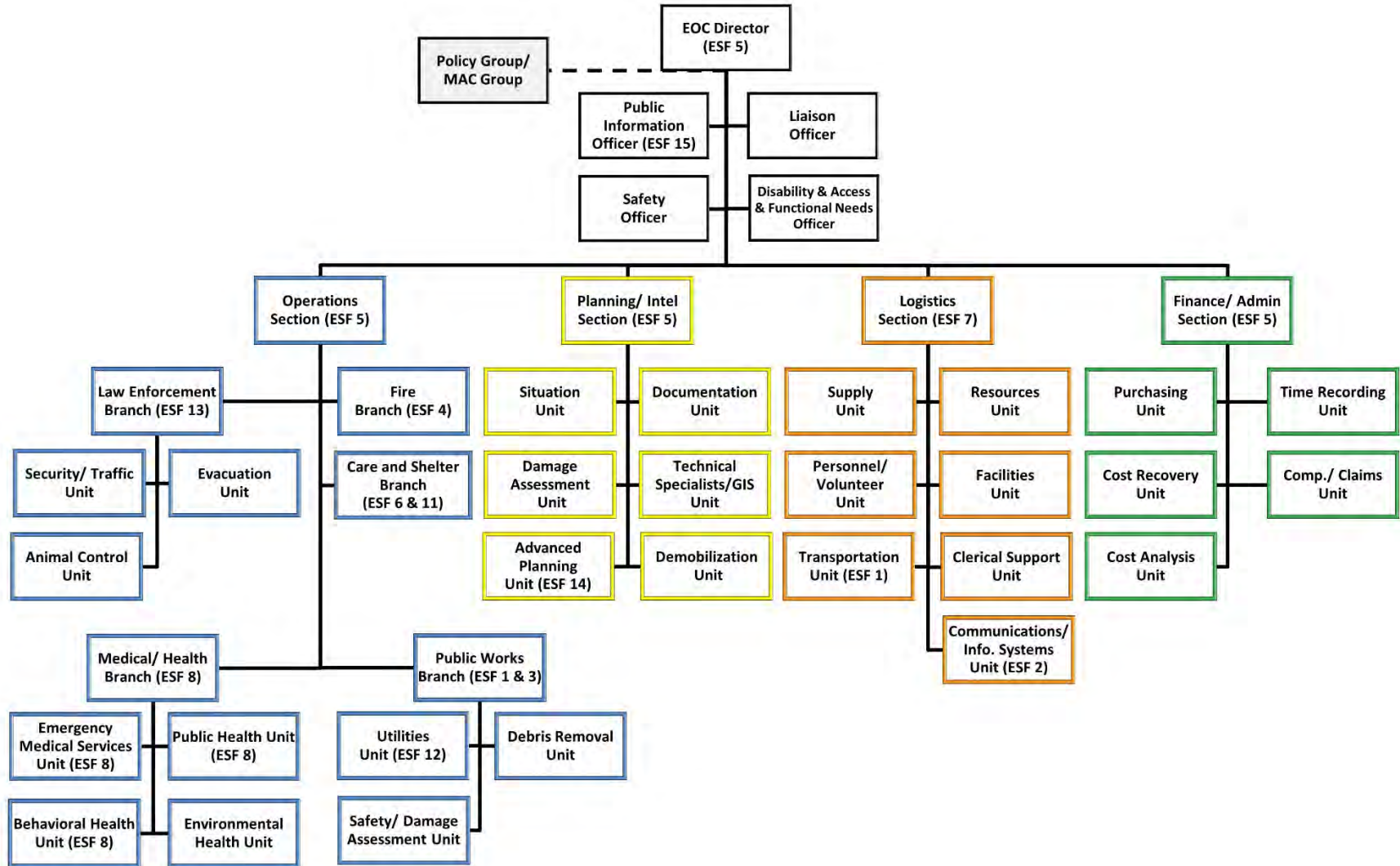
Resource Requests, Major Incident Reports, & Messages (ongoing)



Amador County EOC will make notification to Cal OES Inland Region
and Cal OES will notify other levels of government.



Figure 4.1: Amador County Emergency Operations Center Organizational Chart





APPENDIX B: EMERGENCY CONTACTS – COUNTY, STATE, AND FEDERAL

Name/Organization	Function	Work Number	24 Hr. Number
COUNTY AGENCIES			
Amador County Operational Area – Office of Emergency Services Coordinator, Sgt Matt Girton	Emergency Management	(209) 223-6384	(209) 223-6513
Amador County Sheriff's Office – Headquarters	Law Enforcement/Coroner	(209) 223-6500	(209) 223-6513
Amador County Sheriff's Office – Correctional Facility	County Jail	(209) 223-6522	(209) 223-6513
Amador County Animal Control	Animal Control	(209) 223-6378	(209) 223-6513
Amador County Animal Response Team (ACART)	Animal Evacuation	(209) 257-9444	
American Legion Ambulance	EMS/Ambulance Transport	(209) 223-2963	(209) 223-6513
Amador Fire Protection District	Fire/Hazardous Materials	(209) 223-6391	(209) 223-6513
CALFIRE	Fire/Hazardous Materials	(530) 647-5220	(209) 223-6513
Amador County Dept. of Public Health	Public Health	(209) 223-6407	(209) 223-6513
Amador County Dept. of Environmental Health	Env. Health, Hazardous Materials, House Hold Hazardous Materials, Air/Land/Water Regulation, Pools, Vector Control,	(209) 223-6439	(209) 223-6513
Amador County Dept. of Social Services	Social Services (Adult Protective Svcs, Child Welfare Svcs)	(209) 223-6550	(209) 223-6513
Amador County Dept. of Behavioral Health	Behavioral and Mental Health Services	(209) 223-6412	(209) 223-6513
Amador County Public Works	Building & Safety, Flooding, Blocked culverts, Street flooding, Road closure/signal malfunction, Downed trees/removal of street debris, Refuse collection	(209) 223-6429	(209) 223-6513
Amador County Dept. of Agriculture	Livestock Pass Program, Large Animal Evacuation	(209) 223-6487	
American Red Cross	Emergency Care and Sheltering	(916) 993-7089	(209) 223-6513



Name/Organization	Function	Work Number	24 Hr. Number
STATE AGENCIES			
State Warning Center	Report EOC activation, Report hazard response, Request assistance.	(916) 845-8911	(916) 845-8911
Cal OES, Inland Region – Sacramento	Report EOC activation, Report hazard response, Request resource assistance and Mutual Aid.	(916) 845-8510	(916) 845-8510
Cal OES, Inland Region IV– Mutual Aid Coordinators Law – Tom Madigan Tom Anzelmo Fire - Eric Petterson Corey Zander	Law and Fire Mutual Aid Requests		California State Warning Center: (916) 845-8911
CHP, Amador Office	State Traffic and Law Enforcement.	(209) 223-4890	(209) 943-8600
California State Threat Assessment Center (STAC)	State Terrorism related investigations or intelligence.	(916) 636-2900	(916) 845-8911
Sacramento Regional Threat Assessment Center (RTAC)	State & Regional Terrorism related investigations or intelligence.	(916) 808-8383	After hours calls are forwarded to Western States Information Network (WSIN)
Cal Trans, Amador Office	State Highway issues	(209) 948-7543	(800) 427-ROAD (7623)
FEDERAL AGENCIES			
Federal Bureau of Investigation, Local Office	Federal Law Enforcement & Terrorism related investigations.	(209) 223-6513	(209) 223-6513
Office of Homeland Security, FEMA, Region IX	FEMA & other Federal Disaster Assistance.	(510) 627-7100	(510) 627-7100
National Weather Service San Joaquin Valley/Hanford Office 900 Foggy Bottom Rd Hanford, CA 93230-5236 www.weather.gov/hanford	Radio Station Broadcast on 162.400 MHz. Issuance of a forecast of severe weather for the foothills of the Sierra Nevada from Kern County north to Tuolumne County.	(559) 584-3752	



APPENDIX C: LIVESTOCK PASS



Amador County Livestock Pass for Commercial Agricultural Operations



OVERVIEW

In accordance with California Food and Agricultural Code¹, Amador County hereby establishes a Livestock Pass program whose purpose is to issue identification documents to qualified agricultural producers so they may access their property, or, with permission, the agricultural property owned by another Livestock Pass holder during or following a disaster.

Existing law authorizes law enforcement and public safety officers and professionals to close an area where a menace to the public health or safety is created by a calamity, including flood, storm, fire, earthquake, explosion, accident, or other disaster, as provided. Livestock Pass holders would potentially be able to enter these restricted areas to care for threatened livestock, if permitted to do so by the incident commander, a law enforcement official having jurisdiction, or their designee.

Agricultural Producers seeking a Livestock Pass must submit documents to the Department of Agriculture demonstrating they meet the eligibility requirements outlined in the “Eligibility” section. Once the necessary documents for steps one through four (below) are submitted and the Amador Agricultural Department has determined the documents are satisfactory, the applicant will be considered a ‘verified’ Ag Producer. Verified Agricultural Producers will be approved to attend the mandatory training course. After completing the training course, the applicant will be considered a “qualified agricultural producer” and will be referred to the Amador Agricultural Department. The qualified Ag Producer will schedule an appointment with the Amador Agricultural Department in order to have the Livestock Pass issued.

The Livestock Pass is issued by the Amador Agricultural Department to a qualified Ag Producer before a disaster occurs. The application process is designed to verify that the cardholder is a commercial Ag Producer (owner or managerial employee) whose services are essential to providing protection and/or care to commercial agricultural assets, such as livestock. Individuals eligible for a Livestock Pass must be owners or managerial employees who have a working knowledge of the agricultural property.

Before the Livestock Pass is issued, verified Agricultural Producers must complete a mandatory emergency safety and preparedness training in emergency procedures and understand that their role is to provide limited protection and/or care to their agricultural operation, *not to fight fire or act as first responders during a disaster.*

¹ California Food and Agriculture Code Division 2, Chapter 4, 2350.



Possession of a Livestock Pass card does not grant any rights or privileges and does not necessarily mean the cardholder will be allowed access to their commercial farm or ranch. If there is imminent danger, front-line emergency personnel are empowered to use discretion when it comes to protecting emergency crews and the public (including Livestock Pass holders) from unnecessary exposure to risk. However, in those cases when the boundaries of the closure area include agricultural land not deemed at imminent risk, the Livestock Pass may allow owners and/or employees access to agricultural property, at the discretion of front-line emergency personnel.

For the purposes of this program, a commercial livestock operator is defined as an owner of livestock consisting of:

- 50 head of livestock (including in utero, e.g., 25 bred cows), or
- 500 poultry or rabbits, or
- 50 beehives or more that reside in Amador for at least a portion of the year, or
- a person who, through an agreement with that owner of livestock, has authority and is responsible to oversee the care and well-being of the owner's livestock.

THIS DOES NOT INCLUDE HORSES! For horse-related emergency preparedness and care, contact the Evacuation Teams of Amador (209) 419-2000.

Some anticipated activities that Livestock Pass holders may need to engage in during an emergency:

- Sheltering, moving, transporting, evacuating, feeding, watering, or administering veterinary care to livestock
- Milking of cows twice per day
- Transporting milk out of the affected area
- Repairing fences, managing irrigation infrastructure
- Providing local expertise to emergency personnel. This expertise shall only be provided when requested by emergency personnel.

PARTNERS

The Livestock Pass program requires partnership from multiple county-based and regional agencies for successful implementation. The following agencies in Amador County are participating in initial program development:

- Amador Fire Protection District
- Amador Agricultural Department
- Farm Bureau
- Amador Control Animal Control
- University of California Cooperative Extension (UCCE)
- Sheriff's Office and other local law enforcement agencies



- County Counsel
- County Administrative Office

Furthermore, the following entities/agencies will be consulted as program development continues:

- CALFIRE
- California Highway Patrol

ADMINISTRATION

Due to their unique position serving the agricultural community, the Amador Agricultural Department will be responsible for administering Amador County's Livestock Pass program with support from UCCE.

Program administration will include maintaining records, accepting and processing applications, determining eligibility, referring verified Agricultural Producers for the emergency safety and preparedness training and, once the training is completed, will refer qualified Agricultural Producers to the Amador Agricultural Department so they can schedule an appointment to obtain their Livestock Pass.

Livestock Pass identification cards will be valid for one (1) year and will expire annually on December 31st. Upon expiration an agricultural producer apply for a new Livestock Pass.

COMMITTEE

The Amador Agricultural Department will be responsible for confirming eligibility based on the eligibility criteria (below) and will have the ultimate authority to issue, deny or revoke a Livestock Pass.

FEES & COSTS

There are currently no fees for a Livestock Pass.

Eligibility Criteria - Requirements

The Livestock Pass will only be available to Commercial Livestock Producers who meet the following eligibility criteria:

1. Property must be both:
 - a. Located in either the State Responsibility Area (SRA) or the Federal Responsibility Area (FRA) of Amador County; and,
 - b. Zoned for production agriculture.
2. The operation must be:
 - a. A commercial agricultural enterprise; or



- b. An educational institution conducting agricultural research or instruction on a production scale.
3. The Applicant must be:
 - a. An owner, or
 - b. A managerial employee
4. The Applicant and employer (if different than the Applicant) must sign a waiver and release.
5. The applicant must complete the mandatory emergency safety and preparedness training (this may only be completed after the Amador Agricultural Department verifies the applicant's commercial status).
 - a. If the applicant has completed the training curriculum in another county, the applicant may submit the training certificate with their application.

For the purposes of this program, a commercial livestock operator is defined as an owner of livestock consisting of:

- 50 head of livestock (including in utero, e.g., 25 bred cows), or
- 500 poultry or rabbits, or
- 50 beehives or more that reside in Amador for at least a portion of the year, or
- a person who, through an agreement with that owner of livestock, has authority and is responsible to oversee the care and well-being of the owner's livestock.

Eligibility Criteria - Verification

1. Property Verification. Please provide the following information for each property to be associated with the Livestock Pass:
 - a. Street ("situs") address
 - i. Determines if the property is in either the state or federal responsibility areas
 - b. Assessor's Parcel Numbers (APNs)
 - i. Determines if the property is in either the state or federal responsibility areas
 - ii. This will determine zoning
 2. Commercial /Research Agricultural Operation Verification. Please provide one or more of the following documents:
 - a. Operator Identification Number or Restricted Material Use Permit, both of which track commercial agriculture-related pesticide use
 - b. Organic Registration or Organic Certification
-



- c. Certified Producer's Certificate (CPC)
 - d. Most recent redacted "Schedule F" tax form
 - e. USDA FSA documentation; and/or
 - f. CDFA Bureau of Livestock Identification
3. Owner, Leasee, or Managerial Employee Verification.
- a. Owner
 - i. Provide proof of land ownership
 - b. Leasee
 - i. Provide proof of business ownership and a lease agreement
 - c. Managerial Employee
 - i. Provide a signed authorization letter from the employer stating:
 1. The applicant has the authority and responsibility to oversee the care and well-being of the Ag Producer's livestock; and,
 2. The applicant engages in managerial job duties and customarily and regularly exercises discretion and independent judgment in these duties.
 - a. Also provide a written job description generally outlining these job duties
 3. The applicant is an employee whose monthly salary is equivalent to no less than two times the state minimum wage for full-time employment.
 4. Fill out and submit the waiver and release form
 5. Complete the mandatory emergency safety training course (this will be completed only after steps one through four, above, have been completed).

TRAINING

Completion of training will be required for all verified Agricultural Producers before a Livestock Pass is provided. The curriculum will be developed by the California Department of Forestry and Fire Protection (CAL FIRE), will be approximately 4-hours in length and will provide a primer on basic fire behavior, communications during disaster, and incident command structure (ICS). The curriculum is built to be adaptable for all disaster situations and delivered in a classroom setting or a synchronous or asynchronous training model. Topics to be covered include wildland entrapment avoidance, recognition of hazardous environments, working with county stakeholders, waiver and release of liability, communication, escape routes, safety zones, personal protective equipment, guidelines to be adhered to as a Livestock Pass holder.



LIVESTOCK PASS ID CARDS

The Amador County Livestock Pass will include the following information:

1. Full name of the cardholder
2. Farm or ranch name
3. Primary ranch address
4. Expiration date
5. Phone numbers:
 - a. Property owner
 - b. Amador Agricultural Department
 - c. Sheriff's Office Dispatch and Communications Center
6. Secondary or tertiary farm or ranch addresses (for operations with multiple locations).

CONDITIONS OF USE

All Livestock Pass holders are subject to the following conditions of use:

1. Lawful commands from onsite law enforcement or other emergency personnel must be followed at all times.
2. Livestock Passes will only be used when safe to do so as determined by public safety officials managing the incident response.
3. A Livestock Pass does not grant permission to ignore evacuation orders or guarantee automatic entry.
4. Livestock Pass holders must comply with all directions from law enforcement and other emergency personnel.
5. Onsite law enforcement or other emergency personnel may place a limit on time spent behind any road closure.
6. All persons must depart the restricted area by the same route they entered.
7. At the discretion of onsite law enforcement or other emergency personnel, Livestock Pass holders may be required to accept an escort into and out of the evacuated area.
8. The Livestock Pass holder must have their Livestock Pass with them at all times and be able to present it to law enforcement – even if the Livestock Pass was already inspected at a road closure checkpoint.
9. All individuals who were provided access into an evacuated area must leave immediately if directed to do so by law enforcement or other emergency personnel.
10. Employee Safety
 - a. Commercial agricultural operation owners/operators must comply with all applicable worker safety regulations and protections required for the work location including those administered by the California Division of Occupational Safety and Health (Cal/OSHA).
 - b. Access to a farm or ranch by an employee must be fully voluntary.



- i. A person shall not require any employee to obtain or use a Livestock Pass or to enter or be present on the Ag Producer's ranch or farm property during or following a disaster.
- ii. A Livestock Pass holder cannot require an employee to enter an evacuation zone.
- iii. Possessing a Livestock Pass in no way requires its holder to be present in an area subject to an evacuation order during or following a flood, storm, wildfire, or other disaster.
- iv. A person shall not in any manner discriminate, retaliate, or take any adverse action against an employee for refusing to obtain or use a Livestock Pass, or to accompany a Livestock Pass holder, or to enter or be present on the Ag Producer's ranch or farm property during or following a disaster. Any person who believes that they have been discriminated or retaliated against in violation of this section may, in addition to any other available remedy, file a complaint pursuant to Section 98.7 of the Labor Code for remedies available under Section 98.6 of the Labor Code.

REVOCATION

The Livestock Pass will be revoked for any reason decided by the Department, but especially if the Livestock Pass holder:

1. Loses eligibility (see "Eligibility" section)
2. Fails to adhere to **any** of the Livestock Pass conditions (see "Conditions of Use"); and/or
3. Creates through their actions any health, safety or criminal issue as reported by emergency responders, other official personnel, or vetted anonymous complaints.

RENEWAL PROCESS

A Livestock Pass expires every **year** on December 31st and must be renewed in accordance with the original application process. The intent of expiration is to ensure that applicants are still verifiable Agricultural Producers and to ensure that verified Agricultural Producers have regular intervals of emergency safety and preparedness training.

DEFINITIONS

1. "Disaster" means a menace to the public health or safety that is created by a calamity, including flood, storm, fire, earthquake, explosion, accident, or other hazardous incident.
2. "Livestock" includes all commercially produced animals including poultry (chickens, ducks), bovines (cows, buffalo, bison), sheep, goats, lambs, swine (pigs, hogs) and oysters. For the purposes of this program, Livestock does not include horses.



3. "Local expertise" means identifying access roads, water points, and other local knowledge that may assist firefighters and/or other emergency response personnel.
4. "Managerial employee" means a person who meets all of the following criteria:
 - a. Has management authority with responsibility to oversee the care and well-being of the qualifying livestock producer's livestock.
 - b. Primarily engages in managerial job duties and customarily and regularly exercises discretion and independent judgment in these duties. These duties shall be specified in a written job description issued no later than 90 days before the date of the flood, storm, fire, earthquake, or other disaster.
 - c. Earns a monthly salary equivalent to no less than two times the state minimum wage for full-time employment at the time of the flood, storm, fire, earthquake, or other disaster.
5. "Qualified agricultural producer" means a commercial agricultural producer, as determined by the Amador Agricultural Department, who has been verified as a commercial operation and has successfully completed the mandatory emergency safety and preparedness curriculum.

"Verified agricultural producer" means a commercial agricultural producer who has submitted all documents to the Amador Agricultural Department and those documents were reviewed and determined to be adequate for proving a producer's commercial status.



APPENDIX D: AMADOR COUNTY CODE CHAPTER 2.64

**Chapter 2.64
DISASTER COUNCIL**

Sections:

- 2.64.010 Purposes.**
- 2.64.020 Definitions.**
- 2.64.030 Disaster council membership.**
- 2.64.040 Disaster council powers and duties.**
- 2.64.050 Operational area.**
- 2.64.060 Director of emergency services and emergency services coordinator.**
- 2.64.070 Powers and duties of the director of emergency services and emergency services coordinator.**
- 2.64.080 Emergency management plan.**
- 2.64.090 Expenditures.**
- 2.64.100 Punishment of violations.**
- 2.64.110 Effect of repeal of conflicting ordinances.**

2.64.010 Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of the plans for the protection of persons and property within this county in the event of an emergency; to guarantee the direction of the emergency management organization; and to coordinate the emergency functions of this county with all other public agencies, corporations and affected private persons. (Ord. 1623 §2(part), 2005).

2.64.020 Definitions.

A. "Emergency" means a condition of disaster or of extreme peril to the safety of persons and property within this county caused by such conditions as air pollution, fire, flood, hazardous materials 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.

B. "Emergency organization" means all officers and employees of this county, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.64.070(A)(6)(c), be charged with duties incident to the protection of life and property in this county during such emergency.

C. "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the



services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

D. "Operational area" is defined by the California Emergency Services Act as an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. (Ord. 1623 §2(part), 2005).

2.64.030 Disaster council membership.

The Amador County disaster council is created and shall consist of the following:

- A. The sheriff/director of emergency services or his or her designee who shall be chairman.
- B. The chairman of the board of supervisors or his or her designee who shall be vice-chairman.
- C. One representative from each of the cities, appointed by the city councils.
- D. One fire representative appointed by the Fire Chief's Association.
- E. One law representative appointed by the chiefs of police.
- F. One representative from the school district.
- G. One representative of each of the special districts.
- H. Director/agency heads of county departments having disaster responsibility or their designees.
 - I. Such representatives of other organizations, either civic, business, labor, veterans, professionals or other organizations having an official group or organization having disaster responsibility.
- J. The emergency services coordinator. (Ord. 1623 §2(part), 2005).

2.64.040 Disaster council powers and duties.

The disaster council serves in an advisory capacity to recommend for adoption by the board of supervisors any emergency operations plans or practices and such policies, ordinances or resolutions necessary to implement such plans or practices. The disaster council shall meet upon call of the chairman, or, in his/her absence from the county or inability to call such meeting, upon call of the vice-chairman. (Ord. 1623 §2(part), 2005).

2.64.050 Operational area.

The California Emergency Services Act provides for the establishment of an operational area on a county-wide basis to coordinate effectively the utilization of available resources during a state of emergency or a local emergency. The disaster council shall serve as the operational council. The county's emergency services coordinator will be the operational area coordinator. (Ord. 1623 §2(part), 2005).

2.64.060 Director of emergency services and emergency services coordinator.

A. The director of emergency services is the sheriff, or the undersheriff in the absence of the sheriff.



B. There is created the sheriff's office of emergency services and the emergency services coordinator who shall be appointed by the director with the approval of the board of supervisors. (Ord. 1623 §2(part), 2005).

2.64.070 Powers and duties of the director of emergency services and emergency services coordinator.

A. The director is empowered to:

1. Request the board of supervisors to proclaim the existence of a local emergency if the board of supervisors is in session, or to issue such proclamation if the board of supervisors is not in session. When a local emergency is proclaimed by the director, the board of supervisors shall take action to ratify the proclamation within seven days thereafter, or the proclamation shall have no further force or effect. The board of supervisors shall review the need for continuing the local emergency at least every fourteen days until the local emergency is terminated.
2. Request the Governor to proclaim a state of emergency when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.
3. Control and direct the efforts of the emergency organization of this county for the accomplishment of the purposes of this chapter.
4. Direct cooperation between and coordination of services and staff of the emergency organization of this county, and resolve questions of authority and responsibility that may arise between them.
5. Represent this county in all dealings with public or private agencies on matters pertaining to emergencies as defined in this section.
6. In the event of the proclamation of a "local emergency" as provided in this section, the director is empowered:
 - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the board of supervisors;
 - b. To require emergency services of any county officer or employee and to command the aid of as many citizens of the county as he deems necessary in the execution of his duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;



c. To requisition necessary personnel or material of any county department or agency; and

d. To execute all of the special powers conferred upon him/her by this chapter or by resolution or emergency plan pursuant hereto adopted by the board of supervisors, all powers conferred upon him/her by any statute, by any agreement approved by the board of supervisors, and by any other lawful authority.

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the board of supervisors.

C. The emergency services coordinator shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this county and shall have such other powers and duties as may be assigned by the director. (Ord. 1623 §2(part), 2005).

2.64.080 Emergency management plan.

The emergency services coordinator shall be responsible for the development of the emergency operations plans for the county. These plans shall provide for the effective mobilization of all of the resources of this county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization pursuant to Government Code Section 8607 and 8610. Such plans, or parts thereof, shall take effect upon adoption by resolution of the board of supervisors. (Ord. 1623 §2(part), 2005).

2.64.090 Expenditures.

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be for the direct protection and benefit of the inhabitants and property of the county of Amador. (Ord. 1623 §2(part), 2005).

2.64.100 Punishment of violations.

It is a misdemeanor, punishable by a fine of not to exceed five hundred dollars, or by imprisonment for not to exceed six months, or both, for any person, during a state of war emergency, state of emergency, or local emergency, to:

A. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him/her by virtue of this chapter;

B. Act in a manner forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the



enemy, or to imperil the lives or property of inhabitants of this county, or to prevent, hinder or delay the defense or protection thereof;

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the county or state. (Ord. 1623 §2(part), 2005).

2.64.110 Effect of repeal of conflicting ordinances.

It is the intent of the board of supervisors in enacting this chapter that it shall be considered a revision and continuation of the chapter repealed by this chapter, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed chapter be affected by such repeal until amended, modified or superseded as provided in this chapter. (Ord. 1623 §2(part), 2005).

The Amador County Code is current through Ordinance 1811, passed September 21, 2021.

Disclaimer: The Clerk of the Board's office has the official version of the Amador County Code. Users should contact the Clerk of the Board's office for ordinances passed subsequent to the ordinance cited above.



APPENDIX E: DISASTER SERVICE WORKER VOLUNTEER PROGRAM

1. Background

Amador County recognizes that in the event or imminent threat of a major emergency, there is the likelihood that first responders such as law enforcement, fire and rescue, emergency medical services, and emergency management will be overwhelmed. Therefore, the Amador County Disaster Council has established a Disaster Service Worker (DSW) Volunteer Program in compliance with the State of California Disaster Service Worker Volunteer Program (DSWVP) rules and regulations.

The DSWVP is a State funded program that provides workers' compensation benefits to registered DSW volunteers who are injured while performing eligible disaster service duties or participating in pre-approved training/exercises. It also provides limited immunity from liability to political subdivisions, political entities or DSW volunteers if a civil suit involves any duly enrolled or registered DSW volunteer engaged in or training for emergency preparedness or relief activity.

2. Program Description & Duties

The Amador County DSW Volunteer Program will utilize registered volunteers to assist first responders and the community during disasters or large-scale emergencies by performing eligible disaster service duties while under supervision.

Amador County Disaster Council has authorized and directed the Sheriff's Office to register DSW volunteers and to administer the DSW volunteer program in compliance with applicable rules and regulations.

When requested to activate as authorized by the County's Disaster Council or its designee, DSW volunteers will function under the direction of the Director of Emergency Services or authorized designee.

3. Eligibility

DSW volunteers are required to treat co-workers, community members, victims and their property with the highest respect and dignity and must be of trustworthy character under adverse conditions where emergency victims could be at a disadvantage. Being open to public scrutiny, the DSW volunteer must realize that his or her actions are representative of Amador County as a whole. It is important that volunteers understand the professional courtesy that is expected when serving as a DSW volunteer.



Pre-Registered DSW volunteers must meet the following general requirements:

- a. Live, work or volunteer in Amador County;
- b. No felony convictions. Applicants are subject to a Department of Justice Live Scan and background check to attest the lack of a criminal history;
- c. Pass an oral interview;
- d. Complete and return all registration forms to the Sheriff's Office Volunteer Coordinator or designee;

IV. DSW Volunteer Classifications

DSW volunteers perform a wide variety of disaster service duties, which are categorized into classifications to comply with one of the registration requirements. The State DSWVP has approved the following DSW volunteer classifications:

1. Animal Rescue, Care and Shelter
2. Communications
3. Community Emergency Response Team Member
4. Emergency Operations Center/Incident Command
5. Fire
6. Human Services
7. Laborer
8. Law Enforcement
9. Logistics
10. Medical & Environmental Health
11. Safety Assessment Program Evaluator
12. Search & Rescue
13. Utilities

The Amador County Disaster Council will pre-register DSW volunteers in three of the approved classifications who also meet the individual requirements for the specific specialty being applied for as detailed below:

Classification: Law Enforcement

Specialty: **Search and Rescue (SAR)** - Search and rescue operations in the white water of the local rivers, off the cliffs and mountains and in the back country of several National Forests.

- a. Must be at least 18 years old or 14 years old with parental consent;
 - b. Complete the Sheriff's Search and Rescue Training course;
 - c. Some members may elect to receive additional training in white water rescue, dive team operations, cliff rescue operations, or other medical or technical skills;
 - d. Complete the Sheriff's Search and Rescue membership profile;
 - e. Members serve at the will of the Sheriff and program manager;
-



Classification: Law Enforcement

Specialty: **Sheriff's Office Posse** - Sustain partnerships with the residents by helping the citizens of Amador County. Posse Positions are available to assist with administrative support, field operations, and public events.

- a. Must be at least 18 years old;
- b. Complete the Sheriff's Office Posse Training course;
- c. Complete the Sheriff's Office Posse membership profile;
- d. Members serve at the will of the Sheriff and program manager;

Classification: Communications

Specialty: **Amador County Auxiliary Communications Service (ACS)**

- a. Must be at least 18 years old.
- b. Must be a Licensed Radio Amateur
- c. Must be able to communicate on Amateur Radio frequencies during drills, exercises and emergencies
- d. Must furnish your own radio and equipment,
- e. Successful completion of the Amador ACS orientation training course

Classification: Medical & Environmental Health

Specialty: **Amador County Public Health Department - Disaster Healthcare Volunteers** - Part of the disaster response team. Local medical and non-medical volunteers form an Amador County Disaster Healthcare Volunteer response unit. Serving Amador communities during a disaster.

- a. Must be at least 18 years old;
- b. Complete the Public Health Department - Disaster Healthcare Volunteers Training course;
- c. Complete the Public Health Department - Disaster Healthcare Volunteers membership profile;
- d. Members serve at the will of the Public Health Director and program manager;
- e. Successful completion of the Public Health Department - Disaster Healthcare Volunteers orientation training course

Classification: Animal Rescue, Care and Shelter

Specialty: **Amador County Animal Response Team (ACART)** - Providing animal shelter and care for those animals during a declared disaster evacuation.

- a. Must be at least 18 years old;
 - b. Complete the Amador County Animal Response Team Training course;
 - c. Complete the Amador County Animal Response Team Volunteers membership profile;
-



- d. Members serve at the will of the Sheriff and program manager;
- e. Successful completion of the Amador County Animal Response Team orientation training course

V. Spontaneous Unaffiliated Volunteers

Spontaneous Unaffiliated Volunteers (SUVs) are individuals who come forward to offer disaster response and recovery volunteer services during a disaster event. SUVs are not persons impressed into service at the scene of an incident and are used to augment existing services and organizations. SUVs serve at the pleasure of the management of Amador County. The County may restrict assignments, control their level of participation, or prohibit their use all together. The County's emergency management assumes the responsibility to ensure that SUVs are physically and mentally capable of performing duties to which they will be assigned and must provide training appropriate to the assignment. An example of training could be safety instruction in filling and passing sandbags in a flood situation prior to a volunteer being assigned to that job. Another example of training could be basic safety instruction in assisting at a shelter and processing incoming evacuees.

SUVs must meet the following general requirements:

- a. Live, work or volunteer in Amador County;
- b. No felony convictions;
- c. Pass an oral interview;
- d. Complete and return all registration forms to the Sheriff's Office Volunteer Coordinator or designee;
- e. Must be at least 18 years old with an authorized photo identification card;
 - i. Minors between 14 and 18 years old are eligible to register for volunteer service if accompanied by a parent or legal guardian throughout the duration of their service.
- f. Possess a skill or knowledge set that would serve useful during response and recovery efforts

VI. Registration Process

The registration of volunteers will occur either in advance of a proclaimed disaster or prior to engaging in disaster service duties during the event. Those registered prior to a proclaimed disaster are considered pre-registered Disaster Service Worker (DSW) volunteers. Spontaneous Unaffiliated Volunteers (SUVs) are not pre-registered volunteers, but volunteers who come forward spontaneously during the time of a disaster or emergency event, or post disaster, to assist without pay or compensation.

Volunteers who spontaneously come forward to assist can become registered as DSW volunteers for the duration of that single event. To be covered for workers' compensation



benefits, these volunteers must meet all of the requirements as indicated in the DSW Volunteer Program regulations. This includes proper registration, appropriate training and working under official supervision. All DSW volunteers must be registered prior to engaging in official DSW activities. It is not legally permissible to register a volunteer retroactively as a DSW in order to seek worker's compensation coverage through the DSWVP.

Once a SUV is registered as a DSW volunteer, that person is no longer considered spontaneous, and is eligible for Program benefits.

- a. Pre-Registered DSW volunteer registration process:
 - i. Meet the eligibility requirements as outlined in Sections III and IV;
 - ii. Complete the Amador County Sheriff's Office Identification Report;
 - iii. Complete the Criminal History or Background form;
 - iv. Complete the Cal OES DSW Registration form (Rev. 8.2016);
 - (1) Minors between 14 and 18 years old must have parent/legal guardian complete required section of the Cal OES DSW Registration form consenting to their participation.
 - v. Return the above items to Amador County Sheriff's Office Volunteer Coordinator or designee;
 - vi. Take a photograph for identification purposes;
 - vii. Complete the fingerprinting process (Live Scan);
 - viii. Take and subscribe to the Loyalty Oath or Affirmation administered by an authorized representative of Amador County;
 - ix. Complete basic safety and job specific training.

 - b. Spontaneous Unaffiliated Volunteer (SUV) registration process:
 - i. Meet the eligibility requirements as outlined in Sections III and IV;
 - ii. Must be at least 18 years old with an authorized photo identification card;
 - iii. Complete the Disaster Volunteer Intake and Referral Form;
 - iv. Complete the Cal OES DSW Registration form (Rev. 8.2016);
 - (1) Minors between 14 and 18 years old must have parent/legal guardian complete required section of the Cal OES DSW Registration form consenting to their participation and be accompanied by a parent or legal guardian throughout the duration of their service.
 - v. Complete background check via California Law Enforcement Telecommunications System (CLETS) if available;
 - vi. Complete the Criminal History form (If CLETS background check not available);
 - vii. Complete the Declaration form (If CLETS background check not available);
 - viii. Return the above items to Amador County Sheriff's Office Volunteer Coordinator or designee;
 - ix. Take and subscribe to the Loyalty Oath or Affirmation administered by an authorized representative of Amador County;
-



- x. Complete basic safety and job specific training (to be determined at time of incident)

During an incident when spontaneous volunteers arrive at an Incident Command Post, the Incident Commander or designee should make an effort to assign a volunteer coordinator to restrict spontaneous volunteers to a general location until an evaluation and a needs assessment can be made. If the Incident Commander or designee determines that SUVs are required to assist in the mitigation of the emergency the volunteers will be screened for abilities and specialties. Once SUVs are properly registered as DSW volunteers and are provided appropriate training with official supervision, they are available for deployment to the needs of Amador County.

VII. Activation

After insuring that their own family and home are safe, DSW volunteers should prepare to activate in the event of an emergency. A DSW volunteer must be deployed/assigned disaster related activities by the registering authority. Under no circumstances is a self-deployed DSW volunteer eligible for DSWVP benefits.

The Chair of the Emergency Services Committee, Sheriff Watch Commander, or other authorized public official may activate DSW volunteers by contacting the team leaders. When ordered to activate, team leaders will mobilize their team and meet at a designated location determined by the person activating the team.

VIII. Supervision

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer efforts. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors when direct supervision by paid staff is not feasible.

IX. Deactivation

The activating official or designee is responsible to deactivate the DSW volunteer.

X. Injuries

Any DSW volunteer injured while performing eligible disaster service duties including pre-approved training shall immediately notify their supervisor and the Chair of the Emergency Services Committee, who will provide the injured volunteer State Fund Form 3301 within one day of injury knowledge. Worker's compensation claim submissions shall



comply with the reporting requirements as defined in the State of California Disaster Service Worker Volunteer Program.

XI. Use of DSW Volunteers

DSW volunteers are primarily used during disasters or large-scale emergencies to supplement and augment the County's emergency services capability.

DSW volunteers will only be used for disaster service tasks, which they are trained to perform. Eligible disaster services include all activities authorized by and carried on pursuant to the California Emergency Services Act (ESA) while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue mission, including approved, documented and supervised

- Activities performed to mitigate an imminent threat of extreme peril to life, property and resources
- Training necessary to engage in such activities
- Official deployments
- Official mutual aid

XII. DSW Volunteer Equipment

DSW volunteers are responsible for supplying their own equipment related to the specific volunteer classification.

XIII. DSW Volunteer Identification Cards

Identification cards are issued to DSW volunteers upon successful completion of the above outlined registration process. Identification cards will remain the property of Amador County and must be surrendered upon request. Additionally, volunteers shall display their ID Card when engaged in official activities, including activations, trainings and exercises.

Pre-Registered DSW volunteers will be issued an official DSW volunteer identification card to be displayed when engaged in official activities.

A Spontaneous Unaffiliated Volunteer (SUV) registered as a DSW volunteer will be issued an identification card holder and lanyard to carry and display their authorized photo identification card when engaged in official activities. The issued identification card holder and lanyard will be surrendered back to the County upon deactivation as a DSW volunteer at the conclusion of their official activities.



XIV. Media and Press Protocol

All DSW volunteers will defer media inquiries to the County's Public Information Office.



APPENDIX F: STATE OF EMERGENCY ORDERS

These orders and regulations may be selectively promulgated by the Governor (extracted from the California Emergency Plan).

State of Emergency (other than war)

Order 1 (period of employment waived)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Secretary of Cal OES but shall not extend beyond the termination date of said State of Emergency.

Order 2 (control of medical supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (personnel may be paid in cash)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government code and State Personnel Board Rules 130-139, be waived to permit cash compensation to personnel whose work is designated by the Director, Cal OES, as essential to expedite emergency and recovery operations for all time worked over the employee's regular work week, at a rate not to exceed 1-1/2 times the regular rate of pay.

The Director of Cal OES will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (contract bond requirement suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director of Cal OES, outside of the proclaimed area(s) but which is(are) essential to the relief aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to State contracting bonding requirement for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.



Order 5 (housing laws suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director of Cal OES, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety or intrastate transportation laws, ordinances, regulations or codes which the Director of Cal OES determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (control of stored petroleum)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director of Cal OES outside of the proclaimed area(s) but which is(are) essential to the relief and aid of lives and property within the proclaimed area, distribution of intrastate petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use in a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director of Cal OES but shall not extend beyond the termination date of said State of Emergency.



APPENDIX G: STATE OF WAR ORDERS

These orders and regulations may be selectively promulgated by the Governor (extracted from the California Emergency Plan).

State of War Emergency (extracted from the California Emergency Plan)

War Order 1 (When these orders in effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council and filed with the Secretary of State and the County Clerk of each County, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b) and (d), State Emergency Services Act).

War Order 2 (warning signals)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal government for this purpose.

War Order 3 (State Emergency Services is in charge)

It is hereby ordered that the Director of Cal OES is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the State in accordance with such plan, insofar as adherence to such plan is adequate and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property and resources of or within the State against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan.

It is further ordered that the Director of Cal OES is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of Cal OES in carrying out any authority so delegated.

War Order 4 (personnel)

It is hereby ordered that all officials of local political subdivisions of the State or in accredited local emergency organizations, and all registered disaster service workers, and all who perform duties, are hereby declared to be members of the Statewide War Emergency by a person having the authority to command the aid of citizens in the



execution of his duties, are here declared to be members of the Statewide War Emergency Organization.

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or regional emergency operations headquarters are hereby declared to be personnel of the State War Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of Cal OES and/or the manager of the regional headquarters to which such persons are assigned or attached.

It is further ordered that all officials and registered disaster service workers heretofore designated as coordinators or as staff personnel for Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

War Order 5 (government shall continue)

It is hereby ordered that the governmental functions for the protection of lives, property and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

War Order 6 (retail sales prohibited)

It is hereby ordered that, in accordance with National and State policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by Federal, State or local authorities and except for essential health items and perishables in danger of spoilage.

War Order 7 (sale of alcohol prohibited)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

War Order 8 (control of petroleum)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations and pipeline terminals, shall be held subject to the control of the State Petroleum Director.

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and



regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

War Order 9 (control of food)

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

Fresh fluid milk, fresh vegetables and bread are not subject to this order; and

Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing State and Federal food supply policies; and it is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

War Order 10 (control of medical supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and it is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

War Order 11 (banks)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

War Order 12 (rent control and rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.



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