EMERGENCY OPERATIONS PLAN
March 2015

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Foreword
FOREWORD

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To The Citizens of Humboldt County:

The preservation of life and property is a shared responsibility of local, state and federal governments. The County of Humboldt has prepared this Emergency Operations Plan in an effort to ensure efficient coordination among all political subdivisions of government and most effective use of all resources for the maximum benefit and protection of the population, in times of emergency.

The County Plan conforms to the statewide Standardized Emergency Management System (SEMS), and the nationwide National Incident Management System (NIMS), for coordination, response, and recovery during emergencies. It also coordinates with the State of California Emergency Plan and is an extension of that plan.

The basic tenets of emergency preparedness are self-help and mutual aid. The policies, principles, concepts, and procedures contained in this plan are designed to provide the basis for action by the County’s Operational Area emergency organization.

Objectives include the various contingency plans to incorporate and coordinate all the facilities and personnel of the County into an efficient organization capable of reacting effectively when confronted by any disaster.

County of Humboldt
Board of Supervisors

Rex Bohn
First District

Estelle Fennell,
Second District, Chairperson

Mark Lovelace
Third District, Vice Chairperson

Virginia Bass
Fourth District

Ryan Sundberg
Fifth District

March 2015
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County of Humboldt
Agricultural Commissioner
Assessor
Auditor – Controller
Board of Supervisors and Board Secretary
Child Support Services
Clerk-Recorder
Conflict Counsel
Coroner
County Administrative Officer
County Counsel
District Attorney
Health & Human Services
  Public Health
  Environmental Health
  Mental Health
  Social Services
  Employment Training
Information Technology
Library
Office of Education
Personnel
Planning & Building
  Building Inspection
  Planning
Probation
Public Defender
Public Guardian
Public Works
Purchasing
Risk Manager
Sheriff
  Sheriff’s Dispatch
  Office of Emergency Services / Emergency Operations Center
Treasurer – Tax Collector
UC Cooperative Extension

Contiguous Counties
Del Norte
Mendocino
Siskiyou
Trinity
Cities and City Agencies
Arcata
Blue Lake
Eureka
Ferndale
Fortuna
Humboldt Bay Fire
Rio Dell
Trinidad

Special Districts
Humboldt Bay Harbor, Recreation, and Conservation District
Humboldt Bay Municipal Water District
Humboldt Community Services District
Manila Community Services District
McKinleyville Community Services District
Samoa Peninsula Fire District
Shelter Cove/Whitethorn Resort Improvement District #1

State Agencies
California Highway Patrol (CHP)
California National Guard
California Office of Emergency Services (Cal OES)
California State Parks
College of the Redwoods
Department of Fish and Wildlife
Department of Forestry and Fire Protection (CAL FIRE)
Department of Transportation (Caltrans)
Department of Water Resources
Humboldt State University

Federal Agencies
National Weather Service/National Oceanic and Atmospheric Administration
Redwood National Park
Six Rivers National Forest (US Forest Service)
United States Coast Guard – Sector Humboldt Bay

Other
American Red Cross
California Redwood Coast – Humboldt County Airport (ACV)
North Coast Emergency Medical Services
Pacific Gas & Electric (Myrtletown and King Salmon)
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Part 1

GENERAL INFORMATION

1.2 FOREWORD

The Humboldt County Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and human-caused disasters in or affecting Humboldt County.

This plan accomplishes the following:

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

This Plan is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for Humboldt County, which is located within the California Office of Emergency Services (Cal OES) Mutual Aid Region II. It is intended to facilitate multiagency and multijurisdictional coordination, particularly between Humboldt County and local governments, including special districts and state agencies, in emergency operations.

This document is operational in design. It serves a secondary purpose as a planning reference. Departments within the County of Humboldt and local governments that have roles and responsibilities identified in this plan are encouraged to develop emergency operations plans, detailed standard operating procedures, and emergency response checklists based on the provisions of this Plan.

This Plan will be used in conjunction with the State Emergency Plan. As a public document, this Plan is accessible via the Sheriff’s Office of Emergency Services page on the Humboldt County website. Specific event contingency plans can also be accessed on the County website.

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This Plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into the following five parts, with supplemental contingency plans:

**Part 1** focuses on the preparedness phase, and is the "basic plan" which describes the structure of Humboldt County emergency management organization; its responsibilities and operational concepts for multihazard emergency preparedness, response, recovery, and mitigation; and its role and responsibility as the lead agency for the Humboldt County Operational Area.

**Part 2** focuses on initial emergency response. It is the initial operations guide, with a series of hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. It also provides field-level responders with the framework to implement SEMS/NIMS.

**Part 3** addresses extended emergency response operations, outlining the operational procedures for County emergency management staff to conduct extended emergency response operations which are usually coordinated by the Humboldt County EOC. It also addresses the transition to the recovery phase and the framework to implement SEMS/NIMS.

**Part 4** addresses recovery and mitigation activities. It describes the procedures to coordinate recovery operations within Humboldt County, procedures to mitigate future events, and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

**Part 5** contains applicable appendices and templates. Listed are historic resolutions and ordinances, sample Local Emergency resolutions and proclamations, local area memoranda of understanding, acronyms and abbreviations, a glossary, and Incident Command System (ICS) forms.

**Contingency Plans** – Separate but related contingency plans to the Emergency Operations Plan contain specific and necessary procedures to be followed in each subject area (medical, public health, care and shelter, etc.) or for responding to identified threats such as earthquake, tsunami, flood, wildland fire, etc.

Contingency plans are published and updated separately from this Plan. Because contingency plans may contain sensitive material such as named representatives’ personal contact information, they are not public documents in their complete forms – they are subject to restricted-use handling procedures. Edited versions deleting any restricted data will be made available to the general public in the same manner as is the Emergency Operations Plan whenever practical.
1.3 LEGAL AUTHORITIES

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

1.3.1 Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- SAFE Port Act (Public Law 109-347, §§ 601-613), 2006
- Sandy Recovery Improvement Act of 2013 (Public Law 113-2)

1.3.2 State

- California Emergency Services Act (California Government Code, Title 2, Division 1, Chapter 7)
- Standardized Emergency Management System (SEMS) Regulations (California Code of Regulations, Title 19, Division 2, Chapter 1 and California Government Code, Title 2, Division 1, Chapter 7, Article 9.5, §§8607 et seq.)
- Hazardous Materials Area Plan Regulations (California Code of Regulations, Title 19, Division 2, Chapter 4, Article 3, §§2720-2728 and California Health and Safety Code, Division 20, Chapter 6.95)
- California Department of Water Resources Flood Control (California Water Code, Division 1, Chapter 2, Article 1, §128)
- Orders and Regulations which may be selectively promulgated by the Governor during a State of Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the existence of a State of War
1.3.3 Local

- Humboldt County Emergency Operations Plan adopted by the Humboldt County Board of Supervisors on March 24, 2015 (See section 5.2.1)

- Humboldt County Disaster Assistance for Nonprofits Fund (DANF) Authorization and Endorsement, dated June 17, 2014 (See section 5.2.2)

- Emergency Organization and Functions Ordinance No. 2447 adopted by the Humboldt County Board of Supervisors on April 5, 2011 (See section 5.2.3)

- Resolution No. 06-32 of the Humboldt County Board of Supervisors adopting the National Incident Management System, dated March 21, 2006 (See section 5.2.4)

- Resolution of the Humboldt County Board of Supervisors adopting the California Disaster and Civil Defense Master Mutual Aid Agreement, dated December 1, 1950 (See section 5.2.5)

- Resolution No. 370 of the Humboldt County Board of Supervisors relating to Workers' Compensation Insurance for Registered Volunteer Disaster Service Workers, dated June 27, 1949 (See section 5.2.6)
1.4 HUMBOLDT COUNTY EMERGENCY MANAGEMENT

1.4.1 General

Humboldt County is part of the California Office of Emergency Services (Cal OES) Coastal Region. The County’s emergency management operation follows the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Response procedures for emergencies have been practiced during actual situations. SEMS/NIMS is incorporated into exercises, but jurisdictions still need additional training. The OES is continuing department level training in SEMS/NIMS for those county departments and local agencies which are not familiar with the Incident Command System (ICS). All field response teams will follow SEMS/NIMS/ICS.

1.4.2 Organization

The Humboldt County Board of Supervisors (BOS) established the Humboldt County Operational Area (OA) comprising all political subdivisions therein and designated the County of Humboldt as the lead agency. The Humboldt County Disaster Council was organized by the BOS to develop and recommend for BOS adoption all emergency and mutual aid plans and agreements, including this Emergency Operations Plan (EOP), as well as ordinances, resolutions, rules and regulations necessary to implement adopted plans and agreements. The BOS also created the office of Director of Emergency Services and assigned the Sheriff of Humboldt County to serve as Director of Emergency Services (see Ordinance 2447, section 5.2.3). The BOS does not exercise any “Command and Control” authority over emergency operations. But it is up to the BOS to determine if a Local Emergency exists and then either confirm the Director’s proclamation or proclaim it themselves. Additionally, the BOS will coordinate its liaison activities with the community and other jurisdictions with the Incident Commander using Incident Command System (ICS) guidelines (see sections 1.6.4 and 2.4). The Director of Emergency Services is responsible for implementing the EOP through the efforts of the Humboldt County Office of Emergency Services. The Office of Emergency Services (OES) is a part of the Humboldt County Sheriff’s Office and is located in the basement of the Humboldt County Courthouse in downtown Eureka. A full-time Emergency Services Manager is assigned to administer OES functions under the Sheriff’s Office.

Within the emergency organization, departments and agencies have specified roles and responsibilities for certain functions. (See section 1.4.2.2 for the Humboldt County emergency organization chart and section 1.4.2.4 for a functional matrix.)
1.4.2.1 **Emergency Operations Center (EOC)**

The county’s Emergency Operations Center (EOC) is located in the county courthouse basement in the former Civil Defense Shelter (see section 1.4.2.3 for the EOC floor plan). The EOC is equipped with computers and printers, projectors, phones, fax machines, a photocopier, office supplies, OASIS phones, a duplicate local government radio system, an extensive amateur radio/HAM communications system, wall maps, charts, and back-up power system. Other courthouse and County spaces can be utilized as needed.

During an EOC activation, and depending on the nature of the emergency, representatives from some or all of the following county departments will be present in the EOC:

Agriculture  
Assessor  
Auditor-Controller  
Clerk-Recorder  
Coroner  
County Administrative Office  
County Counsel  
Health and Human Services  
Mental Health  
Public Health  
Environmental Health Division  
Social Services  
Human Resources/Risk Management  
Planning & Building  
Public Works  
Sheriff’s Office  
Treasurer - Tax Collector

Representatives of some or all of the following government entities and private organizations may be present as necessary:

American Red Cross  
AT&T  
California Department of Forestry and Fire Protection (CAL FIRE)  
California Department of Transportation (Caltrans)  
California Highway Patrol (CHP)  
California National Guard  
Amateur/HAM Radio Operators  
Pacific Gas & Electric (PG&E)  
Salvation Army  
United States Coast Guard (USCG)  
Voluntary Organizations Active in Disaster (VOAD)

Representatives of additional local, state, and federal government agencies and private organizations may participate as needed depending on the situation.
1.4.2.3 Emergency Operations Center Floor Plan
### Functional Matrix

**HUMBOLDT COUNTY**

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**P** = Primary Responsibilities  
**S** = Support Responsibilities

March 2015
1.4.2.5  Emergency Operations Plan (EOP)

This Plan is dated March 2015 and updated annually to meet Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. For specific EOP management information, see section 1.11.

1.4.2.6  Incident Command Post (ICP)/Local Area Support

Garberville Incident Command Post (ICP): The Sheriff’s Office, in cooperation with CAL FIRE, has established an ICP at the Garberville Forest Fire Station to be used during emergency activations approved by the Sheriff. The ICP is a separate building with two main rooms and restroom facilities. The ICP is equipped with desks, cabinets, telephones, an amateur/HAM radio system, wall maps and charts, and has generator backup power. It is staffed with trained volunteers from the Southern Humboldt Emergency Preparedness Team under the general supervision of CAL FIRE, the Sheriff’s Garberville Substation Sergeant, and County OES. All ICP volunteers are registered Disaster Service Workers and have been trained in SEMS/NIMS/ICS.

Eel River Valley Support: The Eel River Valley Emergency Preparedness Team is composed of volunteers from the cities of Ferndale, Fortuna, and Rio Dell, and representatives of area schools, government agencies, and private organizations. The Team’s purpose is to foster emergency management cooperation, coordination, preparation, and response organization in the Eel River Valley.

Other ICPs: The County OES is working with other rural community leaders to establish ICPs and support functions for better emergency response coordination in those communities.

1.4.2.7  Office of Emergency Services Deputy Coordinators

Office of Emergency Services (OES) Deputy Coordinators serve as contact points between the Humboldt County Sheriff’s OES and their immediate communities. Each Deputy Coordinator (DC) is a community volunteer pre-identified and approved by the Sheriff’s Office and registered as a Disaster Service Worker. A DC interacts with other volunteers and official organizations within his or her community to further the implementation of emergency management-related preparedness, mitigation, response, and recovery activities. The primary role of a DC in a disaster is to supplement the County’s emergency organization by providing an additional link between the formal County authority located at the County Emergency Operations Center (EOC) and the informal disaster organization within the community. The OES Deputy Coordinator fills an integral and important role in the County’s emergency services organization.
1.4.2.8 **Emergency Action Plans (EAPs)**

The California Code of Regulations, Title 8, General Industry Safety Orders, §3220, and County Ordinance No. 2447 require each County department and facility to prepare a disaster Emergency Action Plan (EAP). These plans are for internal departmental response to any emergency and help ensure that each employee is trained in their individual assignment under the plan. Each EAP shall include a notification to County employees detailing the requirements and responsibilities of being Disaster Service Workers, methods for all-hours call-up and accountability during an emergency, and required general overview training in the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and in the Incident Command System (ICS). The EAPs shall be updated by the departments at least annually or as needed. The County Risk Management division coordinates this planning effort with support by the County OES.

1.4.2.9 **County Employees as Disaster Service Workers (DSW)**

California Government Code §3100 provides that all paid public employees are by default Disaster Service Workers (DSW) during a disaster, State of Emergency, state of war emergency, or Local Emergency. Public employees may be instructed by their employer to carry out disaster-related activities within the course and scope of their employment. See section 3.5 for information about DSW volunteers.

1.4.2.10 **Voting During Declared Emergency**

Should an election be impacted by a declared emergency, local election officials will work with state and local election officials in any jurisdiction to which Humboldt County responders have been deployed to ensure that every Humboldt County Disaster Service Worker is given the opportunity to vote. The same applies to every Humboldt County resident who has been evacuated, or who is otherwise unable to vote as a result of the emergency. In the event of an election taking place in a jurisdiction other than Humboldt County, and evacuees or responders from that jurisdiction are assisting in a declared emergency in Humboldt County, local election officials will offer assistance and cooperation to the jurisdiction holding the election to the extent possible.
1.5 OVERALL CONCEPT OF OPERATIONS

1.5.1 General

This Emergency Operations Plan (EOP) addresses the entire spectrum of contingencies ranging from relatively minor incidents like water pipe ruptures to large-scale disasters such as major earthquakes. A build-up or warning period providing sufficient time to warn the public will precede some emergencies and will trigger the implementation of mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, requiring immediate activation of the Emergency Operations Center (EOC) and rapid mobilization of resources. All County departments and agencies must be prepared to (1) promptly and effectively respond to any foreseeable emergency, and (2) take all appropriate actions, including requesting and providing mutual aid.

1.5.2 Mission Areas

Presidential Policy Directive 8: National Preparedness (PPD-8) ordered the establishment of national preparedness and response frameworks and guidelines, in 2011. Components include the National Preparedness Goal, National Preparedness System, National Planning Frameworks, and the articulation of the following Mission Areas, under which emergency management activities and core capabilities are organized:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

1.5.3 Emergency Phases

Emergency management activities during peacetime and national security emergencies are often associated with the four federal defined phases:

- Preparedness
- Response
- Recovery
- Mitigation
1.5.3.1 Preparedness Phase

The preparedness phase involves activities intended to develop operational capabilities for effective response in advance of a disaster.

Standard Operating Procedures (SOPs)

The Humboldt County departments and the Operational Area (OA) member jurisdictions that have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs.

Preparedness Activities

Preparedness activities shape the framework and create the basis of knowledge necessary to complete a task or mission.

Preparedness activities might include:

- implementing hazard mitigation projects;
- developing hazard analyses;
- developing and maintaining emergency plans and procedures;
- conducting general and specialized training;
- conducting tabletop and functional exercises and drills;
- engaging and educating the community about individual preparedness;
- developing mutual aid agreements; and
- improving emergency public education and warning systems.

Capability Activities

Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s).

Capability activities might include:

- assessing Humboldt County Operational Area (OA) resources;
- comparing and analyzing anticipated resource requirements and resources;
- identifying local sources to meet anticipated resource "shortfall"; and
- executing Memoranda of Understanding (MOU) with vendors and providers to meet anticipated resource gaps.

1.5.3.2 Response Phase

The response phase includes increased readiness, initial response, and extended response activities. Upon observation or receipt of a warning that an emergency situation is imminent or likely to occur, Humboldt County will initiate increased readiness actions.

Events which may trigger increased readiness activities include:

- a credible disaster prediction;
- receipt of a flood advisory or other special weather statement;
• receipt of a potential dam failure advisory;
• conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
• an expansive hazardous materials incident;
• a rapidly-deteriorating international situation that could lead to an attack upon the United States; and
• information or circumstances indicating the potential for acts of violence or civil disturbance (including any form of terrorism).

See section 3.3.4 for EOC activation levels and a minimum staffing guide.

**Increased Readiness**

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

• briefing key officials and employees of Humboldt County;
• reviewing and updating the Humboldt County Emergency Operations Plan & SOPs;
• increasing public information efforts;
• accelerating training efforts;
• inspecting critical facilities and equipment, including testing warning and communications systems;
• recruiting additional staff and Disaster Service Workers;
• warning threatened segments of the population;
• conducting precautionary evacuations in the potentially impacted area(s);
• mobilizing personnel and prepositioning resources and equipment; and
• contacting state and federal agencies that may be involved in field response.

**Initial Response**

Humboldt County’s initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Part 2 of this plan, Initial Response Operations, provides hazard-specific guidance to the County departments that are responsible for initial response operations in the County and Operational Area.

Examples of initial response activities include:

• making all necessary notifications, including County departments and personnel, the Humboldt County Operational Area member jurisdictions, and the Cal OES Coastal Region;
• disseminating warnings, emergency public information, and instructions to the citizens of Humboldt County;
• conducting evacuations and/or rescue operations;
• caring for displaced persons and treating the injured;
• conducting initial damage assessments and surveys;
• assessing the need for mutual aid assistance;
• restricting movement of traffic/people and unnecessary access to affected areas; and
• developing and implementing Incident Action Plans (IAPs).
Extended Response

Humboldt County’s extended response activities are primarily conducted in the EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Part 3 of this plan, Extended Operations, provides specific guidance for the conduct of extended operations including those functions performed by the EOC staff.

Examples of extended response activities include:

- preparing detailed damage assessments;
- operating mass care facilities;
- conducting coroner operations;
- procuring resources required to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- examining areas of damage for possible future mitigation programs;
- documenting expenditures;
- developing and implementing Incident Action Plans for extended operations;
- disseminating emergency public information;
- declaring a local emergency; and
- coordinating with state and federal agencies working within the county.

Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat.

Part 4 of this plan, Recovery Operations, describes in detail the roles and responsibilities of each level of government following a disaster. Part 4 outlines the procedures for accessing federal and state programs available for individual, business, and public assistance following a disaster.

Examples of recovery activities include:

- restoring utilities;
- applying for state and federal assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.
Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within Humboldt County.

Mitigation efforts include:

- amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- initiating structural retrofitting measures;
- assessing tax levies or abatements;
- emphasizing public education and awareness; and
- assessing and altering land use plans.
1.6 EMERGENCY MANAGEMENT SYSTEMS

1.6.1 Purpose

Local and state governments use common emergency management systems in order to effectively manage emergencies and disasters throughout California and the United States. California state and local agencies use the Standardized Emergency Management System (SEMS). The nationwide system modeled after and used in conjunction with SEMS is the National Incident Management System (NIMS). SEMS and NIMS are compatible, based on similar organizational principles. Both SEMS and NIMS utilize the Incident Command System (ICS), which defines the organizational structure and standard roles of incident management. Using SEMS, NIMS, and ICS as required by federal, state, and local mandates also increases ease of access to pre- and post-disaster state and federal funding opportunities.

1.6.2 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. SEMS requires emergency response agencies to use the same basic principles and components of emergency management, including ICS, multiagency or interagency coordination, the operational area concept, and established mutual aid systems.

1.6.3 National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a nationwide emergency management approach designated under Homeland Security Presidential Directive – 5 for managing incidents, allowing all levels of government, private sector, and non-governmental organizations to work together. The basic principles of NIMS are flexibility and standardization. NIMS provides a systematic, proactive approach to guide departments and agencies to work together 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.

1.6.4 Incident Command System (ICS)

1.6.4.1 General

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.

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1.6.4.2 Functions

The five functions of the ICS organization are Management/Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

- Management/Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.
- The Operations Section is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan.
- The Planning/Intelligence Section is responsible for the collection, evaluation, documentation, and dissemination of information about the incident.
- The Logistics Section is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident.
- The Finance/Administration Section is responsible for all financial and cost analysis aspects of the incident response and/or any administrative aspects not handled by the other functions.

1.6.4.3 Principles

The principles of ICS accommodate and adapt to dynamic incident management structures, including:

- single jurisdictional-agency involvement;
- single jurisdictional responsibility with multiple agency involvement; and
- multiple jurisdictional responsibility with multiple agency involvement.

The ICS organizational structure adapts to any emergency or incident. The system:

- is applicable to and useable by all agencies;
- is readily adaptable to new technology;
- expands in a rapid and logical manner from an initial response to a major incident and contracts equally as rapidly, as organizational needs or the severity of the situation decrease; and
- has basic common components in organization, terminology and procedures.
1.6.4.4 Components

The primary components of ICS are:

- common terminology;
- modular organization;
- unified command structure;
- consolidated incident action plans;
- manageable span-of-control;
- pre-designated incident facilities;
- comprehensive resource management; and
- integrated communications.

Common Terminology
Common terminology is the established common titles for organizational functions, resources, and facilities within ICS. Definitions and acronyms used are found in Part 5 of this plan, Appendices.

Modular Organization
Modular organization is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization’s staff builds from the top down as an incident expands, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: Management/Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may perform all five functions. Then, as the incident grows, each function may be established as a section with branches and/or units under each section.

Unified Command
Unified Command structure is a unified team effort which allows multiple agencies with primary responsibility for the incident, either geographical or functional, to collectively manage the field response to an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. A Unified Command structure might, for example, have a fire Incident Commander (IC) for search and rescue functions and another IC for law enforcement activities.

Consolidated Incident Action Plans
Consolidated Incident Action Plans (IAPs) identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of Unified Command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated IAPs for an incident document the tactical and support activities required for the operational period.

Span-of-control
Manageable span-of-control within ICS is a limitation on the number of emergency response personnel or subdivisions which can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. An effective span of control may vary from three to seven direct
reports per supervisor, but a ratio of one supervisor to no more than five reporting elements is recommended.

**Pre-Designated Incident Facilities**
The need for pre-designated incident facilities is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

**Resource Management**
Comprehensive resource management is the identification, grouping, assignment, and tracking of resources using nationally standardized typing and credentialing. FEMA’s online Resource Typing Library Tool categorizes resources, including personnel, by qualifying capabilities and performance levels.

**Integrated Communications**
Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident. Field communications systems should be compatible across agencies and jurisdictions.

### 1.6.5 Mutual Aid System

The foundation of California’s emergency planning and response is a statewide mutual aid system designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement as referenced in the California Emergency Services Act. This agreement created a formal process wherein each jurisdiction retains control of its own personnel and facilities but can give and receive help when it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six Mutual Aid Regions and three Administrative Regions. (See section 1.6.7.) Humboldt County is located within Mutual Aid Region II. The general flow of mutual aid resource requests is depicted in the diagram in section 1.6.8.

**Discipline-specific Mutual Aid**
The statewide system includes several discipline-specific mutual aid systems including fire and rescue, law enforcement, emergency managers, and coroners. The use of SEMS/NIMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been pre-identified and function at Operational Area (OA), regional, and state levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During a disaster, the Humboldt...
County OA Mutual Aid Coordinators will be assigned to the Humboldt County Emergency Operations Center (EOC).

The role of a Mutual Aid Coordinator is to receive mutual aid requests, coordinate the provision of resources from within the Coordinator’s geographic area of responsibility, and pass on unfilled requests to the next SEMS/NIMS level.

Volunteers

Volunteer, nonprofit, and private agencies are part of Humboldt County’s mutual aid system. Voluntary Organizations Active in Disaster (VOAD) are an integral part of the County’s Emergency Operations Plan and operate in the Care and Shelter Unit under the Health & Welfare Branch as part of the Operations Section. The American Red Cross, a VOAD member, is one lead agency helping to provide emergency shelter and care for members of the community displaced by disaster, along with the County.

VOAD agencies help to avoid a “disaster after the disaster” where limited resources are not used efficiently and a lack of coordination results in redundant services for some and gaps in service for others. VOAD is coordinated by a rotating Steering Committee, and is available to augment American Red Cross and County resources.

Members of VOAD include local non-profit organizations whose primary mission is not disaster related. They are mobilized following a disaster to help provide emergency food, shelter, clothing, communications, counseling, and volunteer personnel. These community-based organizations have access to resources and expertise that complement the traditional resources of government emergency management. VOAD agencies’ knowledge of the local community and the populations they serve helps to inform County OES about disaster needs in the community. They help to deliver services to populations affected by the disaster, and may also raise money and access resources from the private sector for emergency needs. Volunteer and private agencies process and mobilize volunteers and other resources through their own systems, in coordination with VOAD.

Coordination of Requests

Incoming mutual aid resources may be received and processed at several types of facilities including staging areas, points of distribution, and incident facilities.

Staging areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Points of distribution (PODs) are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release, or reassignment.

Incident facilities may include Incident Command Posts, staging areas, bases, and camps.
During a proclaimed emergency, the Humboldt OA will coordinate mutual aid requests among Humboldt County, Humboldt OA member jurisdictions, and the Cal OES Coastal Region Emergency Operations Center (REOC). Requests should specify, at a minimum:

- type and number of personnel needed, and/or;
- type and amount of equipment needed;
- reporting time and location;
- authority to whom resources should report;
- access routes into the affected area(s);
- estimated duration of operations; and
- known risks and hazards.

**Mutual Aid Agreements**

The County of Humboldt participates in mutual aid agreements with other local, state, and federal entities and private organizations located within the County. Part 5 of this Plan, *Appendices*, includes a list of select mutual aid agreements. In addition, numerous mutual aid agreements are in force among various county departments, including, but not limited to the Sheriff’s Office, Public Works, Health & Human Services, and local cities and special districts, for specific situations and assistance procedures. To access a specific mutual aid agreement, contact the applicable County department.

**1.6.6 Multiagency Coordination Systems (MACS)**

Multiagency Coordination Systems (MACS) is a structure and set of guidelines consistent with NIMS/SEMS and ICS which allows agencies from different disciplines and jurisdictions having primary responsibility for an incident to work together without abdicating authority or accountability. Similar to Unified Command in the field, MACS groups are usually located within an EOC. Typically employed during large, complex, and/or multijurisdictional incidents, MACS provides a framework for agencies and disciplines at any level of the SEMS/NIMS organization to collectively facilitate decision making, action planning, and the sharing of critical resources.

**1.6.7 SEMS/NIMS Levels**

There are five designated levels in the SEMS/NIMS organization. Each level is activated as needed.

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

**Local government** manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The **Operational Area** manages and coordinates information, resources, and priorities among local governments, and serves as the coordination and communications link between the local government level and the regional level. The Operational Area

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includes all the cities and special districts within the County geographical area. The County of Humboldt is the lead agency for the Humboldt Operational Area.

At the Regional level, the California Office of Emergency Services (Cal OES) manages and coordinates information and resources among operational areas within each state mutual aid region, and between each operational areas and the state. Regional Cal OES offices, in concert with Cal OES in Sacramento and other state agencies, coordinate state agency support for emergency response activities. There are six mutual aid regions and three administrative regions in California. Humboldt County is in Coastal Region II, comprising the sixteen coastal counties from Del Norte in the north to Monterey in the south. (See map on the next page)

At the State level, Cal OES manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the Federal Emergency Management Agency (FEMA) and Department of Homeland Security. (See map on the next page)
1.6.7.1 California Office of Emergency Services (Cal OES) Regions

Administrative Regions (3) and Mutual Aid Regions (6)
1.6.8 **Coordination With Other Levels Of Government**

Humboldt County has identified the cities, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster affecting Humboldt County. Their emergency roles have been assigned and provisions have been established for coordination among all responsible entities.

The County will also work with state and federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations.

A flow chart delineating the various paths for mutual aid and resource requests is shown below.

**MUTUAL AID CONCEPT:**

*Flow of Resource Requests*

![Flow Chart Image]

- Resource Requests
- Resource

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1.6.9 Emergency Functions / Emergency Support Functions

In the coordination and organization of EOC operations, the Humboldt Operational Area (OA) uses the concepts of state Emergency Functions (EFs), in accordance with SEMS, and their corresponding federal Emergency Support Functions (ESFs), a component of the National Response Framework (NRF). EFs organize emergency activity types in California into 18 categories and assign state agencies of responsibility to each. Of the 18 EF categories, 15 have a corresponding federal ESF.

As utilized by the Humboldt OA, an EF/ESF represents a function-specific grouping of activities that may be required during or following a local emergency. One or more lead local agencies are designated for each, as well as the corresponding state agencies, when needs exceed Operational Area resources. See Section 1.6.10 for the State Emergency Functions Chart, with all identified EFs, ESFs, and responsible local and state agencies.
## 1.6.10 Emergency Functions/Emergency Support Functions Chart

<table>
<thead>
<tr>
<th>California EF</th>
<th>Definition</th>
<th>Primary Assisting Agencies</th>
<th>Corresponding Federal ESF</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF #1 - Transportation</td>
<td>Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.</td>
<td>County Public Works, Caltrans</td>
<td>ESF #1 – Transportation</td>
</tr>
<tr>
<td>EF #2 - Communications</td>
<td>Provides resources, support and restoration of government emergency telecommunications, including voice and data.</td>
<td>County Communications, HAM Radio, Cal OES</td>
<td>ESF #2 – Communications</td>
</tr>
<tr>
<td>EF #3 - Construction and Engineering</td>
<td>Infrastructure protection and restoration, emergency repair, engineering services, construction management, damage assessment.</td>
<td>County Public Works, Caltrans, CA Dept of General Svcs, Army Corps of Engineers</td>
<td>ESF #3 – Public Works and Engineering</td>
</tr>
<tr>
<td>EF #4 - Fire and Rescue</td>
<td>Firefighting activities, monitors status of fire mutual aid activities, coordinates support activities related to fire and emergency incident scene rescue activities, providing personnel, equipment and supplies.</td>
<td>Operational Area Fire Agencies, Cal OES</td>
<td>ESF #4 – Firefighting</td>
</tr>
<tr>
<td>EF #5 - Management</td>
<td>Coordination of event management activities.</td>
<td>Sheriff / OES, Operational Area cities, Cal OES</td>
<td>ESF #5 – Emergency Management</td>
</tr>
<tr>
<td>EF #6 - Care and Shelter</td>
<td>Coordinates actions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.</td>
<td>American Red Cross, Salvation Army, VOAD Agencies, County DHHS, CA DSS</td>
<td>ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services</td>
</tr>
<tr>
<td>EF #7 - Resources</td>
<td>Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.</td>
<td>County Administrative Office, local LE and Fire Agencies, American Red Cross, VOAD, CA Dept of General Svcs</td>
<td>ESF #7 – Logistics Management and Resource Support</td>
</tr>
<tr>
<td>EF #8 - Public Health and Medical</td>
<td>Coordinates public health and medical activities and services.</td>
<td>County DHHS, CA Emergency Medical Svcs Authority, CA Dept of Public Health</td>
<td>ESF #8 – Public Health and Medical Services</td>
</tr>
<tr>
<td>EF #9 - Search and Rescue</td>
<td>Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons.</td>
<td>Sheriff’s Office, LE and Fire Agencies, Cal OES</td>
<td>ESF #9 – Search and Rescue</td>
</tr>
<tr>
<td>EF #10 - Hazardous Materials</td>
<td>Oil and hazardous materials (chemical, biological, radiological, etc.) response.</td>
<td>HAZMAT, Fire Agencies, County Environmental Health, CA Dept of Toxic Substances Control, CA Air Resources Board</td>
<td>ESF #10 – Oil and Hazardous Materials Response</td>
</tr>
<tr>
<td>California EF</td>
<td>Definition</td>
<td>Assisting Agencies</td>
<td>Corresponding Federal ESF</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>EF #11 - Food and Agriculture</td>
<td>Supports and coordinates activities during emergencies impacting the agriculture and food industry, and supports the recovery of impacted industries and resources after incidents.</td>
<td>County Agriculture Department, Sheriff's Office, Operational Area Cities, CA Dept of Food and Ag.</td>
<td>ESF #11 – Agriculture and Natural Resources</td>
</tr>
<tr>
<td>EF #12 - Utilities</td>
<td>Provides resources and support in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.</td>
<td>Public Works, Operational Area cities, CA Natural Resources Agency, CA Utilities Emergency Association</td>
<td>ESF #12 – Energy</td>
</tr>
<tr>
<td>EF #13 - Law Enforcement</td>
<td>Coordinates and supports public safety/security, support for access, traffic and crowd control issues.</td>
<td>Sheriff’s Office, Police Departments, Cal OES</td>
<td>ESF #13 – Public Safety and Security</td>
</tr>
<tr>
<td>EF #14 – Long-Term Recovery</td>
<td>Supports and enables economic recovery from the long-term consequences of extraordinary emergencies and disasters.</td>
<td>Sheriff’s Office OES, Operational Area Cities, Cal OES</td>
<td>ESF #14 – Long-Term Community Recovery</td>
</tr>
<tr>
<td>EF #15 - Public Information</td>
<td>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.</td>
<td>Sheriff’s Office PIO, County Administrative Office, Cal OES</td>
<td>ESF #15 – External Affairs</td>
</tr>
<tr>
<td>EF #16 - Evacuation</td>
<td>Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.</td>
<td>LE and Fire Agencies, Sheriff’s Office Animal Control, Animal Rescue Groups, Cal OES</td>
<td>No ESF</td>
</tr>
<tr>
<td>EF #17 - Volunteer and Donations Management</td>
<td>Supports the efficient and effective use of affiliated and unaffiliated volunteers and organizations, and monetary and in-kind donated resources.</td>
<td>Local VOAD, United Way, Humboldt Area Foundation, Cal. Volunteers</td>
<td>No ESF</td>
</tr>
<tr>
<td>EF #18 - Cyber Security</td>
<td>Supports prevention of and recovery from threats to technology infrastructure and breaches of information security.</td>
<td>County IT, CA Dept of Technology</td>
<td>No ESF</td>
</tr>
</tbody>
</table>
1.7 INVENTORY OF EXISTING CONDITIONS

1.7.1 Humboldt County Geography / Demographics / Climate

Geography

Humboldt County is located in northwestern California, north of Mendocino County, south of Del Norte County, and west of Trinity and Siskiyou Counties. The Pacific Ocean is to the west. The southern border is approximately 200 miles north of San Francisco, and the northern border is approximately 40 miles south of the Oregon border.

Humboldt County encompasses an area of 3,572 square miles or 2.3 million acres – eighty percent of which is timberland and recreation areas. The County is mostly mountainous except for the area which surrounds Humboldt Bay and the Eel River Delta. Elevations run from sea level to 6957 feet. The area is bordered by 110 miles of Pacific Ocean coastline and the Coastal Mountain Range, which form five principal drainage basins aligned on a predominantly southeast to northwest axis. (See maps in section 1.7.5)

Demographics

The California Department of Finance estimated Humboldt County’s population at approximately 135,000 as of January 1, 2013, with about 60,000 living in Eureka, Arcata, and McKinleyville. Eureka is the County seat, and other incorporated cities and towns include Arcata, Blue Lake, Ferndale, Fortuna, Rio Dell, and Trinidad. The following unincorporated towns and communities are also located within the County:

Alderpoint  Garberville  Pepperwood
Alton          Glendale       Petrolia
Bayside       Holmes          Phillipsville
Bayview       Honeydew        Pine Hill
Benbow        Hoopa           Port Kenyon
Big Lagoon    Humboldt Hill  Redcrest
Blocksburg    Hydesville      Redway
Briceland     Indianola       Ridgewood
Bridgeville   Johnsons       Riverside Park
Carlotta      King Salmon    Rohnerville
Cooks Valley  Kneeland       Rosewood
Crannell      Korbel         Samoa
Cutten        Loleta          Scotia
Dinsmore      Manila          Shelter Cove
Elk River     Maple Creek     Shively
Englewood     Martins Ferry  Stafford
Fairhaven     McKinleyville  Sunny Brae
Fernbridge    Miranda        Weitchpec
Fieldbrook    Myers Flat     Weott
Fields Landing Myrtletown    Westhaven-Moonstone
Fort Seward   Orick          Whitethorn
Freshwater    Orleans         Willow Creek
Fruitland     Patrick’s Point

March 2015
Additionally, the County receives over two million visitors per year or between 3,000 and 8,000 per day depending on the season.

**Tribal Communities**

Indigenous tribes located in Humboldt County include the Chilula, Chimariko, Hupá (Natinixwe), Karuk, Mattole, Nongatl, Shasta, Sinkoyne, Tolowa, Tsnungwe, Wailaki, Whilkut, Wintu, Wiyot, and Yurok peoples. Reservations and rancherias within the County include the Big Lagoon Rancheria, Blue Lake Rancheria, Hoopa Valley Reservation, Rohnerville Rancheria, Table Bluff Rancheria, Trinidad Rancheria, and Yurok Reservation.

**Climate**

The climate of Humboldt County ranges from very mild along the coast to cold, wet winters and hot, dry summers just 30 miles inland. The major population areas are along the coast where the temperatures range from 40-65°F year round. Cooling fog and breezes off the cold northern Pacific Ocean regulate the moderate temperatures along the coast while triple-digit temperatures in the summer and freezing temperatures in the winter are common in the inland areas.

To better understand county demographics based on population, this Plan divides the County geographically into the following five regions:

1.7.1.1 **Northern Humboldt Region**

The area from Arcata north of the Mad River to the Trinity River watershed contains the cities and communities of Big Lagoon, Blue Lake, Crannell, Fieldbrook, Korbel, McKinleyville, Orick, Trinidad, and Westhaven. McKinleyville, a community which borders the regional airport, is the fastest growing area in the County. Much of the economy for this region is oriented toward timber, tourism, and fishing, with Trinidad Bay harboring a portion of the County’s commercial fishing fleet. (See the map in section 1.7.5.1.)

1.7.1.2 **Trinity River Region**

The Trinity River region is considered the most remote and rugged part of the county and includes portions of Redwood Creek, the Klamath, the Mad, and the Trinity Rivers. Population centers are the communities of Hoopa, Johnsons, Maple Creek, Martins Ferry, Orleans, Weitchpec, and Willow Creek. The region is sparsely populated, and much of the economy is oriented toward tourism and logging. The Hoopa Valley Indian Reservation, the largest reservation in the state, is located on the Trinity River centered at Hoopa. The Yurok Indian Reservation is located along the Trinity River and the Klamath River from near Weitchpec to the Pacific Ocean. (See the map in section 1.7.5.2)

1.7.1.3 **Humboldt Bay Region**

The area surrounding Humboldt Bay is the major employment and population center of the County and includes the cities of Arcata and Eureka. The communities of Bayside, Cutten, Fairhaven,
Fields Landing, Freshwater, King Salmon, Kneeland, Manila, and Samoa are located in this area.

Humboldt Bay is one of the largest fishing ports in California, with local fisheries and a growing aquaculture industry producing fish, oysters, and crab for commercial export. The port’s other primary exports are lumber products. Cruise ships occasionally dock in Eureka. Fertile agricultural land around the Humboldt Bay supports dairy and beef cattle, and a growing nursery industry.

This region is also home to Humboldt State University and College of the Redwoods, which provide a significant proportion of local jobs, along with the County and other government entities.

The Humboldt Bay power plant is located south of Eureka at King Salmon. The power plant contains a defueled nuclear unit, with decommissioning and demolition scheduled for completion by 2019. Some remaining radioactive materials are stored on site. (See the map in section 1.7.5.3.)

1.7.1.4  Eel River Valley Region

The Eel River Valley region contains the following cities and communities near the Eel and Van Duzen Rivers: Alton, Bridgeville, Carlotta, Dinsmore, Fernbridge, Ferndale, Fortuna, Hydesville, Loleta, Pepperwood, Rio Dell, Rohnerville, Scotia, and Stafford. Most of the County’s agricultural land is located in this region with primary emphasis on dairy and beef cattle farming. (See the map in section 1.7.5.4.)

1.7.1.5  Southern Humboldt Region

The Eel, Van Duzen, and Mattole Rivers run through this large region, which includes the following communities: Alderpoint, Benbow, Blocksburg, Briceland, Fort Seward, Garberville, Holmes, Honeydew, Myers Flat, Miranda, Petrolia, Phillipsville, Redcrest, Redway, Shelter Cove, Shively, Weott, and Whitethorn. Sparsely populated and remote, this area’s lawful economy is based on lumber, beef cattle ranching, and some tourism. (See the map in section 1.7.5.5.)

1.7.2  Infrastructure

1.7.2.1  Water Supply

In drought years, the demand for water has sometimes exceeded the available supply in some areas of the County. Water for urban uses in the County is presently obtained from surface impoundments such as the Mad River Reservoir (Matthews Dam) and from natural underground aquifers. Water for agricultural uses comes almost entirely from the aquifer water supplies or from rivers.
1.7.2.2 Electric Supply

Electric power in Humboldt County is mostly supplied by the Pacific Gas & Electric Company (PG&E). The area’s major power plant at King Salmon on Humboldt Bay is capable of supplying the electrical needs for the Humboldt County area. Private power plants at Samoa, Scotia, and Blue Lake supplement the County’s needs.

1.7.2.3 Surface Transportation

The main north and south corridor in the county is U.S. Route 101. Additional main transportation arteries are State Routes (SR) 36, 96, 255, and 299. SR 299 is the main roadway from the County to the east and connects to Interstate 5 at Redding, with frequent restrictions and occasional closures for winter weather. There is no longer commercial or passenger rail service in the County, and existing track systems are non-functional.

1.7.2.4 Public Communications Facilities

Landline telephone service is available in all but the most remote mountain areas of the County. Radios or satellite-based communications services may be used in remote areas. Cellular telephone service and high-speed internet is available to the populated areas nearest Humboldt Bay and continues to expand into most regions of the County. Cell service may be inconsistently available even along major east-west corridors, and can vary by carrier. Broadcast media in the County includes one major television network affiliate, one national public broadcasting affiliate, local public access television, out-of-the-area feeds from all major networks, cable and satellite television access, and over 20 local radio stations.

1.7.2.5 Airports

The County has a regional airport just north of McKinleyville, which offers commuter service to larger metropolitan airports. A smaller County-maintained airport, Murray Field, is within two miles of downtown Eureka. A small air facility is located east of Fortuna at Rohnerville, the Shelter Cove District owns and manages Shelter Cove Airport, and the Hoopa Valley Tribe owns and manages the Hoopa Airport. The City of Eureka maintains a landing strip on the Samoa peninsula near Fairhaven, with other small landing strips located at Dinsmore, Garberville, and Kneeland.

1.7.2.6 Medical Facilities

There are four hospitals located within Humboldt County with a total bed capacity of 260. The largest hospital is located in Eureka. Other hospitals are located in Arcata, Fortuna, and Garberville. Approximately 21 community clinics serve residents throughout the County. In addition, there are six skilled nursing facilities with a total of 455 beds – four are located in Eureka, one is in Fortuna, and one small facility is located in Garberville.
1.7.2.7 **Wastewater Facilities**

Wastewater treatment facilities are mostly located in the metropolitan area near Humboldt Bay. Plants are located in the cities of Arcata, Blue Lake, Eureka, Ferndale, and Fortuna, and in the communities of McKinleyville, Garberville, Redway, and Shelter Cove. Residents in other areas of the County rely on septic tanks and leach lines to dispose of fluid household waste.

1.7.2.8 **Marine Facilities**

Most Humboldt County marine facilities are located adjacent to Humboldt Bay. There are a few small boat launching ramps and anchorages at Trinidad and at Shelter Cove. On Humboldt Bay, there are one private and two public marinas along with four public boat ramps. Humboldt Bay is California’s fourth largest deepwater port capable of handling vessels up to 650 feet long and up to a 36 foot draft at seven docking facilities.

1.7.2.9 **Petroleum Product Facilities**

Bulk liquid petroleum product storage facilities are located adjacent to Humboldt Bay in a high-liquefaction zone. Petroleum products are mostly imported into the area by oceangoing barge from the San Francisco Bay area. Vehicle service facilities use aboveground or underground tanks to store petroleum products. Some local businesses store petroleum products on site for use by fleet vehicles in both above- and underground tanks.

1.7.2.10 **Education Facilities**

There are 32 school districts within Humboldt County, operating 56 elementary schools and nine high schools with a total enrollment of 22,200 students. Humboldt State University (HSU), located in Arcata, is a campus of the California State University System. HSU has a student, staff, and faculty population of 11,000. The University offers Bachelor and Masters’ degrees in over 30 academic disciplines. College of the Redwoods, a community college, operates a main campus south of Eureka and satellite campuses at Hoopa and in Del Norte and Mendocino Counties. Combined student, staff, and faculty at these sites number over 8,000, with over 70% of those in Humboldt County.
1.7.2.11 Parklands

The Redwood National Park is located in the northwestern corner of the County, beginning east of Big Lagoon and extending north into Del Norte County. Many of the tallest trees in the world are located within the park, near Orick. The Six Rivers National Forest extends into the eastern part of the County from just below the south fork of the Van Duzeen River near Bloomsburg north to the Del Norte County line. The Kings Range National Conservation Area is located in the southwestern corner of the County from near Petrolia to the Mendocino County line. A wildlife refuge and a wildlife area are also located near the southern end of Humboldt Bay. The County includes eight state parks encompassing the largest remaining stands of old-growth redwoods, wild and scenic beaches, and parts of six river systems. The County also supports several parks and recreational areas. Included in this system are beach areas, redwood groves, boat ramps, and fishing access points. Due to limited financial resources, Humboldt County park facilities are considered more primitive than those managed by state and federal agencies.

1.7.2.12 Residential Structure Construction

Wood-framed single- and multi-family housing structures are predominant in County residential areas. Many Victorian era homes with post and pier foundations are located within the County. While wood is more flexible than masonry, many of the pre-1950 structures are not properly connected to their foundations, as evidenced during the 1992 and 1994 earthquakes when many residential structures slid off their foundations. As a result, extensive foundation remediation has been performed to mitigate future earthquake damages. Remediation efforts are ongoing.

1.7.2.13 U.S. Coast Guard

U.S. Coast Guard Sector Humboldt Bay is located in McKinleyville, at Arcata Airport. Sector Humboldt Bay’s area of responsibility extends from the Mendocino/Sonoma County border to the Oregon/California border. Sector Humboldt Bay operates three MH-65D Dolphin short-range recovery helicopters; two surf-boat stations, located in Humboldt Bay and Fort Bragg; two coastal patrol boats, located in Humboldt Bay and Crescent City; and a volunteer operated short range response boat in Crescent City. Captain of the Port authority for Humboldt Bay is assigned to Sector San Francisco.

1.7.2.14 California Dept. of Forestry and Fire Protection (CAL FIRE)

The California Department of Forestry and Fire Protection (CAL FIRE) Humboldt-Del Norte Unit is headquartered in Fortuna. The Unit is responsible for wildland fire protection on State Responsibility Areas in Humboldt, Del Norte, and Eastern Trinity Counties. In Humboldt County, the Unit maintains 14 front line and 2 reserve fire engines, 11 fire stations, 10 fire crews located at 2 conservation camps, 1 emergency command center in Fortuna, 1 helitack base at Kneeland, and 1 air attack base at
Rohnerville. Other readily available, Unit-controlled assets are located in Del Norte and eastern Trinity Counties. The Unit also has a large Resource Management staff which is an essential portion of the CDF emergency management capability.

1.7.3 Local State of Readiness

1.7.3.1 Resources/Strengths

The various response agencies within the County historically have demonstrated good working relationships and coordination of activities. Bimonthly Operational Area (OA) meetings hosted by the County Office of Emergency Services (OES) provide a forum for the exchange of information on regional emergency management topics.

The OA has benefited from a well-established Voluntary Organizations Active in Disaster (VOAD) group. Humboldt County VOAD was established after the devastating earthquakes in April 1992. In the wake of the 9/11 attacks, the federal government mandated that communities mobilize a local volunteer citizen response network called the Citizen Corps. VOAD became the designated Citizen Corps Council for Humboldt County (CCCH) in 2003 when VOAD/CCCH was formed. VOAD/CCCH members and OES representatives meet on a regular basis in an effort to better coordinate local volunteer resources during an emergency. VOAD/CCCH activities are coordinated through the Humboldt County VOAD Steering Committee.

There are currently active Community Emergency Response Teams (CERT) in Eureka, Arcata, Eel River Valley/Fortuna, Blue Lake, Hoopa, Shelter Cove, Whitethorn, and at Humboldt State University. CERT programs are independently managed by various agencies and entities. Basic CERT training includes fire prevention and suppression, light search and rescue, disaster medical operations, and ICS/team organization. CERT members are registered Disaster Service Workers and can assist their communities in an emergency, augmenting limited local resources. California Volunteers currently provides limited support, primarily in the form of training materials and equipment for new members, and teams otherwise cover their own expenses. The Humboldt CERT Coalition has been established to combine training efforts and maximize limited local resources.

County schools have made progress in disaster preparedness with the assistance of the Humboldt County Office of Education Risk Manager. The Risk Manager keeps the OES updated on the development of emergency procedures for schools. All school districts’ administrations have incorporated SEMS/NIMS into their response planning effort as a result of school-specific SEMS/NIMS/ICS training provided by Cal OES, the OA, and local fire departments. County OES and local fire and police representatives assist the schools in their disaster response planning and are present at all school disaster response exercises.
1.7.3.2 Communications

The Emergency Alert System (EAS) is a primary communications conduit to the public. For internal communications, the county has an operating Operational Area Satellite Information System (OASIS) in the Emergency Operations Center (EOC) and in the Sheriff's dispatch center. Humboldt County, the seven incorporated cities in the County, CAL FIRE, and Humboldt State University all have very high frequency (VHF) low-band radios to allow direct EOC-to-EOC voice radio communications. There are two VHF high-band radio frequencies assigned to County OES. One of the major factors which could reduce radio efficiency after a disaster is the possibility of repeater tower damage and signal loss - especially after windstorms or earthquakes. Additionally, due to Humboldt County's topography, many radio dead spots normally exist. Local amateur radio operators organized through the Humboldt Emergency Communications Group provide redundant radio communication services within and beyond Humboldt County. Effective radio communications may require augmentation of local amateur radio personnel with resources from outside the county and/or use of "car-to-car" relay systems. In the absence of emergency power to some agency and private base stations, portable radios may be the only available means of radio communications.

1.7.3.3 Operational Area Satellite Information System (OASIS)

The OASIS is a backup telephone system utilizing a satellite for direct links to other Offices of Emergency Services throughout California. An OASIS is in place and functional with five phone lines in the County EOC. One of these lines is also connected to the Sheriff’s Dispatch Center for 24-hour response.

1.7.3.4 Cal EOC

Cal EOC is a web-based incident management software application provided by the California Office of Emergency Services (Cal OES) to replace the Response Information Management System (RIMS). Cal EOC is used to track, map, and report incident information; request resources; and to complete and post Incident Action Plans, Situation Reports, and position logs. Cal EOC is currently available to County EOC staff only. RIMS archives are available on the Cal OES website.

1.7.3.5 Exercises

Ongoing emergency exercises and drills using scenarios for earthquakes, floods, tsunamis, oil spills, and hazardous material spills are routinely conducted, and SEMS/NIMS is incorporated into all exercises. Pacific Gas & Electric’s (PG&E) Humboldt Bay Power Plant’s (HBPP) former nuclear unit is undergoing decommissioning, with some radioactive materials stored on site. PG&E invites County OES representatives to participate in annual emergency exercises at the Plant. Humboldt County maintains a tsunami evacuation siren on HBPP property for the communities of King Salmon and Fields Landing. The HBPP is designated Tsunami Ready, and maintains a community tsunami evacuation
trail and area on company property for employees and King Salmon residents.

1.7.3.6 After Hours Contact

Telephone and other contact methods are in place and are regularly updated. An emergency alert list is maintained by County OES.

1.7.4 Recent Disaster Experiences

1.7.4.1 Declared Emergencies

The County EOC typically activates several times per year for events ranging from non-declared potential emergencies to proclaimed emergencies. Significant events triggering at least a Local Emergency proclamation between 2004 and early 2014 include:

**July 15, 2014** – A Local Emergency was proclaimed due to statewide drought severely compromising potable water systems and availability of drinking water in Rio Dell and several tribal areas in the County.

**August 13, 2013 – December 24, 2013** – Failure of the town of Weott’s water replenishment system caused a severe localized water shortage. Conservation measures were enacted while a new line was drilled and installed under the Eel River.

**March 30, 2011** - Severe winter storm conditions resulted in major, widespread problems with the County road system, agricultural and dairy lands, public and private property, infrastructure, and extreme hardship to travelers, businesses, and industries. The County received a Gubernatorial Proclamation.

**March 11, 2011** – The EOC activated in response to a tsunami warning issued for the coastal areas of California. The tsunami was a result of the M9.0 Tohoku earthquake that occurred off the East coast of the Japanese island of Honshu. Some residents of low-lying areas voluntarily evacuated. Many significant water fluctuation cycles were recorded, but there were no reports of damages or injuries in Humboldt County. The County received a Gubernatorial Proclamation.

**January 9, 2010** – A M6.5 earthquake occurred offshore from central Humboldt County. Approximately 30 people visited hospitals for minor injuries, and one major injury was reported. Damage to homes and commercial buildings was greatest in Eureka (foundation damage, cracked walls and driveways, toppled chimneys), and 28,000 PG&E customers lost power. The County received a Gubernatorial Proclamation.

**July 21, 2009 – October 9, 2009** – The County EOC partially activated to support the Board of Supervisors’ proclamation of a Local Emergency in support of the Redway Community Services District. Extended drought conditions and river water channel
movement diminished the District’s ability to supply adequate water to Redway-area residents. State resources were leveraged to support the District’s water collection capabilities improvements.

**June 20, 2008 – October 21, 2008** – A lightning storm produced hundreds of wildfires throughout Northwestern California. In Humboldt County, a significant fire near Shelter Cove (Paradise Fire) resulted in partial evacuations and a concerted firefighting response. Another significant fire south of Willow Creek (Hells Half Fire) also resulted in evacuations and firefighting efforts. Due to the many large fires burning in and near Humboldt County, a significant health hazard to the public due to smoke was recognized and addressed. The smoke issue was most acute in the Hoopa, Karuk, and Yurok tribal areas of northeastern Humboldt County. The County received a Gubernatorial Proclamation.

**December 6, 2007 – October 28, 2008** – The Martins Ferry Bridge was closed due to structural instability, causing some residents of the Weitchpec area to be virtually isolated. An extensive effort to open a detour route on Dowd Road commenced and lasted through April 2008. Bridge repairs continued through the end of 2008. The County received a Gubernatorial Proclamation.

**December 17, 2005 – January 3, 2006** – A series of severe winter storms resulted in flood, wind, and landslide damage throughout Humboldt County and most of northern and central California. The County received both a Gubernatorial Proclamation and a Presidential Declaration.

1.7.4.2 **Non-Declared Emergencies**

The Humboldt County EOC also activates for non-declared emergency events and potential emergencies. These activations levels vary depending on the perceived threat to the County. Distant source tsunamis causing no damages have been recorded in Humboldt County following earthquakes originating along the Ring of Fire in the Pacific Ocean. In addition, the following lesser activations occurred in recent years:

**March 9, 2014** - A M6.8 earthquake occurred offshore about 50 miles west of Eureka, followed by a series of aftershocks. No damages or injuries were reported, and no tsunami advisories were issued.

**November 15, 2006** – A M8.1 earthquake in the Kuril Islands resulted in a small tsunami striking the Humboldt County coastline. There were no damages reported in Humboldt County. Significant damages to harbor facilities did occur in Crescent City Harbor in Del Norte County.

**July and August 2006** – The Orleans Fire burned over 15,000 acres, physically threatened the community of Orleans for several
weeks, and caused dangerous air quality levels for area citizens in the Northeastern Humboldt region.

**June 15-16, 2005** – A M7.0 earthquake off the Humboldt/Del Norte County coastline triggered an automatic Emergency Alert System broadcast to area residents warning of a possible tsunami. Though rescinded, the effects of that broadcast were widespread and long-lasting. No damages were reported.

**February 18, 2004** – A winter storm caused river levels to exceed flood stage at several places in the County.
1.7.5 Humboldt County Map
1.7.5.2 Trinity River Region
1.7.5.3 Humboldt Bay Region
1.7.5.4 **Eel River Valley Region**
1.7.5.5 Southern Humboldt Region
1.8 HAZARDS and THREAT ANALYSIS

1.8.1 General

**Earthquakes**

The primary, large-scale threat to Humboldt County is earthquake. The geology of Humboldt County is distinct from the rest of California. Geologists and seismologists find this region of special interest because of the Mendocino Triple Junction, a place where three tectonic plates, the Gorda/Juan de Fuca plate, the North American plate, and the Pacific plate, are in contact. The region is part of the Cascadia Subduction Zone (CSZ) and is vulnerable to an earthquake up to the 9.0 Magnitude range. The CSZ runs from the Cape Mendocino area of Humboldt County to north of Vancouver Island off British Columbia, Canada. The local portion of this huge fault system generally runs north and south offshore along the western County border and also to the west at Cape Mendocino. The system includes numerous smaller faults running under and through Humboldt County. The fault system’s proximity to major population centers, structures, dams, transportation, and pipeline routes poses a serious threat to the County. South of the Triple Junction at Cape Mendocino, the Pacific Plate moves northwest relative to the North American Plate along the San Andreas Fault. This fault is believed to be capable of a M8.0 earthquake.

**Flooding**

Flooding is a well-established and potentially large-scale threat to the area. Since 1980, the operational area has proclaimed about 30 emergencies or disasters due to flooding. Twelve of these events received a Presidential Disaster Declaration. The most frequently flooded area is the Eel River Valley and the banks and deltas of other river systems in the County. Low lying areas outside of Eureka and Arcata have occasionally sustained damage due to high waters. Occasionally, the flooding is catastrophic, as occurred in 1955 and in 1964, when there was significant loss of life and property in all areas of California’s north coast.

**Civil Disturbance / Disobedience**

Another potential threat is large scale civil disturbance and disobedience resulting primarily from actions by activists over the issues of forest and wildlife habitat preservation. Public demonstrations and incidents of civil disobedience designed for maximum media coverage have disrupted logging operations and business activity in some areas of the County. This activity has at times significantly impacted the County’s limited public safety resources.

**Other**

In addition to earthquakes, flooding, and public disobedience, Humboldt County is also threatened by potential disasters or emergencies due to wildland fires, severe weather / storm emergencies, landslides, tsunami, drought, fish losses, dam failure, hazardous materials incidents, transportation emergencies, and terrorism.

For additional information regarding potential hazards, please refer to the Humboldt County Operational Area Local Hazard Mitigation Plan (LHMP), approved in 2014. This public document is available
Natural Hazards, sometimes referred to as “Acts of God,” may include earthquakes, floods, wildland fires, severe weather/storms, landslides, and tsunami. While the severity and effects of fires and landslides may be influenced by human-caused events, they are still considered natural hazards.

An extensive earthquake and tsunami hazard and threat analysis for Humboldt and Del Norte Counties was conducted by the California Department of Conservation, Division of Mines and Geology, to model the effects of a major earthquake (M8.4) on the Cascadia Subduction Zone. That report, Special Publication 115, dated January 1995, is available in the Humboldt County Emergency Operations Center (EOC). The tsunami inundation maps included therein are outdated and have been superseded by inundation maps currently available on the California Department of Conservation website.

1.8.2.1 Earthquakes

Located within Humboldt County are several known active and potentially active earthquake faults. In the event of a major earthquake, the location of the epicenter as well as the time of day and season of the year would have a profound effect on the number of casualties.

One particular area of concern is the Little Salmon Fault located near the southern portion of the Humboldt Bay area to the northeast of Fortuna. A moderate earthquake occurring in or near this area could result in deaths, casualties, property and environmental damage, and disruption of normal government and community services and activities. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, transportation emergencies and the possible failure of area dams.

The community needs would likely exceed the response capability of the County’s emergency management organization, requiring mutual aid from volunteer and private agencies, the California Office of Emergency Services (Cal OES), and the Federal Emergency Management Agency (FEMA).

In any earthquake, the primary objective is saving lives. Time and effort must also be given to providing for survivors’ emotional health by reuniting families, providing shelter to displaced persons, and restoring basic needs and services. A major effort will be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and temporary housing for affected citizens.
After any earthquake there will be a loss of income. Individuals can lose wages due to businesses’ inability to function because of damaged goods or facilities. As a result, the County of Humboldt and the cities in the Humboldt County Operational Area will lose revenue. A speedy economic recovery from even a minor earthquake is critical to these communities.

**Expected Damages**

**Potable Water**

Water availability and distribution systems for supporting life and treating the sick and the injured is of major concern to Humboldt Operational Area government officials and emergency managers. It is expected that pipelines from pumping stations on the Mad River near Essex on State Route 299, the primary water source for the greater Humboldt Bay area, will be damaged and water flow may be severely reduced. In addition, water treatment stations, water storage tanks, and the water distribution network itself will probably sustain damage in multiple locations. Other cities and communities relying on water wells or other water systems will experience partial or complete system failures. Even temporary repairs to county water systems could take several days to weeks to complete. Potable water will need to be supplied to a potentially large segment of the County’s population from alternative sources, in the aftermath of a major earthquake.

**Electrical Power**

Earthquakes can greatly affect high voltage equipment. Damage to generation stations may reduce electrical production, affect delivery, and cause outages. Transmission lines are vulnerable to many hazards due to their length and remoteness. Repairs to electrical equipment require physically clearing roadways and movement of special equipment. Restoration of local electrical power will be coordinated with regional and local utility representatives. Power to some or all regional customers may be interrupted immediately following an earthquake. Much of the affected area may have service restored in days. However, severely damaged underground distribution systems may create longer service delays.

**Transportation Systems**

Highways 36, 96, 101, and 299 are frequently closed for extended periods due to landslides and flooding. During an earthquake, roadbed deformation, slip-outs, and general land formation instability can also cause closures. Some portions of U.S. Route 101 and State Route (SR) 299 could be severely restricted due to collapsed overpasses. Significant damage to U.S. 101 could isolate both north and south portions of the county for extended periods. The loss of SR 36, SR 96, and/or SR 299 for extended periods is also possible. Soil liquefaction could cause the closure of several surface roads, especially in lowland areas. Many surface streets in residential and commercial areas will be blocked by debris from buildings, fallen electrical lines, and pavement damage.

Within the greater Humboldt Bay area there are alternative routes for most areas of travel. Once minor travel impairments are cleared, restricted traffic flows will resume following an earthquake. However, in rural areas, accessible alternate routes
may not be available for an extended period. In those remote areas, all transportation in and out will be by fixed- and rotary-winged aircraft.

The County’s regional airport just north of McKinleyville is expected to sustain damage. However, at least portions of its runways are expected to be usable immediately after a large earthquake. The repair of any damage to this airport will be a high priority for emergency response agencies, as it is the primary landing site for large cargo aircraft. Smaller airports and landing strips in the County could also sustain damage. They, too, will be given a high priority for repair in order to receive incoming emergency resources.

**Communications**

Telephone systems, especially cellular phone service, will be affected by system failures and infrastructure damage, overloads, loss of electrical power and possible failure of alternate power systems. Immediately following a major seismic event, numerous failures will be compounded by system use overloads. Radio systems are expected to operate at a reduced effectiveness in the initial hours following an earthquake. Microwave systems' operations will also likely be diminished following a major earthquake.

**Medical Facilities**

All area medical facilities are susceptible to earthquake damage, which may reduce available resources. Variable normal occupancy levels coupled with possible structural damage and reduced operational abilities make it extremely difficult to accurately predict available hospital resources during a significant seismic event.

**Sanitation Systems**

Sewage collection systems throughout the County are expected to sustain widespread damage. The Elk River Wastewater Treatment Plant, serving the City of Eureka, is located in a probable liquefaction area on the shore of Humboldt Bay. The sanitation plant could also experience electrical power losses. If backup generating systems fail, raw sewage could be discharged into the harbor. Damage could also force the sanitation plant to be out of service for an extended period.

Additional sewage treatment plants in other cities are expected to sustain damage, caused primarily by significant ground motion and displacement. Additionally, residential sewer connections throughout the County will break and become blocked, especially in liquefaction zones.

**Hazardous Materials Storage Sites**

There are at least two dozen hazardous materials storage sites in Humboldt County. Some could be susceptible to earthquake damage. All are regularly inspected by the Humboldt County Division of Environmental Health and are listed in the Humboldt County Hazardous Materials Area Plan, a copy of which is available in the County EOC.

**Natural Gas**

Damage to natural gas facilities serving Humboldt County communities will likely consist primarily of isolated breaks in major transmission lines. Breaks in mains and individual service
connections within the distribution system will be significant, particularly near the fault zones. Gas leaks could pose a fire threat in areas subject to intense ground shaking and/or unstable soil types near the shoreline. Breaks in the system will affect large portions of the County, and restoration of natural gas service could be significantly delayed.

**Petroleum Products**

During an earthquake, soil liquefaction resulting in tank and line ruptures is the greatest threat to bulk liquid petroleum storage facilities. Earthen berms around the storage tanks adjacent to Humboldt Bay would contain most of any spillage provided ground ruptures did not breach the berms. Piping losses are not controllable after spillage. Above ground and underground spillage from area vehicle service facilities could be widespread.

**Dam Failure**

Catastrophic failure of area dams is not considered likely under most earthquake scenarios due to their distance from coastal zone areas. Dam failure due to ground saturation and flooding has a higher likelihood of occurrence. Current inundation maps for all potentially affected areas in Humboldt County are located in the County EOC. Dam failure contingency plans are currently in development. For more information, see “Dam Failure” under Technological Hazards in section 1.8.3.1.

**1.8.2.2 Floods**

**General Situation**

Flooding is a common occurrence for communities adjacent to and in the lowlands of rivers in Humboldt County. Normally, wintertime storm floodwaters are kept within defined limits by levees, dykes, and open lowlands, and do not cause damage. Dams located outside Humboldt County boundaries on the upper Klamath, Trinity, Mad, and Eel Rivers also help control floodwaters. But occasionally, a combination of frequent storms, extended heavy rain, and melting snow results in floodwaters exceeding normal high-water boundaries and causing damage.

**Inundation and Evacuation Areas**

Floodwater levels are closely monitored by local, state, and federal agencies. Historic flooding events have generally defined the area limits of water intrusion. As water levels approach those limits, a coordinated warning system assists local agencies and the public in general to prepare for evacuation and begin flood-fighting efforts. This concerted effort usually results in property damage only, with no loss of life. However, floods in the County have claimed human lives and animals, in addition to extensive property damage.

As a result of past experiences and ongoing emergency management planning efforts, local, state, and federal agencies in Humboldt County are well prepared to assist residents during flood events. Inundation areas are generally well defined, evacuation destinations and routes are identified, and short-term support plans and contingencies for the care of evacuated persons and animals are in place. Long-term assistance will be coordinated with assisting state and federal agencies as needed.
1.8.2.3 Wildland Fires

Generally, from June to October of each year, the inland unincorporated areas of the County face a serious threat from wildland fires. Due to the undeveloped and rugged terrain of Humboldt County and highly flammable brush-covered land, many portions of the County have experienced numerous wildland fires in the recent past. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires. Another threat posed by wildland fires is the danger to health of persons and animals caused by dense smoke and high air particulate levels. The urban areas of Humboldt County are not susceptible to wildland fires due to their closeness to the ocean and moderate summer temperatures.

1.8.2.4 Severe Weather/Storm Emergencies

Humboldt County is susceptible to severe weather/storm conditions. “Severe weather/storm conditions” is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Severe weather may cause a variety of damages, depending on the type of weather situation. Damages may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Severe weather such as a drought can have long-term economic repercussions.

1.8.2.5 Landslides

Landslides may be triggered by both natural and man-made changes in the environment. The term “landslide” is used to describe a variety of processes that result in the perceptible downward and outward movement of soil, rock, and vegetation under gravitational influence.

Partly as a result of seismic activity, Humboldt County is more prone to landslide activity than other regions of California. Slope instability may be inherent within the geologic structures of the landscape and soil types, and can increase following precipitation events and subsequent changes in ground water levels. Construction activity may also decrease slope stability, triggering landslides on steep slopes adjacent to roads and improved property.

1.8.2.6 Tsunami

A tsunami generated by an earthquake along the Cascadia Subduction Zone or on the Mendocino Fault / Northern San Andreas Fault could arrive just minutes after the initial ground shaking. The lack of warning time from such a near-source event will result in higher casualties than if it were a distant-source tsunami. For tsunamis originating at distant sources, the West Coast & Alaska Tsunami Warning Center will provide warning notification to local emergency response agencies in time to inform and evacuate threatened coastal populations.
In low-lying areas along the Humboldt County coastline, strong shaking should be taken as a warning of a potential tsunami, and individuals should immediately move to higher ground regardless of formal warning or activation of tsunami sirens. The greatest impact areas of the County will likely be in the partial inundation of the Samoa Peninsula and the associated Humboldt Bay coastline, and the Eel River, Mad River, and Redwood Creek bottom areas. Other coastal areas which could be affected are the lagoons on the northern coast and the Mattole River and Bear River bottom areas. Projected tsunami inundation zone maps are available for all coastal areas of Humboldt County.

1.8.2.7 Drought

Humboldt County’s potential drought impacts include, but aren’t limited to, hydrological, environmental, and socioeconomic impacts. The County has large rural, agricultural, timber, cultural, sand and gravel extraction, and fisheries interests that all rely on the abundant regional water supply. Humboldt County’s urban majority is concentrated around Humboldt Bay. Lack of sufficient water supply would affect not only residents and businesses that rely on water for their daily household, employee, and industrial needs, but also an economy and culture that rely on the replenishment of rivers, creeks, and groundwater to grow trees and grass/grain for livestock and to support healthy fish populations. Illegal water diversions by marijuana cultivation operations may exacerbate drought impacts, particularly for rural areas dependent on small water distribution systems supplied by rivers and tributaries.

1.8.2.8 Fish Losses

Humboldt’s wild rivers, Humboldt Bay, and the ocean off the coast of Humboldt County all support fisheries. However, in recent years, the local commercial and recreational fishing industries have been impacted by fish losses caused by development, logging, water diversions, mining, and overfishing, among other factors. Strategies for recovery from fish losses include limitations on harvests, protection of threatened and endangered species, estuary and river restoration projects, and other regulations. In some cases, these strategies have aided in population recovery, but other species continue to be listed as threatened or endangered. Local fish species designated endangered or threatened by the Federal Endangered Species Act include Tidewater Goby, Coho Salmon, Northern California Steelhead Trout, Chinook Salmon, and Green Sturgeon.

In the 1970s, more than half of the fish produced and consumed in California were landed in the Humboldt Bay area. Salmon harvests from local rivers once generated over $1 billion regionally, when river water levels were high enough to sustain native salmon populations. The Bay provides a critical habitat to over 100 fish species and other wildlife. The major fisheries based in Humboldt Bay today are groundfish, shrimp, crab, and oysters. While regional fish losses continue to negatively impact the once-thriving local fishing industry, changes to the
infrastructure supporting local fisheries also play a significant role in the decline of the industry. It is estimated that thousands of jobs, a significant proportion of the local employment base, have been eliminated in recent decades. With the loss of the regional cold storage facility, the once-profitable albacore harvest cannot be offloaded in California, and is now taken to Oregon ports.

There remains a high potential for additional economic losses affecting the profitable crabbing, shrimping, fishing, and aquaculture industries, due to shifts in local economic priorities from production to tourism-based, as well as natural disasters. Physical damages to the local fishing fleet and to processing facilities caused by an earthquake, tsunami, or severe weather could be catastrophic to fragile local fisheries, requiring urgent assistance.

1.8.3 Technological Hazards

Technological hazards are those which result from the unintentional acts or design flaws of persons. Their effects are usually localized. They can include dam failure, hazardous material, and transportation emergencies. (Dam failure, the effects of which can be widespread within the confines of a particular drainage system, are still considered to be technological in nature.)

1.8.3.1 Dam Failure

General Situation

Dam failure is the collapse or failure of a water impoundment, causing significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche - oscillations of the water body caused by seismic activity or landslide. The collapse and structural failure of a dam can be caused by a severe storm, earthquake, landslide, or internal erosion (piping caused by embankment and foundation leakage). The principle consequences of dam failure are loss of life, injuries, and significant downstream property damage.

Portions of Humboldt County would be affected by the failure of six dams, all located outside the County. These dams, the affected river, and the amount of water impounded behind them with a full reservoir are as follows:

<table>
<thead>
<tr>
<th>Dam Name</th>
<th>River</th>
<th>Storage Capacity in Acre-Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copco</td>
<td>Klamath</td>
<td>77,000</td>
</tr>
<tr>
<td>Iron Gate</td>
<td>Klamath</td>
<td>58,000</td>
</tr>
<tr>
<td>Lewiston</td>
<td>Trinity</td>
<td>14,660</td>
</tr>
<tr>
<td>Trinity</td>
<td>Trinity</td>
<td>2,448,000</td>
</tr>
<tr>
<td>Matthews</td>
<td>Mad</td>
<td>48,000</td>
</tr>
<tr>
<td>Scott</td>
<td>Eel</td>
<td>94,000</td>
</tr>
</tbody>
</table>

Warning time from dam failure until the resulting flood waters reach a significant area of the County will be approximately 5.5 hours on the Mad River, about 6 hours on the Eel River, and 7 hours on the Klamath River.
hours on the Trinity River. The number of people to be alerted and evacuated can vary tremendously. There may be few persons along the river in the winter months when only permanent residents are apt to be present, and, there may be many persons in the summer months when many seasonal cabins are occupied, and there are fishermen and campers all along the rivers. Another factor that must be considered is the initial flow in the river when the failure occurs. This initial flow is normally very low on all the rivers during the period May through October. During winter months, the initial flow is much higher and, at times, may even be equal to or greater than flood stage. This wide variation in initial flow has a significant impact on the areas that must be evacuated, particularly in the deltas.

NOTE: All area dams have performed well during past disasters and are expected to exceed their design limits during future events.

A catastrophic failure of any of the dams would have a significant impact on Humboldt County. Complete devastation could occur in and along the river bottoms to up their banks several hundred feet above normal river levels at a point from the dams themselves down river to near the ocean where the rivers widen. Water levels could be many times higher than those recorded in the worst floods. Very few life forms caught in the deluge will survive. All persons and animals should evacuate to places above the projected high water levels at their locations.

Humboldt County communities that may be fully or partially affected are as follows:

- **Copco and Iron Gate Dams (Klamath River)** – Orleans, Bluff Creek, Weitchpec, Martins Ferry, Cappell Flat, Pecwan, Johnsons, and Blue Creek.

- **Lewiston and Trinity Dams (Trinity and Klamath Rivers)** – Sandy Bar, China Flat, Willow Creek, Sugar Bowl, Hoopa Valley, Weitchpec, Martin’s Ferry, Cappell Flat, Pecwan, Johnsons, and Blue Creek.

- **Matthews Dam (Mad River)** – Maple Creek, Butler Valley, Korbel, Blue Lake, Glendale, Arcata bottoms, and portions of the City of Arcata.

- **Scott Dam (Eel River)** – Alderpoint, Fort Seward, Eel Rock, McCann, Camp Grant, South Fork, Weott, Burlington, Myers Flat, Miranda, Larabee, Holmes, Shively, Pepperwood, Elinor, Stafford, Scotia, Rio Dell, Metropolitan, Fernbridge, Loleta bottoms, and the Ferndale bottoms.

Inundation projections and the time lapse from dam break to the higher water flow arrival at specific points along the river are located in the Humboldt County EOC.
Hazardous Materials

NOTE: For specific information regarding hazardous materials, please refer to the Hazardous Materials Area Plan published by the Humboldt County Division of Environmental Health, updated in 2013. Maps of fixed facilities and hazardous materials storage sites can be found in the Local Hazard Mitigation Plan completed in 2013, or requested from the Division of Environmental Health.

General Situation

A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its characteristics, quantity, or concentration. Hazardous materials require special care in handling because of the potential threat they pose to public health, safety, and the environment.

A hazardous materials incident involves the uncontrolled release of a hazardous substance during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Fixed facilities housing hazardous chemicals that may coalesce into a persistent airborne plume when released to the environment pose the most significant risk to local populations. Second in risk are those facilities that handle and store materials that are flammable or explosive. The third greatest risk is posed by transportation of Acutely Hazardous Materials (AHM).

Stringent safety requirements strictly enforced by local, state, and federal agencies and by local businesses help to limit the unintentional release of hazardous materials into the environment.

Transportation Routes

Hazardous materials incidents in Humboldt County would most likely occur on the transportation routes or at fixed hazardous materials facilities. Hazardous materials are often transported through the area on highways 101, 299, and 255. Limited quantities are transported on SR 36. Surface streets are used for the local transportation of hazardous materials.

Hydrogen peroxide, formaldehyde, and flammable fuels in large quantities are transported from the north and south areas of the county. Transportation of chemicals along these routes pose a threat to drinking water sources, including the Eel, Van Duzen, Trinity, and Mad Rivers. Large quantities of petroleum and sodium hydroxide are transported by barge into Humboldt Bay thus posing a threat to oyster farms and the sensitive ecosystems of the Bay.

Fixed Locations

The hospitals located in Humboldt County house a variety of hazardous materials, radioactive materials and solvents. They maintain current lists of the hazardous materials in their facilities.
The College of the Redwoods and Humboldt State University campuses both store hazardous materials on site, primarily flammable, corrosive, and poisonous materials.

Small businesses in the county also have the potential for hazardous materials incidents. In addition, the proximity of Humboldt Bay to the major business areas increases the chance that a spill could be harmful to sensitive coastal ecosystems.

A decommissioned wood pulp mill on the Samoa peninsula has been identified as a Superfund site, containing over three million gallons of caustic liquors and acids. Phased removal and remediation began in 2014 and will take approximately three years.

**Acutely Hazardous Materials**
Acutely Hazardous Materials (AHMs) handled by Humboldt County businesses include chlorine, sulfur dioxide, ammonia, and sulfuric acid. None of these materials are handled in extremely large quantities.

**Agriculture**
Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to human health and the environment. The majority of agricultural industry in the County consists of dairy and beef cattle ranching and bulb farms, in Arcata, Ferndale, McKinleyville, Loleta, and near Willow Creek.

**Illegal Disposal**
Hazardous waste (used motor oil, solvents, or paint) is occasionally illegally dumped in remote areas of the county or along roadways. Illegitimate business, such as clandestine drug laboratories and illegal marijuana cultivation operations, pose a significant threat to human health, property, and the environment by dumping manufacturing chemicals, pesticides, and rodenticides on public and private lands and into aquifers and waterways.

**Radioactive Materials**
Humboldt County is a Nuclear Free County. Local officials must be notified of designated transportation routes prior to transport of radioactive materials throughout the County. The PG&E Humboldt Bay Power Plant at King Salmon contains a former nuclear unit undergoing decommissioning, with some on-site storage of radioactive materials.

**Natural Gas Pipelines**
Natural gas is delivered to Humboldt County from the California central valley through a 12-inch pipeline that follows SR 36 from Corning to Eureka, from where it is distributed regionally. Natural gas extracted from the Tompkins Hill area above Fortuna and Loleta is transported by pipeline to PG&E. Natural gas is also delivered to the County as far south as Rio Dell and Scotia, east to Blue Lake, and north to McKinleyville through standard distribution lines.

**1.8.3.3 Transportation Emergencies**
Humboldt County is vulnerable to several different types of transportation emergencies, including major truck/auto accidents, ship/boating accidents, and airplane crashes. Many of these emergency situations can cause secondary emergencies like...
hazardous materials spills, which may require extensive population movement and sheltering efforts.

**Major Truck/Auto Accident**

The major area trucking routes include U.S. Route 101 and SR 299. U.S. 101 follows the coast from Humboldt Bay to the north and runs inland from Humboldt Bay to the south. State Route 299 connects to U.S. 101 at Arcata and runs east, eventually connecting with Interstate 5 at Redding, California. Two secondary highways, SR 36 and SR 96, also provide routes out of the county. State Route 36 runs east from just south of Fortuna to intersect with Interstate 5 at Red Bluff. State Route 96 runs north and east from Willow Creek to intersect with Interstate 5 north of Yreka. Both of these roadways are subject to frequent closures due to winter weather and related landslides.

A major truck/auto accident on either U.S. 101 or SR 299 would restrict access into and out of the County. Highway closures cause traffic to overflow onto surface roads adjacent to the closed route, creating significant traffic problems for local law enforcement agencies. Alternate routes are not available on some portions of the major highways. Almost no alternate routing is available on SR 36 and SR 96.

**Ship/Barge/Boating Accident**

Humboldt Bay is the fourth largest port in California. It is a port of call for oceangoing ships up to 650 feet in length with up to a 36 foot draft. Tug and barge traffic is also a common mode of bulk transportation. The Bay is home to a large commercial and sport fishing fleet. Offshore, the main north-south west coast shipping lanes traverse the length of the County.

Boating accidents are common along the Humboldt County coastline. They are primarily concentrated near and in Humboldt Bay. Most incidents involve commercial and sport fishing vessels, sometimes resulting in the loss of the vessel and the release of hazardous fuel and lubricants on board. Incidents involving the discharge of heavy fuel oil from large ships due to maritime accidents have increased in recent years resulting in severe environmental, wildlife, and economic impacts. Clean-up costs have been significant for such accidents.

**Aircraft Accident**

The County of Humboldt operates the California Redwood Coast – Humboldt County Airport (Airport Code: ACV) at McKinleyville, offering commuter connecting service to other metropolitan areas. Also located at the McKinleyville Airport is a U.S. Coast Guard Air Station. Other County-maintained landing strips are located at Dinsmore, Eureka, Garberville, Kneeland, and Rohnerville. The California Department of Forestry operates a seasonal Air Attack Base at the Rohnerville Airport. The City of Eureka maintains a landing strip at Samoa, and airstrips at Hoopa and Shelter Cover are community-operated. Only the McKinleyville Airport offers scheduled passenger service by a major carrier.

The regional airport passenger terminal at McKinleyville is a two-story facility which contains airport administrative offices, a Federal Aviation Administration (FAA) field office, a Transportation Security Administration (TSA) field office, one air
carrier's operations center, three rental car service counters, and a restaurant. Normal terminal operations hours are from 4:00 A.M. to 12:00 A.M. daily. Each year, over 48,000 takeoffs and landings are recorded at the airport, passenger enplanements (boardings) total about 60,000, and over 120,000 persons use the terminal facilities. Fourteen aircraft, including 11 privately owned, are permanently housed at McKinleyville.

The airport has two runways. The primary runway, “14-32”, is 6,000 feet long and can accommodate mid-sized air carrier aircraft and the largest corporate aircraft. The secondary crosswind runway, “01-19”, is 4,500 feet long. Both runways are 150 feet wide. The Pacific Ocean borders the primary runway to the northwest. Other surrounding land parcels are primarily residential.

The terminal facility and emergency support buildings are equipped with diesel generators for power backup, including all runway lighting systems and aircraft refueling systems. An Airport Rescue Firefighting (ARFF) team is on duty during commercial operations. Firefighting equipment includes one “quick dash” smaller fire truck and one larger Oshkosh Striker. These vehicles are specially modified for airport use. Because an aircraft impact creates the potential for multiple explosions and a resulting intense fire, the Arcata Fire Department also responds to all emergency incidents at the airport. Both agencies regularly conduct joint drills and firefighting training.

McKinleyville is the only precision approach airport in Humboldt County. Murray Field (Eureka) and Rohnerville are non-precision approach airports. All other airports in the County are visual approach only.

Fortunately, very few aircraft injury accidents have occurred in Humboldt County. Wherever a crash occurs, there is potential for injuries, fatalities, and the destruction of property at and adjacent to the impact point. However, because Humboldt County is sparsely populated, the chance of an aircraft strike causing ground injuries or extensive damage is reduced.

1.8.4 Human-Caused Threats

Domestic security threats are those which can result from the intentional acts of persons. Their effects are usually localized. They include civil disturbance / disobedience and terrorism.

1.8.4.1 Civil Disturbance / Disobedience

General Situation

Civil disturbance / disobedience includes incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbance / disobedience is generally associated with controversial political, judicial, or economic issues and/or events. The effects of civil disturbance / disobedience are varied, based upon the type, severity, scope, and duration of the disturbance. Effects can include traffic congestion or gridlock, illegal
assemblies posing a threat to participants and/or the public, disruption of utility services, property damage, injuries, and loss of life.

**Specific Situation**

Humboldt County has had civil disturbances / disobedience in outlying areas by activists over the issues of forest preservation and wildlife habitat. Public demonstrations and incidents of civil disobedience designed for maximum media coverage have disrupted logging operations and retail business activity. Other locations within Humboldt County have large public gatherings that have the potential for unstable conditions, possibly impacting a jurisdiction’s ability to provide sufficient law enforcement, fire protection, and other public safety services.

There are certain facilities and assemblies within Humboldt County that may be more at risk for a disturbance than other facilities. Large music festivals are held annually in Eureka and south of Garberville which attract large numbers of people over a period of several days at various venues. Annual fairs are also held in Eureka, Ferndale (Humboldt County Fair), and Fortuna. Other types of annual and regularly scheduled public events can create significant traffic congestion problems and the potential for disruptive behavior.

At the Humboldt State University campus, free-speech demonstrations and protests on a variety of topics are common. Few demonstrators advocate disruptive behavior, and non-peaceful behavior culminating from these gatherings is atypical.

One medical clinic in Eureka offers abortion services, and is a site for regular organized demonstrations by anti-abortion activists, as well as counterdemonstrators supporting the clinic. These gatherings, while politically contentious, have remained peaceful to date.

**1.8.4.2 Terrorism and Mass Violence**

**General Situation**

The Federal Bureau of Investigation (FBI) defines terrorism as violent acts that violate federal or state law, and are intended to (1) intimidate or coerce a civilian population; (2) influence the policy of a government by intimidation or coercion; or to (3) affect the conduct of a government by violent acts or threats of violence, in support of social, political or religious goals.

Primary terrorism targets include government facilities, critical and community infrastructure, transportation, religious and cultural centers, educational facilities, and abortion clinics.

The effects of terrorist activities can vary significantly depending on the type, severity, scope, and duration of the activity; weapons used; the targeted population; and available community resources. Terrorist activities can result in loss of life, injuries, disruption of critical services, property damage, and major economic losses. The most effective terrorist attacks can interrupt normal activities for an extended period and cause fear, confusion, and anxiety among the public.
While discussions of terrorism may call to mind attacks on Americans by foreign religious extremists, the proliferation of mass shootings throughout our country by our own citizens demonstrates that no community is immune to the threat of mass violence, even by its own members.

**Impacts of 9/11**

Prior to the World Trade Center and Pentagon attacks on September 11, 2001 (9/11 attacks), many Americans may have considered such events unlikely. However, the first World Trade Center bombing in New York City in 1993 and the Oklahoma City Federal Building bombing in 1995 were reminders that acts of terrorism can occur anywhere in the United States, at any time. Following those terrorist incidents, local, state, and federal government agencies slowly began increasing their planning and resource allocation efforts to respond to domestic terrorism events. Mitigation efforts continue and, since 2001, have increased dramatically at all levels of government, private industry, and the public at large.

The 9/11 attacks far exceeded planning expectations both in scope and severity. The devastation caused by the terrorist strikes went well beyond the catastrophic loss of life and property damage at the sites, including long-term economic disruption. The daily lives of all Americans, and of persons around the world, were affected by the attacks.

Since 2001, there have been substantial and continuing changes in government policy, procedure, and response efforts. The National Incident Management System (NIMS), modeled after California’s Standardized Emergency Management Systems (SEMS), became the required system of emergency response protocols, including the use of the Incident Command System (ICS) as standard operating procedure.

Perpetrators of acts of terror and mass violence employ and sometimes combine various types of weapons and methods of delivery. Weapons may include explosives and incendiary devices, firearms, fire, and weapons of mass destruction. Weapons of mass destruction (WMD) include chemical, biological, radiological, and nuclear (CBRN) agents and devices.

**Explosives and Incendiary Devices**

Bombs may be manufactured with a variety of inexpensive and easily attainable materials, and can be triggered or detonated remotely. Instructions for making different types of homemade bombs with common household materials are readily available online, enabling anyone to construct deadly weapons without specialized training or materials. Explosives may also be used to disperse toxic substances or projectiles, and/or to lure first responders to the scene of a subsequent attack. Incendiary devices are designed to create a chemical reaction, resulting in fire, and may incorporate highly flammable or caustic substances.

**Biological and Chemical Terrorism**

Bioterrorism and chemical weapons present a less likely threat to all citizens, urban and rural, in the U.S. and worldwide. The vast range of biological agents, their potentially catastrophic effects,
difficulty of detection, and the variety of delivery and deployment methods present a significant challenge for intelligence and response agencies to mitigate their impacts. The deliberate use of anthrax to cause injury and panic in the weeks following the 9/11 attacks resulted in widespread fear, taxing the resources of local emergency response agencies and disruption of the U.S. Mail delivery system. The effect of a few, relatively isolated anthrax incidents permeated the lives of almost all U.S. citizens to some degree. One of the primary goals of terrorism was realized with the disruption of the normal activities of millions of Americans.

In contrast to naturally-derived biological agents, chemical agents tend to be less sensitive to environmental conditions, but are easier to detect. Symptoms and effects of a chemical attack may present more quickly than biological infection, and can include painful chemical burns, blindness, respiratory distress and failure, seizures, gastrointestinal symptoms, paralysis, and death.

Chemical and biological attacks may not be immediately identifiable as intentional acts of violence. Release of chemical agents may present as a hazardous materials accident, while bioterrorism may appear to be a naturally occurring outbreak or foodborne illness.

**Mass Shootings**

Mass shootings have occurred with increasing regularity in the U.S., occurring in public locations including schools, workplaces, religious and cultural centers, recreation and shopping facilities, and even on military bases. Shooters may target specific individuals or populations, may be motivated by personal retribution more than political ideology, or may select targets at random, indiscriminately killing as many people as possible. Some shooters do not intend to survive the incident and will continue the attack until stopped by force. Most of the assailants in U.S. mass shootings have acted alone, using legally obtained firearms.

Due to the growing number of mass shooting incidents, many jurisdictions, and schools in particular, have implemented new emergency procedures and active shooter training for faculty and staff. Preventive measures may include increased security at facilities more likely to be targeted, and establishing response procedures in advance to mitigate loss of life and disrupt the attack as early as possible.

**Cyber-terrorism**

Terrorism may target critical systems or structures, such as utilities providers and financial institutions, rather than specific individuals or groups of people. Cyber-terrorism is a rapidly developing hazard, as most critical and economic infrastructure is dependent on technology and the safe storage and conveyance of information. Those with the skills to infiltrate secure computer networks can disrupt and control the regular operations of public agencies, businesses, and critical facilities. The destructive potential of this newer form of terrorism is nearly limitless, and can be committed remotely from almost anywhere in the world.
Specific Situation

Although no known terrorist attacks have occurred in Humboldt County, there have been acts of sabotage and attacks not resulting in injury against local logging companies and their property, attributed to environmental extremists. Other targeted entities in the Humboldt Operational Area have included religious institutions, government facilities, and a medical facility providing abortion services. Like many smaller communities, the County and its jurisdictions may be most susceptible to a mass shooting incident perpetrated by a member of the community, but remain vulnerable to acts of terrorism and sabotage.

1.9 CONTINUITY OF GOVERNMENT

1.9.1 Introduction

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government and facilities, and the destruction of public and private records essential to continued operation of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is essential that the County of Humboldt and all the cities within the County continue to function as government entities.

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the California Government Code) provides the authority and procedures to ensure continued functioning of political subdivisions within the state of California.

1.9.2 Lines of Succession

Article 15, § 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. Article 15, § 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body.

Additionally, various Article 15 sections outline procedures to assure continued functioning of political subdivisions in the event that the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The standby officer shall serve until the regular officer becomes available or until the election or appointment of new regular officers. The compliant succession list for the County of Humboldt is provided in section 1.9.5.

The Continuity of Government/Continuity of Operations Plan directs County government operations in the event of a situation or emergency affecting the normal operation of County facilities and personnel.
1.9.3 Reconstitution of the Governing Body

Article 15, Section 8635 et seq., authorizes local governing bodies to convene as soon as possible whenever a State of Emergency or Local Emergency exists, and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

Additionally, Article 15 establishes a method for reconstructing the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the Chair of the Board of the county in which the political subdivision is located, or by the Chair of the Board of any other county within 150 miles.

Section 23600, Article 1, Chapter 4, Division 1, Title 3 (App. 1-3, p 18) of the California Government Code provides that the Board of Supervisors shall designate one or more alternative temporary county seats within or outside of County boundaries (real property cannot be purchased for seats outside of County boundaries). A resolution designating the alternate County seats must be filed in the appropriate county and in any alternative county. Additional seats may be designated subsequent to the original site designations if circumstances warrant.

The designation of a temporary alternative seat of County government for the County of Humboldt is under review by the Board of Supervisors. The current temporary alternative seat designations listed below will remain in place until altered by the Board. The Board’s review will examine all factors associated with the temporary alternative seat selection process and will use current criteria to ensure the selection(s) is/are applicable to today’s emergency management needs.

1st Alternate: City of Fortuna
2nd Alternate: Town of Willow Creek

1.9.4 Protection of Vital Records and Critical County Documents

In the County of Humboldt, the County Recorder’s Office is responsible for the preservation and protection of all Official Records (real estate, etc.) and Vital Records (births, deaths, marriages). These records of Humboldt County are routinely stored in the County Recorder’s Office. Microfilmed copies and backup data are stored off site in a private contractor’s vault. This vault can withstand an explosive blast, fire, and any water penetration.

Each department within the County will identify, maintain, and protect its own critical County documents. Critical County documents are defined as those records essential to the rights and interests of individuals, governments, corporations and other
Humboldt County entities, which will be essential to the re-establishment of normal government functions following a disaster. These critical documents may include land and tax records; license registers; historical information; constitutions; charters; statutes; ordinances; court records; official proceedings; and County financial records; and documents essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.
## Humboldt County Lines of Succession

<table>
<thead>
<tr>
<th>FUNCTION/DEPARTMENT</th>
<th>SUCCESSOR TITLE / POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Commissioner/Sealer of Weights &amp; Measures</td>
<td>1. Agricultural Weights &amp; Measures Inspector II</td>
</tr>
<tr>
<td>Assessor</td>
<td>1. Assistant Assessor 2. Chief Appraiser</td>
</tr>
<tr>
<td>Auditor-Controller</td>
<td>1. Assistant Auditor–Controller 2. Senior Accountant/Auditor (Based on seniority)</td>
</tr>
<tr>
<td>Board of Supervisors Chair</td>
<td>1. Vice-Chair 2. Supervisor by District</td>
</tr>
<tr>
<td>Board of Supervisors Clerk</td>
<td>1. Deputy Clerk 2. Administrative Assistant</td>
</tr>
<tr>
<td>Child Support Services Director</td>
<td>1. Assistant Director 2. Staff Services Manager</td>
</tr>
<tr>
<td>Cooperative Extension County Director</td>
<td>1. Youth, Families &amp; Communities Advisor 2. Plant Science &amp; Community Development Advisor</td>
</tr>
<tr>
<td>Coroner</td>
<td>1. Deputy Coroner 2. Deputy Coroner</td>
</tr>
<tr>
<td>County Administrative Officer (CAO)</td>
<td>1. Assistant CAO 2. Deputy CAO</td>
</tr>
<tr>
<td>County Counsel</td>
<td>1. Assistant County Counsel 2. Senior Deputy County Counsel</td>
</tr>
<tr>
<td>District Attorney</td>
<td>1. Deputy DA 2. Deputy DA (Based on seniority)</td>
</tr>
<tr>
<td>Health and Human Services Director</td>
<td>1. Assistant Director, Programs 2. Assistant Director, Admin.</td>
</tr>
<tr>
<td>HHS – Mental Health Director</td>
<td>1. Mental Health Deputy Director 2. Sr. PM, 24-Hour Services</td>
</tr>
<tr>
<td>HHS – Public Health Director</td>
<td>1. Public Health Deputy Director 2. Public Health Nursing Director</td>
</tr>
<tr>
<td>HHS – Social Services Director</td>
<td>1. Social Services Deputy Dir. 2. Social Services Deputy Dir. (Based on seniority)</td>
</tr>
<tr>
<td>Human Resources Director (Personnel &amp; Risk Management)</td>
<td>1. HR Assistant Director 2. Sr. HR Analyst – Risk Mgmt</td>
</tr>
</tbody>
</table>
Library Director  
1. Library Division Manager  
2. Library Division Manager  
   (Based on seniority)

Planning and Building Director  
1. Supervising Planner  
2. Chief Building Official

Probation - Chief Officer  
1. Detention Services Director  
2. Adult Services Director

Public Defender  
1. Supervising Atty (Conflict)  
2. Deputy Attorney (Conflict)

Public Works Director  
1. Deputy Director, Roads  
2. Deputy Director

Sheriff  
1. Undersheriff  
2. Lieutenant

Treasurer / Tax Collector  
1. Admin. Services Officer  
2. Sr. Treasurer/Tax Assistant
1.10 PUBLIC AWARENESS AND EDUCATION

The public’s response to any emergency is dependent on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly affect Humboldt County’s emergency operations and recovery efforts.

The Humboldt County Office of Emergency Services (OES) will make emergency preparedness information from local, state, and federal sources available to the Operational Area (OA) member jurisdictions and to the citizens of Humboldt County. Further, OES will provide special emphasis on specific hazards during specified months throughout the calendar year, aiding in the disaster preparation and education of the communities within Humboldt County.

The following list depicts the specific hazards that will be emphasized throughout the calendar year:

<table>
<thead>
<tr>
<th>Month</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Tsunami Preparedness</td>
</tr>
<tr>
<td>April</td>
<td>Earthquake Preparedness</td>
</tr>
<tr>
<td>May</td>
<td>Hazard Mitigation</td>
</tr>
<tr>
<td>August</td>
<td>Landslide Awareness</td>
</tr>
<tr>
<td>September</td>
<td>Flood Preparedness</td>
</tr>
<tr>
<td>October</td>
<td>Fire Prevention</td>
</tr>
<tr>
<td>November</td>
<td>Winter Preparedness</td>
</tr>
</tbody>
</table>
1.11 EMERGENCY OPERATIONS PLAN MANAGEMENT

1.11.1 Emergency Operations Plan Modifications

This Humboldt County Emergency Operations Plan (EOP) will be reviewed and revised as necessary by the County Office of Emergency Services (OES) annually. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Every four years, the entire EOP will be reviewed, updated, republished, and redistributed by the OES.

Agencies with assigned responsibilities under this Plan are obligated to inform the Humboldt County OES in writing when changes occur or are imminent. Changes will be published and distributed by the OES at least annually to all EOP holders of record (see Distribution List in Foreword). Each EOP holder of record will ensure changes are made to the EOP in their possession and record the change on the Record of Changes page in the Foreword. Master records of revision to this plan will be maintained by the Humboldt County OES.

1.11.2 Training and Exercising

Training

The County Office of Emergency Services (OES) will notify County departments and Operational Area entities of emergency management training opportunities. County departments with responsibilities under this Plan must ensure their personnel are properly trained to carry out their responsibilities.

Each member of the Humboldt County Emergency Organization is required to complete ICS 100, ICS 200, and NIMS/SEMS training at a minimum. Additional training requirements are based on individuals' potential assignments and responsibilities during emergency operations. The County of Humboldt will provide SEMS/NIMS instruction and other needed training classes to assigned EOC representatives.

County OES will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS/NIMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referred to in the SEMS/NIMS regulations. Additionally, County OES will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises.

Exercising

The best method of training emergency responders is through disaster simulation exercises. Exercises allow emergency responders to become familiar with the procedures, facilities, and systems which they will actually use in emergency situations. County OES is responsible for the planning and conducting of emergency exercises for Humboldt County.
Exercises will be conducted on a regular basis to maintain readiness. At least one comprehensive functional exercise will be conducted in the County EOC each Federal Fiscal Year to comply with Emergency Management Performance Grant (EMPG) guidelines. Exercises should include as many Operational Area member jurisdictions as possible. County OES will document exercises by completing After Action Reporting, including identifying and implementing corrective actions and revising the EOP and emergency response procedures as needed.
1.11.3 Signed Concurrence By Humboldt County Departments

AGRICULTURAL COMMISSIONER:
The Agricultural Commissioner concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/7/15
(Agricultural Commissioner)

ASSESSOR:
The Assessor concurs with the Humboldt County Operational Area's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/21/15
(Assessor)

AUDITOR - CONTROLLER:
The Auditor - Controller concurs with the Humboldt County Operational Area's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/7/15
(Auditor - Controller)

BOARD OF SUPERVISORS:
The Board of Supervisors concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/21/15
(Chair, Board of Supervisors)

CHILD SUPPORT SERVICES:
The Child Support Services Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/15/15
(Child Support Services Director)

CLERK – RECORDER:
The Clerk - Recorder concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed ______________ Date 5/15/15
(Clerk - Recorder)

March 2015
COOPERATIVE EXTENSION:
The UC Cooperative Extension County Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed [Signature] Date 5/18/2015
(Cooperative Extension Director)

COUNTY ADMINISTRATIVE OFFICER:
The County Administrative Officer concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed [Signature] Date 5/13/15
(County Administrative Officer)

COUNTY COUNSEL:
The County Counsel concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed [Signature] Date 5/13/15
(County Counsel)

DISTRICT ATTORNEY:
The District Attorney concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.
Signed [Signature] Date 5/21/15
(District Attorney)

---CONTINUED ON THE FOLLOWING PAGE---

March 2015
HEALTH AND HUMAN SERVICES:

The Health and Human Services Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(Health and Human Services Director)

Date 5/15/15

HEALTH AND HUMAN SERVICES – MENTAL HEALTH:

The HHS – Mental Health Branch Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(HHS – Mental Health Branch Director)

Date 6/2/15

HEALTH AND HUMAN SERVICES – PUBLIC HEALTH:

The HHS – Public Health Branch Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(HHS – Public Health Branch Director)

Date 5/26/15

HEALTH AND HUMAN SERVICES – SOCIAL SERVICES:

The HHS – Social Services Branch Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(HHS – Social Services Branch Director)

Date 5/15/15

HUMAN RESOURCES:

The Human Resources Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(Human Resources Director)

Date 5/12/15

LIBRARY:

The Library Services Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed

(Library Services Director)

Date 5/14/15

March 2015
HEALTH AND HUMAN SERVICES:

The Health and Human Services Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(Health and Human Services Director) Date 5/15/15

HEALTH AND HUMAN SERVICES – MENTAL HEALTH:

The HHS – Mental Health Branch Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(HHS – Mental Health Branch Director) Date 6/2/15

HEALTH AND HUMAN SERVICES – PUBLIC HEALTH:

The HHS – Public Health Branch Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(HHS – Public Health Branch Director) Date 5/26/15

HEALTH AND HUMAN SERVICES – SOCIAL SERVICES:

The HHS – Social Services Branch Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(HHS – Social Services Branch Director) Date 5/15/15

HUMAN RESOURCES:

The Human Resources Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(Human Resources Director) Date 5/21/15

LIBRARY:

The Library Services Director concurs with Humboldt County’s Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature]
(Library Services Director) Date 5/14/15

March 2015
PLANNING AND BUILDING:

The Planning and Building Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/21/15
(Planning and Building Director)

PROBATION:

The Chief Probation Officer concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/19/15
(Chief Probation Officer)

PUBLIC DEFENDER:

The Public Defender concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/7/15
(Public Defender)

PUBLIC WORKS:

The Public Works Director concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/8/15
(Public Works Director)

SHERIFF/CORONER:

The Sheriff/Coroner concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/22/15
(Sheriff/Coroner)

TREASURER – TAX COLLECTOR:

The Treasurer – Tax Collector concurs with Humboldt County's Emergency Operations Plan. As needed, revisions will be submitted to the Office of Emergency Services.

Signed [Signature] Date 5/6/15
(Treasurer – Tax Collector)

March 2015
Part 2

*Initial Response Operations*

HUMBOLDT COUNTY EMERGENCY OPERATIONS PLAN
Part 2 – INITIAL RESPONSE OPERATIONS

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2.8.4.2 Earthquake  
2.8.4.3 Floods  
2.8.4.4 Landslides
Initial response operations will be accomplished by County agencies, Humboldt Operational Area member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, Humboldt County field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster/event may be controlled solely by County emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to manage the situation, the Incident Commander may request that the Humboldt County Emergency Operations Center be activated to support the field operations.
2.3 ALERTING AND WARNING

Alerting and warning systems notify emergency response personnel and the public of existing or developing emergency conditions. Humboldt County utilizes an Emergency Alert List to contact and activate its emergency response personnel.

The Sheriff has primary responsibility for alerting and warning the public, with assistance from the Public Information Officer and team, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special media broadcasts, social media, the Telephone Emergency Notification System (TENS), or simply driving up and down the streets using a public address system.

2.3.1 Emergency Alert List (EAL)

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the County of Humboldt and poses a major threat to life, property, and/or the environment. The EAL corresponds with the five SEMS/NIMS functions. The list includes personnel who can perform each ICS function in the County Emergency Operations Center, as well as Technical Specialists who act as subject matter experts. The Humboldt County Office of Emergency Services maintains a current EAL. The County Office of Emergency Services also ensures that Sheriff’s Dispatch, the Emergency Services Director, the Deputy Emergency Services Director, and the Assistant Emergency Services Director have current copies of the Emergency Alert List. The EAL notification protocol is only implemented when so directed by a County employee with the required authority, as defined in the following section.

2.3.2 Activation Authority

The following persons may activate the Emergency Alert List when a disaster occurs or threatens to occur in the County of Humboldt:

- Director of Emergency Services (Sheriff)
- Deputy Director of Emergency Services (Undersheriff)
- Assistant Director of Emergency Services (Designated Sheriff’s Lieutenant)

See section 3.3.3 for the EOC Activation Policy.

2.3.3 Implementation

Once activation is properly authorized, the initial EAL notifications will be made by Humboldt County Sheriff’s Dispatch personnel. Notifications and alerts begin with the Director of Emergency Services (Sheriff). If the Director cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the Director of Emergency Services’ role.
The dispatcher will provide the Director of Emergency Services with a status of the incident or disaster, identifying damages sustained, current response actions and resource status and needs. Based on available information, the Director of Emergency Services will determine what parts of the EAL protocol will immediately be implemented, including which functions of the Humboldt County Emergency Operations Center will be initially activated and requested to respond. See section 3.3.4 for specific EOC Activation Levels and a Minimum Staffing Guide per Level.

Additionally, the dispatchers will confirm whether the Director of Emergency Services will personally contact and inform the Humboldt County Board of Supervisors of the situation. The Director may request that the dispatchers notify the County Board of Supervisors.

In the event of a sudden, major event impacting the Operational Area, such as a large earthquake, all designated EOC Command Staff and General Staff personnel will immediately report to the EOC.

As soon as is practical, and in coordination with the dispatchers on duty, responding EOC representatives will assume EAL notification responsibilities.

2.3.4 Emergency Alert System (EAS)

The Emergency Alert System (EAS) is an improvement to the former Emergency Broadcast System. The EAS allows real-time emergency event notifications to the populace via radio and television broadcasts. All local radio and television broadcast stations participate in the EAS. In Humboldt County, the EAS can be activated by the following officials, or their designees or successors:

- California Highway Patrol Watch Commander
- Director of Emergency Services or designated officials
- Humboldt County OES Coordinator
- National Weather Service Forecaster-in-Charge

The EAS can also be activated statewide by the Governor and by the President for state and national emergency notifications.

2.3.5 Telephone Emergency Notification System (TENS)

A county-wide Telephone Emergency Notification System (TENS) can be utilized for emergency notifications to the public. The system can deliver a recorded message to landline telephone subscribers in the Operational Area or to geographically-targeted areas, in the event of an emergency situation that requires immediate action.
2.4 INCIDENT COMMAND SYSTEM (ICS)

2.4.1 Introduction

The Incident Command System (ICS) is a set of guidelines, structures, roles, and principles established as part of the National Incident Management System (NIMS) and used to manage an emergency incident. It can be used for both small and large incidents. The ICS system has considerable internal flexibility and can expand or contract to meet evolving incident needs.

For some incidents and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has one designated supervisor. Direction and supervision follow established organizational lines at all times, regardless of day-to-day supervisory relationships.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major incident management functions, or “sections”:

- Management/Command;
- Operations;
- Planning/Intelligence;
- Logistics; and
- Finance/Administration.

These five functions are the foundation upon which the ICS organization is developed, and apply to routine emergencies, major incidents, and major extended disaster responses.

On small incidents, these functions may all be performed by one person, the Incident Commander (IC). Large incidents usually require that the above functional areas be set up as separate “sections” within the organization. Each of these sections may be further divided into branches, units, and groups as needed, with corresponding level-specific titles. See the standard ICS position titles chart below.

Command staff consists of the Incident Commander, Public Information Officer, Safety Officer, Liaison Officer, and in the Humboldt County ICS organization, the Legal Officer. General Staff includes the Section Chiefs from each of the four sections under Management/Command.
<table>
<thead>
<tr>
<th>Organizational Level</th>
<th>Title</th>
<th>Support Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
</tr>
<tr>
<td>General/Section Staff</td>
<td>Chief</td>
<td>Deputy</td>
</tr>
<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
</tr>
<tr>
<td>Division/Group</td>
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</tr>
<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
</tr>
<tr>
<td>Strike Team/Task Force</td>
<td>Leader</td>
<td>Single Resource Boss</td>
</tr>
</tbody>
</table>
2.4.2 Modular Organization of ICS

The modularity and flexibility for application of ICS at the field response level allows for rapid adjustment to build an organization appropriate to the incident type and size. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person or large enough to handle thousands of emergency responders.

Incidents usually start with a few resources and expand the organization from the bottom up, as necessary. It is not necessary to implement all levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the field response level is that there is nothing to prohibit the Incident Commander from activating one or more units in various sections without first activating the section organizational element. The ICS principle of span of control is observed whenever possible, with up to five direct reports and a maximum of seven recommended per supervisor. However, in some cases, such as with strike teams and task forces, one person may supervise more than seven individuals.

See section 1.4.2.2 for the Humboldt County ICS Organization Chart.

2.4.3 Unified Command

The Unified Command concept is used at all multiagency incidents within Humboldt County. Unified Command is a procedure which allows all agencies with geographical or functional responsibility to jointly establish a common set of incident objectives and strategies, and a single Incident Action Plan (IAP). In some specific instances, such as oil spills, military aircraft incidents, and large regional floods, the Incident Commander may be from a state or federal agency. With those possible exceptions, state and federal agencies with a field response function would be represented in a Unified Command structure.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the IAP.

The use of Unified Command ensures a coordinated multiagency response, and its procedures ensure that agencies retain individual responsibility, authority, and accountability. The Unified Command organization is highly flexible. As the incident changes over time, with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- a single integrated incident organization;
• co-located and shared facilities;
• a single planning process and IAP;
• shared planning, logistical, and finance/administration operations; and
• a coordinated process for ordering resources.

Advantages

There are several advantages to using Unified Command during multiagency or multijurisdictional incidents. These advantages include:

• a single set of objectives is developed for the entire incident;
• a collective approach is made in developing strategies to achieve incident objectives and goals;
• information flow and coordination is improved among all jurisdictions and agencies involved in the incident;
• no agency’s authority or legal requirements is compromised or neglected;
• each agency is aware of the plans, actions, and constraints of all other agencies; and
• the combined efforts of all agencies are optimized as they perform their respective assignments under a single IAP.

2.4.4 Incident Action Plans

It is important that all incidents have some form of an Incident Action Plan (IAP). The IAP typically establishes incident operational periods and briefing schedules; and states mission/event priorities, operational period objectives, section strategies, and required resources for future operational periods. It may also reflect unit tactics or tasks, and specify work assignments.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan, or may not require an IAP. Most simple, short-term, and single agency incidents do not require written IAPs. As incidents expand or require multi-agency involvement, the IAP should be written and distributed to all sections and field personnel.

IAPs are typically created for each operational period during an incident, and vary in content and form, depending upon the type and size of the incident. ICS outlines a systematic planning process, and provides forms and formats for developing an IAP. The general guideline for use of a written IAP is when:

• two or more jurisdictions are involved;
• a number of organizational elements have been activated;
• the incident continues into a second planning or operational period; and/or
• an IAP is required by agency policy or directed by the Incident Commander.

For multiagency incidents being managed under Unified Command, the IAPs should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also
provides the organizational structure and the communications plan required to manage the incident effectively.

There is no single IAP format which will fit all situations. Several ICS forms are appropriate for use in IAPs. IAPs generally have four main elements:

- **Statement of Objectives** - Statement of what is expected to be achieved. Objectives should be written with the S.M.A.R.T. criteria in mind:
  - Specific
  - Measurable
  - Action-oriented
  - Realistic
  - Time-sensitive

- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.

- **Tactics and Assignments** - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often organized by division or group.

- **Supporting Material** - May include incident maps, a communications plan, medical plan, traffic plan, weather data, special precautions, and a safety message from the Safety Officer.

See section 3.3.5 for more IAP guidelines. ICS forms can be found in Part 5 of this plan, *Appendices*.

### 2.4.5 ICS Position Descriptions and Responsibilities

#### 2.4.5.1 Command

**Incident Commander**

The Incident Commander (IC) is the individual on scene providing the overall management of the incident. In most instances, the Sheriff, as Director of Emergency Services, will be the IC. In some instances, the IC may be from a state or federal agency, rather than a local agency. The IC may have a Deputy IC, who may be from the same agency or from an assisting agency.

Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others. The IC is responsible for:

- establishing an Incident Command Post;
- assessing the situation;
- determining incident objectives, strategies, and immediate priorities;
- establishing an appropriate ICS organization;
- approving and authorizing the implementation of the Incident Action Plan;
- ensuring that adequate safety measures are in place;
- coordinating activities for all Command and General Staff;
- communicating and coordinating response efforts with the Humboldt County EOC, when activated;
- approving requests for additional resources or for the release of resources, including personnel;
- authorizing the release of public information originating from the Incident Command Post; and
- ordering the demobilization of the incident when appropriate.

(See section 3.4.3.1 for the Incident Commander Response Checklist)

Public Information Officer

The Public Information Officer (PIO) is the sole point of contact for the media and other organizations seeking incident information. Only one PIO will be assigned for each operational period, including multiagency or multijurisdictional incidents, unless a Joint Information System is established with multiple PIOs. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the PIO include:

- determining if the IC has placed any limitations on releasing information;
- obtaining validated and current information summaries and images of the incident;
- obtaining the IC’s approval for all information releases;
- developing materials for use in media briefings;
- providing media with times and locations of briefings;
- conducting media briefings;
- arranging for interviews and tours that may be required or requested;
- obtaining information from the media and/or the public that may be useful to incident planning; and
- maintaining a PIO log.

(See section 3.4.3.2 for the Public Information Officer Response Checklist)

Safety Officer

The Humboldt County Risk Manager performs the duties of the Safety Officer. The Safety Officer’s function is to monitor incident operations and to develop protective measures for ensuring personnel safety, in conformance with the Humboldt County Safety Manual. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each operational period. Assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:

- identifying hazardous situations associated with the incident;
- reviewing the Incident Action Plan for safety implications;
- investigating accidents that have occurred within the incident area;
- assigning assistants or aides as necessary;
- reviewing and approving the medical plan; and
- maintaining a Safety Officer log.

(See section 3.4.3.3 for the Safety Officer Response Checklist)
Liaison Officer

Incidents that have a multiagency or multijurisdictional response may require the appointment of a Liaison Officer. The Liaison Officer ensures that any agency representatives in the EOC or otherwise not in the field are informed and involved in the incident response. The responsibilities and duties of the Liaison Officer include:

- acting as the primary contact point for Agency Representatives;
- maintaining a list of assisting agencies and representatives;
- assisting in establishing and coordinating interagency contacts;
- ensuring that all agency or jurisdictional resources are checked in at the incident;
- keeping all agencies informed of the incident status;
- monitoring incident operations to identify current or potential inter-organizational problems; and
- maintaining a log of all Liaison Officer activities.

(See section 3.4.3.4 for the Liaison Officer Response Checklist)

Legal Officer

The County Counsel performs the duties of the Legal Officer, who provides legal advice and services to the Incident Commander, the Command Staff, and the General Staff during the course of an emergency. The responsibilities and duties of the Legal Officer may include:

- advising the Incident Commander on declaring an emergency and/or issuing special orders;
- monitoring response effort and advising the Incident Commander regarding liability exposure and protection;
- preparing proclamations, emergency ordinances, and other legal documents as required by the Incident Commander;
- developing rules and regulations required for acquisition and/or control of critical resources; and
- ensuring that a Local Emergency is proclaimed within 10 days of the onset of a disaster.

(See section 3.4.3.5 for the Legal Officer Response Checklist)

Emergency Services Coordinator

The Emergency Services Coordinator (ESC) facilitates the overall functioning of the Emergency Operations Center (EOC). The ESC assists and serves as an advisor to the Incident Commander, the Command Staff, and the General Staff as needed, providing information and guidance related to the functioning of the EOC, and ensuring compliance with Operational Area plans and procedures. The responsibilities and duties of the ESC include:

- assisting the IC and the General Staff in developing strategies and objectives for the Incident Action Plan;
- advising the IC on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements; and
- assisting the Planning / Intelligence Section in the development, updating, and execution of the Incident Action Plan.
**Agencies Represented**

In many multiagency or multijurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident who has the authority to make decisions on matters affecting that agency’s or jurisdiction’s participation in the incident response. Agency Representatives report directly to the Liaison Officer, or the Incident Commander in the absence of a Liaison Officer. Responsibilities and duties of the Agency Representative include:

- obtaining a briefing from Liaison Officer or Incident Commander;
- ensuring that all agency resources are properly checked in at the incident;
- informing agency personnel on scene that the Agency Representative position for the agency has been filled;
- cooperating with Command Staff regarding agency involvement at the incident;
- ensuring the well-being of agency personnel and resources assigned to the incident;
- advising the Liaison Officer of any special agency needs, requirements, or limitations;
- reporting incident status and updates to the home agency;
- ensuring that all agency personnel and equipment are properly accounted for and officially released prior to departure; and
- ensuring that all required agency forms, reports, and documents are completed prior to departure.

(See section 3.4.3.7 for the Agency Representative Response Checklist)

**2.4.5.2 Operations Section**

The Operations Section Chief is a member of the General Staff and is responsible for managing the activities of the Operations Section. The Operations Section Chief will develop the section to accomplish the incident objectives. Responsibilities and duties of the Operations Section Chief include:

- managing tactical operations at the incident;
- assisting in the development of the Operations portion of the Incident Action Plan (IAP);
- supervising the execution of the operational portions of the IAP;
- maintaining close contact with subordinate Operations personnel;
- ensuring safe tactical operations;
- requesting additional resources to support tactical operations;
- approving the release of resources from assigned status;
- making or approving expedient changes to the Incident Action Plan (IAP) during the operational period, as necessary;
• maintaining close communication with the Incident Commander; and
• ensuring that a Section log is maintained.

(See section 3.4.4.1 for the Operations Section Chief Response Checklist)

Additional Positions

Some generic positions within the Operations Section may or may not be activated depending on the situation. Those positions better organize reporting relationships within a section or handle specific functional duties. Additional Operations positions include Operations Branch Directors, Division/Group Supervisors, Staging Area Supervisor, and Technical Specialists. Descriptions of their general responsibilities follow.

Operations Branch Directors

Branch Directors supervise the activities of their respective branches. Branches may be functionally or geographically specific. There are generally three reasons to use branches in an incident: span of control, a need for a functional branch structure, and/or for multi-jurisdictional incidents. If the number of divisions or groups exceeds the recommended span of control, then organizing them under a branch may be necessary.

Some incidents involve multiple disciplines involved, such as police, fire, medical, and public works, which may create the need to set up incident operations under a functional branch structure. For some incidents, it may be better to organize the response around jurisdictional boundaries, separating operations into branches for each agency involved. Responsibilities and duties of the Operations Branch Directors include:

• interacting with the Operations Section Chief and other Branch Directors to develop tactics to implement the IAP;
• assigning specific work tasks to branch personnel;
• reviewing branch assignments and reporting the status to the Operations Section Chief;
• monitoring and inspecting progress on assigned tasks and making changes as necessary;
• resolving logistical problems reported by branch personnel; and
• maintaining a branch log.

(See the following Branch Director Response Checklists:

Health/Welfare Branch Director section 3.4.4.2
Fire & Rescue Branch Director section 3.4.4.7)

Division/Group Supervisors

Division/Group Supervisors manage the activities of their respective division or group. Divisions generally correspond with a geographical area related to incident operations. Groups are established to describe functional areas of operations. Divisions and groups can be used together on an incident and are at the same level in the ICS organization. Division and Group Supervisors report to a Branch Director or the Incident Commander if Branches are not utilized. The responsibilities and duties of a Division/Group Supervisor include:
assigning specific tasks to division/group personnel;
• notifying the Planning/Intelligence Section of status changes of resources assigned to divisions and groups;
• coordinating division/group activities with other divisions/groups;
• monitoring and inspecting division/group tasks and making any necessary changes;
• keeping the Branch Director or IC informed of the situation and resource status;
• resolving tactical assignment and logistical problems within the division/group;
• informing the Branch Director or IC of hazardous situations and significant events;
• ensuring that assigned personnel and equipment get to and from their assignments in a timely and orderly manner; and
• maintaining a division/group log.

Staging Area Supervisor

The Staging Area Supervisor manages operations at the designated incident staging area. The Staging Area Supervisor reports to the Operations Section Chief, or to the IC if the Operations Section Chief position has not been filled. The responsibilities and duties of the Staging Area Supervisor include:

• establishing the layout of the staging area;
• posting signs for identification and traffic control;
• establishing check-in procedures for incoming resources;
• determining required resource reserve levels from the Operations Section Chief;
• advising the Operations Section Chief or IC when reserve levels reach established minimums;
• maintaining and providing status of all resources in staging area to Planning/Intelligence Section;
• responding to requests for resources in coordination with Logistics;
• requesting logistical support for personnel and/or equipment;
• demobilizing or moving staging area as required; and
• maintaining a staging area log.

Technical Specialists

Some incidents may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or be assigned wherever their services are required. Technical Specialists may report to a Section Chief or a Unit Leader.

Health/Welfare Branch Director

The Health/Welfare Branch Director manages the allocation of available disaster medical and health resources to support disaster medical and health operations. When activated, the Director oversees the Public Health Unit, the Mental Health Unit, and the Social Services Unit. A senior manager in the Humboldt County Health and Human Services Department will be appointed Health/Welfare Branch Director during emergency operations. Their duties include:

• determining the medical and health impact of the disaster event on the affected population and medical infrastructure;
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- evaluating and prioritizing medical and health requests and making appropriate recommendations;
- obtaining medical personnel, supplies, and equipment through established mutual aid procedures;
- maintaining the status of all medical and health resources;
- activating necessary units within the Health/Welfare Branch;
- coordinate with other response agencies to meet medical and health needs;
- maintaining a Health/Welfare Branch Log.

(See section 3.4.4.2 for the Health/Welfare Branch Director Response Checklist)

**Public Health Unit**

The identification of all potential public health hazards during an emergency and the coordinated response to those hazards is the responsibility of the Public Health Unit. A senior manager from the Public Health Branch of the Humboldt County Department of Health and Human Services is the Public Health Unit Leader. During smaller activations, the Public Health Unit supervises three support elements: Public Health Support, Medical Support, and Environmental Health Support. In some larger activations, these support elements may be assigned as separate units. Responsibilities and duties of the Public Health Unit Leader include:

- assessing the status and availability of potable water and of sanitation systems;
- inspecting and assessing foodstuffs, medications, and other consumables for purity and usability;
- developing and implementing a vector control plan for the affected disaster area(s);
- identifying potential public health hazards and taking measures to eliminate or control the outbreak of communicable diseases;
- coordinating with the Coroner Unit in the handling of the deceased;
- maintaining a Public Health Unit Log.

(See the following Response Checklists for the Public Health Unit:
  * Public Health Unit Leader section 3.4.4.3
  * Public Health Support section 3.4.4.3.1
  * Medical Support section 3.4.4.3.2
  * Environmental Health Support section 3.4.4.3.3)

**Mental Health Unit**

The Mental Health Unit is responsible for mental health assessment and response activities during an incident. A senior manager in the Mental Health Branch of the Humboldt County Department of Health and Human Services will be the Mental Health Unit Leader. Their duties and responsibilities include:

- assessing the status of all mental health facilities;
- establishing communications with other agencies providing mental health support to citizens and to disaster team members;
- coordinating with the Health/Welfare Branch Coordinator, if activated, or the Operations Section Chief to identify levels of mental health care/intervention needed in the emergency;
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- developing a plan for deployment of clinical and support staff;
- coordinating the Critical Incident Stress Debriefing process, as needed; and
- maintaining a Mental Health Unit Log.

(See section 3.4.4.4 for the Mental Health Unit Leader Response Checklist)

**Social Services Unit**

The Social Services Unit is responsible for coordinating care and shelter of the public during an emergency. The Unit coordinates the response efforts of agencies such as the American Red Cross and other Voluntary Organizations Active in Disaster (VOAD) to ensure maximum response capabilities are achieved. The Social Services Unit Leader will be a senior manager in the Social Services Branch of the Humboldt County Department of Health and Human Services. Unit responsibilities and duties include:

- ensuring official and volunteer agencies are fully activated to respond to area citizens’ needs;
- coordinating official volunteer agencies’ efforts to ensure food, potable water, clothing, shelter, and other basic necessities are provided to the affected public;
- assisting agencies with inquiries and registration services to reunite families and friends;
- assisting area agencies with the transition from mass care to separate family/individual living;
- maintaining a Social Services Unit Log.

Humboldt County will ensure that shelters meet the requirements of the Americans with Disabilities Act (ADA).

(See the following Response Checklists for the Social Services Unit:

Social Services Unit Leader section 3.4.4.5
American Red Cross Support section 3.4.4.5.1
VOAD Support section 3.4.4.5.3)

**Law Enforcement Response/Safety Unit**

The Law Enforcement Response/Safety Unit coordinates law enforcement and search and rescue (SAR) response activities within the disaster area.

Note: SAR, in this instance, means planned, larger area activities. Individual, site-specific search and rescue activities are handled by the Fire/Rescue Unit.

A senior officer of the Humboldt County Sheriff’s Office, Special Operations Division, is the Law Enforcement Response/Safety Unit Leader. Agency Representatives from other area law enforcement and fire/rescue agencies coordinate their related efforts through the Law Enforcement Response/Safety Unit Leader. Other agencies include California Highway Patrol, California National Guard, United States Coast Guard, and Civil Air Patrol. Unit responsibilities and duties include:

- evaluating and processing requests for Law Enforcement Mutual Aid resources through the Operations Section Chief;
establishing and maintaining communications with other law enforcement supervisors in the field;
coordinating law enforcement and traffic control operations, including evacuation procedures;
coordinating individual agency and Operational Area (OA) operations;
coordinating Law Enforcement Response/Safety Unit operations with the Fire/Rescue Unit; and
maintaining a Law Enforcement Response/Safety Unit Log.

(See the following Response Checklists for the Law Enforcement Response Safety Unit:
LE Response/Safety Unit Leader section 3.4.4.6
Sheriff’s Dep./SAR Spvsr Support section 3.4.4.6.1
California Highway Patrol Support section 3.4.4.6.2
California National Guard Support section 3.4.4.6.3
United States Coast Guard Support section 3.4.4.6.4
Civil Air Patrol Support section 3.4.4.6.5)

Fire/Rescue Unit

All Humboldt Operational Area fire and emergency rescue operations other than search and rescue (SAR) are managed by the Fire/Rescue Unit Leader.

Note: Site-specific search and rescue activities are typically handled by the Fire/Rescue Unit while planned, larger-area SAR activities are conducted by the Law Enforcement Response/Safety Unit.

A Division Chief or higher of the CAL FIRE Humboldt-Del Norte Unit is appointed the Fire/Rescue Unit Leader. Agency Representatives from other area fire/rescue agencies coordinate their related fire and emergency rescue efforts through the Fire/Rescue Unit Leader. Unit responsibilities and duties include:

- establishing and maintaining communications with other fire/rescue commanders in the field;
- coordinating all Humboldt Operational Area fire, hazardous materials, and site-specific rescue operations;
- evaluating and processing requests for Fire Mutual Aid resources through the Operations Section Chief;
- coordinating Fire/Rescue Unit operations with the Law Enforcement Response/Safety Unit; and
- maintaining a Fire/Rescue Unit Log (ICS 214).

(See section 3.4.4.8 for the Fire/Rescue Unit Leader Response Checklist)

Coroner Unit

The Coroner Unit is responsible for the collection, identification, and management of human remains. The Humboldt County Coroner or his/her successor or designee is the Coroner Unit Leader. Responsibilities and duties of the Coroner Unit Leader include:

- establishing and operating collection points and morgue facilities, and maintaining detailed records of fatalities;
- securing sites where fatalities are discovered, as is practical;
activating the Coroner’s Mutual Aid Plan as needed;
coordinating with other units to determine the number and location of fatalities;
ensuring that human remains are identified and notifications are made to next of kin; and
maintaining a Coroner Unit Log.

(See section 3.4.4.9 for the Coroner Unit Leader Response Checklist)

Public Works Unit

The Public Works Unit provides labor and equipment for damage assessment, emergency construction and repair to damaged roadways and bridges, flood-fighting assistance, and support for other units as required. A senior manager in the Humboldt County Public Works Department will be the Public Works Unit Leader. Their responsibilities include:

- providing heavy equipment and operators as required;
- performing ongoing damage assessment of county infrastructure, including inspecting damaged structures and facilities. During smaller activations, damage assessment activities are coordinated with the Situation Unit, or, during larger activations, with the Damage/Safety Assessment Unit;
- coordinating and performing emergency construction and repairs to roadways and bridges;
- providing flood-fighting assistance including sandbagging, rerouting water drainage courses, and debris clearance; and
- maintaining a Public Works Unit Log.

(See section 3.4.4.10 for the Public Works Unit Leader Response Checklist)

Animal Rescue and Care Unit

The Humboldt County Sheriff’s Office’s Animal Control Division, is the designated primary agency for the implementation of the Animal Rescue and Care Unit. All animal related issues occurring during an emergency are coordinated through the Unit. Its responsibilities and duties include:

- opening, staffing, and managing animal care shelters to the extent possible;
- coordinating with other units and agencies to ensure food, potable water, medical supplies, shelter, and other basic necessities are provided for affected animals;
- assisting the American Red Cross and other agencies with inquiries and registration services regarding animals;
- coordinating the return of displaced animals to their owners or to individual housing;
- coordinating with the Humboldt County Environmental Health Division and the Humboldt County Agriculture Commissioner, as necessary; and
- maintaining an Animal Rescue and Care Unit Log.

(See section 3.4.4.11 for the Animal Rescue and Care Unit Leader Response Checklist)
2.4.5.3 Planning/Intelligence Section

The Planning/Intelligence Section collects, evaluates, processes, and disseminates incident information. The Section is managed by the Planning/Intelligence Section Chief, a member of the General Staff. The responsibilities and duties of the Planning/Intelligence Section Chief include:

- collecting and processing incident information;
- supervising the preparation of the Incident Action Plan (IAP);
- facilitating the IAP meeting;
- supervising and directing Unit leaders;
- reassigning out-of-service personnel to appropriate ICS positions;
- establishing information requirements and reporting schedules for Planning/Intelligence Section units;
- determining the need for any specialized resources in support of the incident;
- establishing special information collection activities as necessary or requested;
- assembling information on alternative strategies;
- providing periodic predictions on incident potential or future growth;
- reporting any significant changes in incident status to the Incident Commander (IC) and section chiefs;
- compiling and displaying incident status information;
- conducting scheduled status briefings for Section unit Leaders;
- overseeing the preparation and implementation of an incident demobilization plan; and
- ensuring that a Planning/Intelligence Section Log is maintained.

(See section 3.4.5.1 for the Planning/Intelligence Section Chief Response Checklist)

Situation Unit

The collection, processing, organization, display, and dissemination of incident information takes place within the Situation Unit. The Situation Unit prepares and displays incident maps, incident intelligence, and future projections of incident development, as required. The Situation Unit is supervised by a unit leader. During smaller activations, the Situation Unit includes three supporting elements: Building Inspection Support, Public Works Support, and Assessor Support. During some very large and complex activations, these support elements may be organized as a separate Damage/Safety Assessment Unit. Responsibilities and duties of the Situation Unit Leader include:

- supervising and assigning specific duties to Situation Unit personnel;
- collecting and analyzing incident information;
- preparing, posting, and disseminating situation status information;
- preparing and presenting incident projections as scheduled or requested;
- preparing the Incident Status Summary Form (ICS Form 209);
- providing incident images and maps as required; and
- maintaining a Situation Unit log.
Resources Unit

The Resources Unit is responsible for maintaining and displaying the status and location of all assigned resources in the field, and maintaining a master list of all resources. The Unit is supervised by a Unit Leader. The responsibilities and duties of the Resources Unit Leader include:

- coordinating check-in with the Staging Area Supervisor;
- preparing and maintaining a display that includes resource status, availability, and assignment location;
- confirming dispatch and estimated arrival times of incoming resources;
- supervising and assigning specific duties to Unit personnel; and
- maintaining a Resources Unit log.

(See section 3.4.5.3 for the Resource Unit Leader Response Checklist)

Documentation Unit

The Humboldt County Clerk-Recorder or his/her designee or successor performs the duties of the Documentation Unit. The Documentation Unit is responsible for the maintenance of accurate and current incident files. All incident records will be stored for legal, analytical, and historical purposes. The Documentation Unit is supervised by a Unit Leader. The responsibilities and duties of the Documentation Unit Leader include:

- supervising and assigning specific duties to Unit personnel;
- collecting, organizing, and maintaining all incident records;
- establishing and providing document duplication services as needed;
- filing of all official forms and reports;
- reviewing records for accuracy and completeness;
- providing incident documentation as requested;
- storing files for post-incident use; and
- maintaining a Documentation Unit log.

(See section 3.4.5.4 for the Documentation Unit Leader Response Checklist)

Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The Demobilization Unit is supervised by a Unit Leader. The responsibilities and duties of the Demobilization Unit Leader include:

- supervising and assigning specific duties to Unit personnel;
- reviewing incident resource records to determine the likely scope of the demobilization effort;
- coordinating demobilization with Agency Representatives;
• developing an incident check-out process for all units;
• evaluating logistics and transportation capabilities to support demobilization;
• developing and distributing an Incident Demobilization Plan detailing specific responsibilities, release priorities, and procedures;
• preparing appropriate materials for inclusion in the Demobilization Plan;
• ensuring that all sections understand their specific demobilization responsibilities;
• supervising execution of the Incident Demobilization Plan;
• briefing the Planning/Intelligence Section Chief on the demobilization progress; and
• maintaining a Demobilization Unit log.

(See section 3.4.5.5 for the Demobilization Unit Leader Response Checklist)

**Damage/Safety Assessment Unit**

The Damage/Safety Assessment Unit is activated during a major incident which requires expanded assessment capabilities. During smaller activations of the EOC, assessment duties are performed for the Situation Unit by support elements like Building Inspection, Public Works, and Assessor. When the Unit is activated, the Building Inspection Support Supervisor, if appointed, assumes the duties of the Damage/Safety Assessment Unit Leader. The responsibilities and duties of the Damage/Safety Assessment Unit Leader include:

• collecting initial damage/safety assessment information from other branches and units;
• providing detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss estimates;
• maintaining detailed records on damaged areas and structures;
• coordinating mutual aid requests for engineers to inspect structures and/or facilities; and
• maintaining a Damage/Safety Assessment Unit log.

(See section 3.4.5.6 for the Damage/Safety Assessment Unit Leader Response Checklist)

**Technical Specialists**

Some incidents may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or may be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the Planning/Intelligence Section Chief or to a designated Unit Leader.

2.4.5.4 Logistics Section

**Logistics Section Chief**

All incident resource needs are met by the Logistics Section, with the exception of air support. Based on the size, complexity, and expected duration of the incident, the Logistics Section may be divided into two distinct Branches: Service and Support. The Service Branch coordinates resources in direct support of incident
personnel, like food for field responders and EOC staff. The Support Branch provides resources for field operations, like construction equipment. The Logistics Section Chief is a member of the General Staff. The responsibilities and duties of the Logistics Section Chief include:

- managing all incident resource and logistical needs;
- establishing the Logistics Section based on the needs of the incident;
- supervising and directing subordinate unit leaders;
- providing logistical input to the Incident Commander (IC) for the Incident Action Plan (IAP);
- identifying anticipated and known incident service and support requirements;
- requesting, authorizing, and approving requests for additional resources; and
- ensuring that a Logistics Section log is maintained.

(See section 3.4.6.1 for the Logistics Section Chief Response Checklist)

**Service Branch Director**

The Service Branch Director supervises the activities of the Service Branch of the Logistics Section, providing for the needs of incident responders. When activated during large or complex events, the Service Branch may include three units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:

- coordinating with the Logistics Section Chief to provide services and supplies in support of incident responders;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and reporting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Service Branch log is maintained.

(See section 3.4.6.2 for the applicable Logistics Branch Director Response Checklist)

**Communications Unit**

The Communications Unit is responsible for developing plans for incident communications equipment and facilities, installing and testing communications equipment, supervision of incident communications centers, and the distribution and maintenance of communications equipment. The Communications Unit is managed by a Unit Leader. The Communications Unit may supervise four optional support elements: Voice Communications, HAM Radio, Data, and Public Information Officer support. In some larger activations, these support elements may be organized as separate units. Responsibilities and duties of the Communications Unit Leader include:

- providing information on communications capabilities and limitations;
• preparing and implementing the Incident Radio Communications Plan (ICS Form 205);
• establishing and supervising the incident communications and message centers;
• establishing telephone, network, and internet links; and public address systems;
• establishing communications equipment distribution and maintenance locations;
• installing and testing all communications equipment;
• overseeing distribution, maintenance, and demobilization of communications equipment;
• developing and activating an equipment accountability system;
• providing technical advice on system adequacy and potential equipment problems; and
• maintaining a Communications Unit log.

(See the following Response Checklists for the Communications Unit:
Communications Unit Leader section 3.4.6.3
Voice Communications Support section 3.4.6.3.1
HAM Radio Support section 3.4.6.3.2
Data Support section 3.4.6.3.3
Public Information Officer Support section 3.4.6.3.4)

Medical Unit

The Medical Unit develops an Incident Medical Plan for response personnel, and procedures for managing medical emergencies. The Unit will provide medical aid for emergency responders and assist the Finance/Administration Section with processing injury-related claims. The Medical Unit is managed by a Unit Leader. During smaller activations, Medical Unit responsibilities will be handled by Medical Support in the Public Health Unit, under the Health/Welfare Branch of the Operations Section. The responsibilities and duties of the Medical Unit Leader include:

• assessing the need for emergency medical services and determining appropriate staffing levels;
• acquiring and managing medical support personnel;
• preparing the Incident Medical Plan (ICS Form 206);
• establishing procedures for handling injuries sustained by emergency responders;
• responding to requests for medical aid, medical transportation, and medical supplies;
• assisting the Finance/Administration Section with forms related to injuries or deaths of incident personnel; and
• maintaining a Medical Unit log.

(See section 3.4.6.4 for the Medical Unit Leader Response Checklist)

Food Unit

The Food Unit is responsible for supplying food to assigned response personnel for the duration of the incident, including field locations. The Food Unit is managed by a Unit Leader. During smaller activations, Food Unit responsibilities are handled by the Supply/Procurement Unit in the Logistics Section. The responsibilities and duties of the Food Unit Leader include:
• determining food and water requirements;
• determining method of feeding to best fit each facility or situation;
• establishing cooking and feeding facilities;
• obtaining food, water, cooking equipment and supplies from the Supply/Procurement Unit;
• ensuring that balanced meals are provided;
• maintaining an inventory of food and water;
• anticipating food needs for future operational periods;
• maintaining food service areas and ensuring that all appropriate health and safety measures are being followed;
• supervising caterers, cooks, and other Food Unit personnel; and
• maintaining a Food Unit log.

(See section 3.4.6.5 for the Food Unit Leader Response Checklist)

Support Branch Director

The Support Branch Director supervises the activities of the Logistics Support Branch, in support of the operational response. When activated during large or complex events, the Support Branch may include four Units: Supply or Supply/Procurement, Transportation, Facilities, and Personnel. Responsibilities and duties of the Support Branch Director include:

• coordinating with the Logistics Section Chief, branches, and units to provide resource support to the field;
• assigning specific tasks to Branch personnel;
• reviewing Branch assignments and reporting status to Logistics Section Chief;
• monitoring and inspecting progress on assigned tasks and making changes as necessary; and
• resolving logistical problems reported by Branch personnel; and
• ensuring that the Support Branch log is maintained.

(See section 3.4.6.2 for the applicable Logistics Branch Director Response Checklist)

Supply/Procurement Unit

Supply Unit and Purchasing Unit functions are typically combined under the Supply/Procurement Unit Leader, who coordinates with the Logistics Section Chief for supply matters and with the Finance/Administration Section Chief for purchasing matters. The Supply/Procurement Unit Leader’s duties are performed by the Humboldt County Purchasing Agent or their designee.

To ease confusion in the combining of the two Units and for reference during large or complex events, below are separate descriptions for the Supply Unit and for the Purchasing Unit (Procurement Unit).
Supply Unit

Traditional Supply Unit responsibilities include the ordering, receiving, processing, and storage of incident resources. The Unit orders all off-incident resources including tactical resources, support resources, and expendable and non-expendable support supplies. During smaller activations, the Supply Unit also handles Food Unit responsibilities. The responsibilities and duties of the Supply Unit Leader include:

- providing supplies to each Section;
- ordering, receiving, distributing, and storing supplies and equipment;
- responding to requests for personnel, equipment, and supplies;
- maintaining an inventory of supplies and equipment;
- tracking the type and amount of supplies en route;
- servicing and assigning reusable equipment; and
- maintaining a Supply Unit log.

(See section 3.4.6.6 for the combined Supply/Procurement Unit Leader Response Checklist)

Purchasing Unit (Procurement Unit)

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Purchasing Unit (Procurement Unit). The Unit is also responsible for maintaining equipment time records. The Purchasing Unit identifies local sources for equipment and supplies, manages equipment and rental agreements, and processes invoices. The responsibilities and duties of the Purchasing/Procurement Unit Leader include:

- reviewing incident needs and developing procedures for procuring resources;
- preparing and authorizing contracts and land use agreements;
- drafting required memoranda of understanding;
- identifying sources that can provide necessary resources;
- establishing contracts and agreements with supply vendors;
- ensuring that a system is in place which meets agency property management requirements;
- interpreting contracts and agreements in consultation with the Legal Officer;
- coordinating with the Compensation/Claims Unit for processing claims;
- disbursing and accounting for petty cash, as required;
- finalizing contracts and remitting payment;
- coordinating cost-benefit analysis with the Cost Unit Leader; and
- maintaining a Purchasing Unit log.

(See section 3.4.6.6 for the combined Supply/Procurement Unit Leader Response Checklist)

Transportation Unit

The Transportation Unit is responsible for the maintenance, service, and fueling of mobile equipment and vehicles used by response personnel, except aviation resources and agency-specific resources like fire apparatus. The Transportation Unit is also responsible for the ground transport of personnel, supplies, equipment, and the development of the Incident Traffic Plan. The
Unit is managed by a Unit Leader. The responsibilities and duties of the Transportation Unit Leader include:

- providing support services (fueling, maintenance, and repair) for incident vehicles;
- ordering maintenance and repair supplies like fuel, oil, and spare parts;
- providing support for out-of-service equipment;
- developing an Incident Traffic Plan;
- maintaining an inventory of support and transportation vehicles;
- recording time use for all incident-assigned ground equipment;
- updating the Resources Unit with the location and capability of transportation vehicles;
- maintaining a transportation pool, as necessary; and
- maintaining a Transportation Unit log.

(See section 3.4.6.7 for the Transportation Unit Leader Response Checklist)

**Facilities Unit**

The Facilities Unit is responsible for setup, maintenance, and demobilization of incident facilities, except staging areas. The Facilities Unit will also provide security services to the incident as needed. The Facilities Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the need and requirements for incident facilities;
- preparing layouts of facilities;
- activating incident facilities;
- obtaining and supervising personnel to operate facilities;
- providing security services as needed;
- providing facility maintenance services, such as sanitation and lighting;
- demobilizing incident facilities; and
- maintaining a Facilities Unit log.

(See section 3.4.6.8 for the Facilities Unit Leader Response Checklist)

**Personnel Unit**

The Personnel Unit is responsible for providing personnel resources as requested in support of the EOC and field operations. Larger activations may require registration oversight of volunteers in conjunction with local Voluntary Organizations Active in Disaster (VOAD). The County Director of Human Resources or his/her designee is the Personnel Unit Leader. Responsibilities and duties of the Personnel Unit Leader include:

- developing an EOC Organization Chart;
- establishing communications with volunteer agencies through VOAD and other organizations that can provide personnel resources;
- maintaining a status board or other reference materials to track personnel resources;
- coordinating with Command Staff to ensure proper orientation of personnel, including issue of any required safety gear; and
- maintaining a Personnel Unit Log.
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(See section 3.4.6.9 for the Personnel Unit Leader Response Checklist)

2.4.5.5 Finance / Administration Section

Finance/Administration Section Chief

The Humboldt County Sheriff’s Business Manager or their appointed successor performs the duties of the Finance/Administration Section Chief. The Finance/Administration Section is responsible for managing the financial aspects of an incident. Not all incidents will require a Finance/Administration Section, or Section functions may only be required following an initial response, when there is a specific need for Finance/Administration services. Finance/Administration services may include the monitoring of costs, procuring specialized equipment, contracting with vendors, making and analyzing cost estimates. The Section Chief is a member of the General Staff. The responsibilities and duties of the Finance/Administration Chief include:

- managing the financial aspects of an incident;
- providing financial and cost analysis information as requested;
- gathering financial records from response personnel;
- ensuring that all personnel time records are accurately completed;
- ensuring that all obligation documents initiated or executed in the field are properly prepared and completed;
- briefing agency administrative personnel on all incident-related financial issues; and
- ensuring that a Finance/Administration Section log is maintained.

(See section 3.4.7.1 for the Finance / Administration Section Chief Response Checklist)

Time Keeping Unit

Time Keeping Unit functions are performed by the Humboldt County Auditor-Controller or his/her successor. The Time Keeping Unit is responsible for ensuring the accurate recording of all response personnel time, in compliance with specific agency policies. Personnel time records are collected and processed for each incident operational period. The responsibilities and duties of the Time Keeping Unit Leader include:

- determining incident time keeping needs and maintaining personnel rosters;
- ensuring that daily personnel time recording documents are prepared and in compliance with agency policy;
- maintaining separate logs for overtime hours;
- submitting cost estimate data forms to Cost Unit as required;
- ensuring that all records are current and complete prior to demobilization;
- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- maintaining a Time Keeping Unit log.

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Compensation/Claims Unit functions are typically handled by the Safety Officer when possible. The Safety Officer coordinates Compensation/Claims Unit activities with the Finance/Administration Section Chief. The Compensation/Claims Unit documents all injury reports and handles any compensation-for-injury claims related to the incident. The Unit oversees the completion of all workers' compensation forms, maintaining documentation of injuries and illnesses associated with the incident and witness statements, in coordination with the Medical Unit. Additionally, the Compensation/Claims Unit investigates all claims involving property damages associated with the incident response. The responsibilities and duties of the Compensation/Claims Unit Leader include:

- establishing communications with the incident Safety Officer, Liaison Officer, and Medical Unit Leader;
- reviewing the Incident Medical Plan;
- reviewing procedures for handling claims with the Procurement Unit Leader;
- ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing, prior to demobilization; and
- maintaining a Compensation/Claims Unit log.

Cost Unit functions are handled by the Humboldt County Auditor-Controller’s office. The Cost Unit provides incident cost analysis in coordination with the Supply/Procurement Unit in Logistics. The Cost Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analysis and estimates of incident costs, and maintains accurate records of incident costs. Responsibilities and duties of the Cost Unit Leader include:

- establishing cost reporting procedures;
- collecting and recording all cost data;
- developing incident cost summaries and estimates;
- making cost-saving recommendations to the Finance/Administration Section Chief and other response personnel; and
- maintaining a Cost Unit log.

Recovery Unit functions are guided by Part 4 of this Plan, Recovery Operations. The Humboldt County Sheriff will direct the County’s recovery effort with assistance by the Finance/Administration Section Chief, the Emergency Services Coordinator, and other County staff. Various County departments will be responsible for certain functions throughout the recovery process and will coordinate their recovery activities with the...
Sheriff. See section 4.4 for a chart depicting those general functional responsibilities.

The Recovery Unit will be activated as soon as is practical during the response phase of the emergency, to begin coordinating the County’s short-term recovery operations. As recovery activities are generally long term, the Unit will coordinate County recovery efforts with the efforts of other agencies and jurisdictions within the Operational Area. Specific recovery operations guidelines are listed beginning with section 4.2. Responsibilities and duties of the Recovery Unit Leader may include:

- collecting and maintaining disaster documentation for reimbursement by state and federal agencies;
- coordinating all fiscal recovery efforts with disaster assistance agencies;
- preparing and maintaining a cumulative cost report for the event or disaster; and
- supervising all recovery operations.

(See section 3.4.7.5 for the Recovery Unit Leader Response Checklist)
2.5 FIELD RESPONSE

2.5.1 Introduction

Within the County of Humboldt, the Incident Command System (ICS) is used on all incidents. When Humboldt County has jurisdiction over a multiagency incident, County emergency responders will organize the field response using ICS. Additionally, the principles of ICS will be used even for incidents that begin as a single discipline response. Often, single discipline incidents expand to multidiscipline/multiagency incidents. During such expanding incidents in the Operational Area, field responders will use the principles of Unified Command to the extent possible.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility will always take the following basic actions:

- assume the role of Incident Commander (IC) until the best qualified individual arrives;
- establish the Incident Command Post (ICP);
- size up the incident;
- determine the ICS organizational elements immediately required;
- request additional resources necessary to mitigate the incident;
- delegate authority within the ICS organizational structure; and
- develop an Incident Action Plan (IAP), incorporating the incident objectives and strategies.

By taking these basic actions, the change from a one person response to a 25-250 person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

2.5.2 Coordination with Special Districts, Private, and Volunteer Agencies in Initial Response Operations

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the scope of the incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented in the County Emergency Operations Center (EOC) or in the field. The degree of involvement for such districts and agencies may be as part of Unified Command or as an Agency Representative who coordinates with a Humboldt County Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency usually provides assistance other than direct tactical resources to the incident control effort. The American Red Cross, utility and communications providers, and other private and volunteer agencies could be cooperating
agencies. In addition, the local Voluntary Organizations Active in Disaster (VOAD) delegates an agency representative to the Humboldt County EOC during activations to coordinate local volunteer agency efforts. (See section 1.6.5 “Volunteers”.)

Following a disaster, individuals and businesses will donate funds to assist the initial emergency relief effort and recovery operations. Those donations typically begin arriving in the first 24 to 48 hours and require immediate attention for optimum use. Collection, coordination, and use of donations for victims of a disaster are managed through activation of the Disaster Assistance for Nonprofits Fund (DANF). Activation of the fund should be initiated as soon as it is evident that the disaster will have major impacts on human and animal life, and/or that it will adversely affect the area’s economy and ability to recover from the event, and/or when donors have been identified. (See section 4.8.3.2.)

2.5.3 Coordination With Humboldt County EOC

The Humboldt County field response organization has a direct communications and reporting relationship with the Humboldt County Emergency Operations Center (EOC). When the EOC is activated, the field Incident Commander (IC) will coordinate directly with the EOC’s Operations Section Chief, if the position has been established.

The Humboldt Sheriff’s Central Dispatch Center will function in an intermediate role between the IC in the field and the EOC’s Operations Chief. Central dispatch will act as a communications conduit and will have no command authority over field operations. The Humboldt County EOC may give policy direction directly to the field Incident Commander.

During disaster situations with multiple incidents occurring simultaneously within Humboldt County, the County EOC will be activated. Under a Unified Command structure, multiple field Incident Commanders and the appropriate ICS structure may be established. Each field IC will communicate directly with the Operations Chief throughout the incident.

This portion of the Humboldt County Emergency Operations Plan is designed for field responders’ initial response to emergencies. Experience suggests that the outcome of many emergencies can be greatly affected by effective initial response actions. Checklists can help tremendously to aid responders’ actions. The balance of Part 2 contains initial response checklists covering a variety of circumstances from increased readiness through general response actions and specific hazards which could affect the Humboldt Operational Area.
2.6 INCREASED READINESS CHECKLISTS

The following checklists are guidelines for field responders and are not intended to replace an Incident Commander’s judgment based upon training, experience, the incident, and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline. Some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

NOTE: The checklists for each agency are designed to flow from (1) actions which increase an agency’s readiness stature to (2) those actions of general initial response preparedness, and then to (3) actions for specific hazard response. This section only contains Increased Readiness Checklists. For General Response Checklists, see section 2.7. For Specific Hazards Response Checklists, see section 2.8.
2.6.1 **Sheriff’s Central Dispatch**

**INCREASED READINESS CHECKLIST**

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
  - Establish and maintain an incident log.
  - Review appropriate emergency operations plans, guidelines, and checklists.
- Establish contact with the Central Dispatch Supervisor, County OES, and the County Public Information Officer.
- Depending on the severity and complexity of the incident, consider alerting or recalling off-duty dispatch personnel to handle the increased workload.
- Establish an emergency work schedule for Central Dispatch.
- Log availability and condition of personnel and resources as reports are received from the County departments.
- Coordinate requests for emergency public information from the public and the media with County OES and the incident Public Information Officer.
2.6.2 **Sheriff’s Office**

**INCREASED READINESS CHECKLIST**

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists, including mutual aid agreements.

- Consider alerting and/or recalling off-duty personnel.

- Prepare an emergency work schedule and personnel projections.

- Assess the availability and condition of resources including the number of deputies on duty and vehicle status.

- Assess and determine the need for specialized equipment and resources such as riot gear, search dogs, etc.

- Provide resource status report for OES and Central Dispatch.

- Stage equipment and personnel in strategic locations, as deemed necessary.

- Coordinate emergency public information with OES and the Public Information Officer.
2.6.3 Office of Emergency Services

INCREASED READINESS CHECKLIST

☐ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

☐ Activate Emergency Alert List protocol to assemble Humboldt County OES staff to the Emergency Operations Center (EOC) as needed.

☐ Make all necessary preparations to activate the County EOC in the event activation is required or requested.

☐ Provide a status report to Sheriff’s Dispatch and coordinate any notification functions.

☐ Establish communications with key County officials as necessary to assess the situation.

☐ Establish communications with Operational Area cities and applicable special districts.

☐ Perform a communications check for all Operational Area radio frequencies.

☐ Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.). Coordinate emergency public information and activation of the Joint Information Center (JIC) with the County Public Information Officer as needed.
2.6.4 Public Works

INCREASED READINESS CHECKLIST

☐ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

☐ Consider alerting and/or recalling off-duty personnel.

☐ Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.

☐ Prepare an emergency work schedule and projected staffing patterns.

☐ Assess and determine the need for specialized equipment and resources such as barricades, traffic cones, and heavy equipment.

☐ Provide a resource status report to County OES.

☐ Stage equipment and personnel in strategic locations as necessary. Coordinate emergency public information with County OES.
2.6.5 Public Health

INCREASED READINESS CHECKLIST

☐ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

☐ Alert hospital administrators and consider alerting or recalling off-duty personnel.

☐ Assess the availability and condition of resources, including the number of on-duty personnel, number of available hospital beds and ambulances, and the status of medical supplies and specialized equipment.

☐ Provide a resource and facilities status report to County OES.

☐ Stage equipment and personnel in strategic locations as necessary.

☐ Coordinate emergency public information with County OES and the County Public Information Officer.
2.6.6 Social Services

INCREASED READINESS CHECKLIST

☐ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

☐ Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.

☐ Consider alerting and/or recalling off-duty Social Services personnel as well as alerting voluntary agencies.

☐ Provide a resource status report to County OES.

☐ Coordinate emergency public information with County OES and the Public Information Officer.
2.6.7 Mental Health

INCREASED READINESS CHECKLIST

☐ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

☐ Alert Mental Health administration, clinicians, case managers, and support personnel.

☐ Assess the availability and condition of resources including sites available for service delivery, transportation to affected areas, medications, personnel, and the status of ancillary services such as hospitals, acute units, and crisis units for provision of mental health interventions.

☐ Provide a resource status report to County OES and to Central Dispatch.

☐ Stage personnel in strategic locations as necessary.

☐ Coordinate emergency public information with County OES and the Public Information Officer.
2.7 **GENERAL RESPONSE CHECKLISTS**

The following checklists are guidelines for field responders and are not intended to substitute for the Incident Commander’s judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

**NOTE:** The checklists for each agency are designed to flow from (1) actions which increase an agency’s readiness stature to (2) those actions of general initial response preparedness, and then to (3) actions for specific hazard response. This section only contains General Response Checklists. For Increased Readiness Checklists, see section 2.6. For Specific Hazards Response Checklists, see section 2.8.
2.7.1 Sheriff’s Central Dispatch

GENERAL RESPONSE CHECKLIST

☐ Depending on the severity/complexity of the incident, consider appointing a dedicated dispatcher for the incident.

☐ Dispatch emergency responders and monitor their status.

☐ Obtain and disseminate status reports promptly.

☐ Establish a clear line of communications with the Incident Commander (IC).

☐ Obtain location of incident facilities from the IC, including the Incident Command Post (ICP) and staging areas.

☐ Coordinate the assignment of tactical frequencies with the IC.

☐ Contact appropriate personnel on the Emergency Alert List and key personnel/agencies as directed by the IC. Provide situation status and/or request their presence in the County EOC as directed by the IC.

☐ Recall off-duty County departmental personnel as requested by the IC.

☐ Establish communications with dispatch centers from Operational Area member jurisdictions and determine any impacts of the event throughout the Operational Area.

☐ Relay evacuation instructions as directed by the IC.

☐ Coordinate warning and emergency public information with the IC, County OES, and the Public Information Officer.

☐ Determine, with the County Health Department, the need for Critical Incident Stress Debriefing (CISD) for Central Dispatch staff.

☐ Maintain a log of all incident activities and provide copies of reports to the Documentation Unit in the County EOC, if activated.
2.7.2 Sheriff’s Office

GENERAL RESPONSE CHECKLIST

☐ The Director of Emergency Services (Humboldt County Sheriff) or designee (Undersheriff or designated Lieutenant) will evaluate the situation and determine the appropriate level of Operational Area response.

☐ Coordinate the initial activities of Sheriff’s Dispatch and of Sheriff’s OES.

☐ Assist the Director of Emergency Services in the activation of the County EOC to the appropriate level, and recall necessary departmental and County EOC representatives as needed.

☐ Depending on the situation, implement the appropriate Sheriff’s Office incident-specific response checklist.

☐ Establish an Incident Command Post (ICP) in the field, as directed.

☐ Ensure that all responding/deployed units conduct damage assessment as assigned, and that observed damages are reported from the field.

☐ Upon notification to respond to any incident, report to the IC, Operations Chief, or to the assigned supervisor, and obtain an incident briefing and instructions.
2.7.3  Office of Emergency Services

GENERAL RESPONSE CHECKLIST

☐ Obtain an incident status from all available sources of information, and initiate a mutual briefing with the Incident Commander (IC).

☐ Determine if the County Emergency Operations Center (EOC) will be activated and to what level of activation.

☐ Activate Emergency Alert List protocols to assemble County OES staff and EOC representatives as needed.

☐ Make all necessary preparations to activate the County EOC, and activate as directed by the Director of Emergency Services (Sheriff or designee).

☐ Provide a status report to Sheriff’s Dispatch and coordinate any notification functions.

☐ Establish communications with key County officials as necessary.

☐ Establish communications with Operational Area cities and applicable special districts.

☐ Ensure that a communications check is performed on all Operational Area radio frequencies.

☐ Based on the situation, the Director of Emergency Services and Board of Supervisors regarding recommended emergency proclamations and related requests.

☐ Coordinate emergency public information with the Public Information Officer.

☐ On a regular basis, provide status reports to the IC.

☐ Anticipate EOC logistical needs (feeding, lodging, re-supply, etc.). Ensure that all incident documentation, including reports, is forwarded to County OES by each of the responding emergency response agencies for the preparation of the After Action Report.

☐ Ensure that incident information and external resource requests are entered into Cal EOC.

☐ Organize and prepare the incident After Action Report.
2.7.4 **Public Works**

**GENERAL RESPONSE CHECKLIST**

☐ Upon notification to respond to any incident, report to the Incident Commander (IC), or Operations Chief if the position has been established, and obtain an incident briefing.

☐ Determine and continually assess the extent of required Public Works Department’s assistance, including personnel and equipment.

☐ Determine if mutual aid is required. If required, contact local, state, and federal agencies with the needed equipment available and with mutual aid agreements in force, through established channels and in coordination with designated mutual aid coordinators.

☐ Assist the Sheriff’s Office with the installation of barricades and cones to close off streets and hazardous areas.

☐ Coordinate emergency public information with the IC.

☐ On a regular basis, provide status reports to the IC, the Operations Chief, or as assigned.

☐ Provide copies of incident reports to the Documentation Unit, if activated, in the County EOC.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.7.5 Public Health

GENERAL RESPONSE CHECKLIST

☐ Upon notification and request to respond to any incident, report to the Incident Commander (IC) or the Operations Section Chief, if the position has been established, and obtain an incident briefing.

☐ Determine the extent of the Public Health Department’s assistance required, including personnel, services, and facilities.

☐ Determine what is required from the Public Health Department beyond the following actions:

- Activate field treatment sites as needed.
- Activate triage operations as needed.
- Coordinate patient transportation to hospitals or other medical facilities.
- Activate the Hospital Emergency Amateur Radio system in coordination with local hospitals.
- Conduct damage assessment of sewage and potable water systems.
- Determine general health hazards to emergency responders and the public.
- Establish vector control operations.
- Provide sanitation services for emergency facilities.

☐ Assist the County Coroner upon request.

☐ Coordinate emergency public information with Public Information Officer and the IC.

☐ On a regular basis, provide activity status reports to the IC, Operations Chief, or as assigned.

☐ Provide copies of incident reports to the Documentation Unit, if activated, in the County EOC.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.7.6 Social Services

GENERAL RESPONSE CHECKLIST

☐ Upon notification to respond to any incident, report to the Incident Commander (IC), or Operations Chief if the position has been established, and obtain an incident briefing.

☐ Determine the extent of required Social Services assistance, including personnel, services, and facilities.

☐ Evaluate available Social Services resources, including personnel and facilities.

☐ Determine what is required from the Social Services Department beyond the following actions:
  ☐ Activate temporary evacuation sites.
  ☐ In coordination with the American Red Cross, activate and manage emergency shelters.
  ☐ Coordinate crisis counseling and/or Critical Incident Stress Debriefing (CISD), and request mutual aid when required.
  ☐ Activate "Safe and Well" registration and reunification system with the American Red Cross.
  ☐ In coordination with the American Red Cross, Voluntary Organizations Active in Disaster (VOAD), and state and federal agencies, locate and allocate emergency and temporary housing.
  ☐ Coordinate provision of food, supplies, and equipment needed at mass care facilities.

☐ Coordinate emergency public information with Public Information Officer and the IC.

☐ On a regular basis, provide status reports to the IC, the Operations Chief, or as assigned.

☐ Provide copies of incident reports to the Documentation Unit, if activated, in the County EOC.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.

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2.7.7 Mental Health

GENERAL RESPONSE CHECKLIST

☐ Upon notification to respond to any incident, report to the Incident Commander (IC), or the Operations Section Chief if the position has been established, or as assigned, and obtain an incident briefing.

☐ Determine the extent of the assistance required by the Mental Health Unit, including personnel, services, and facilities.

☐ Determine what actions the Mental Health Unit is required to perform including the following actions:

- Activation of Field Counseling Sites (FCS).
- Patient movement operations to hospitals or other appropriate facilities.
- Activation of the emergency amateur radio system.
- Conduct damage assessment of In-Patient Acute Unit and other Mental Health facilities in the community including housing/assisting Mental Health clients.
- Determine availability of prescription psychiatric medications and activate method of distribution to clients in need.

☐ Coordinate emergency public information with County Public Information Officer and the Incident Commander.

☐ On a regular basis, provide activity status reports to the Health / Welfare Branch Coordinator, if activated, or to the Operations Section Chief.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8 SPECIFIC HAZARDS RESPONSE CHECKLISTS

The following checklists are guidelines for field responders and are not intended to replace an individual Incident Commander’s judgment based upon training, experience, the incident and circumstances.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline. Some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops to a point that a previously skipped checklist item becomes relevant, then that checklist item should be executed.

NOTE: The checklists for each agency are designed to flow from (1) actions which increase an agency’s readiness stature to (2) those actions of general initial response preparedness, and then to (3) actions for specific hazard response. This section only contains Specific Hazards Response Checklists. For Increased Readiness Checklists, see section 2.6. For General Response Checklists, see section 2.7.
2.8.1 Sheriff’s Central Dispatch

Sheriff’s Central Dispatch personnel are always on duty, managing communications for Sheriff’s Deputies in the field and coordination activities with other entities. The Dispatch Center is a Public Safety Answering Point (PSAP) handling emergency 911 calls from throughout the County. Dispatch is often the first point of notification of an incident and must immediately respond to reports of many types of hazards.
# Sheriffs Central Dispatch

## Earthquakes Checklist

- Check for injured personnel in Central Dispatch and provide first aid as needed.
- Assess damages to Sheriffs facilities, communications equipment, and other essential resources.
- Establish specific functional positions as needed, including Dispatch and situation status points of contact.
- Implement General Response Checklist (see section 2.7.1).
- Draft on-duty personnel to assist in Central Dispatch.
- Determine status and availability of units in the field.
- Establish communications with Operational Area member jurisdictions dispatch centers.
- Monitor and document situation status, including assessment of damages, utility systems, and availability of essential resources, until the County Emergency Operations Center (EOC) is sufficiently staffed.
- Coordinate warning and emergency public information with County OES and the incident Public Information Officer.
- Utilize the Emergency Alert List to notify key personnel and activate the County EOC as directed by the Director of Emergency Services, Incident Commander, or authorized personnel.
- When the County EOC is activated, provide a current situation status to requesting personnel.
- Contact communications personnel for maintenance and service of communications equipment.
- Contact maintenance personnel to maintain and service the emergency generator.

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2.8.1.2 Sheriff’s Central Dispatch

HAZARDOUS MATERIALS CHECKLIST

☐ Implement General Response Checklist (see section 2.7.1).

☐ Obtain the following information from Incident Commander (IC):
  ☐ Exact location of incident
  ☐ Hazardous materials involved
  ☐ Quantity of materials
  ☐ Potential area(s) threatened
  ☐ Areas evacuated and/or shelter-in-place operations
  ☐ Location of Incident Command Post (ICP)
  ☐ Property Owner/Responsible Party

☐ Provide responding emergency response agencies with the location of the ICP and other incident facilities.

☐ As directed by the IC, make appropriate spill notifications. See the Notifications Checklist in the Hazardous Materials Area Plan for current contact information by agency.
2.8.2 Sheriff’s Office

Sheriff’s Deputies are always on duty and available to respond with normal staffing levels for day-to-day operations. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Sheriff’s personnel are brought on duty and working hours lengthened for an immediate response to the situation.
2.8.2.1 Sheriff’s Office

EARTHQUAKES CHECKLIST

☐ Implement General Response Checklist (see section 2.7.2).

☐ After the initial ground shaking stops, remove all vehicles from the parking garage.

☐ Conduct an internal damage assessment of Sheriff facilities:
  ☐ Assess Sheriff’s personnel, providing first aid as necessary.
  ☐ Assess damages to Sheriff’s facilities.
  ☐ Assess damages to correctional facility.
  ☐ Assess damages to County courthouse building.
  ☐ Test communications systems, including emergency communications equipment.
  ☐ Assess utilities systems for Sheriff’s and courthouse facilities.
  ☐ Check availability of fuel.

☐ Establish communications with Central Dispatch and provide initial status report, including available personnel, vehicles and other equipment, fuel, and known damages to County facilities and other structures in the Operational Area.

☐ Through Central Dispatch, request Mutual Aid Coordinators as needed.

☐ Through Central Dispatch, request Coroner’s personnel as needed.

☐ Establish communications and coordination with other County and Operational Area emergency response agencies.

☐ In coordination with area law enforcement, fire agencies, and County Public Works, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
  ☐ Essential service buildings (primary government facilities)
  ☐ School district facilities
  ☐ Hospitals and skilled nursing facilities
  ☐ Utilities facilities throughout the County
Windshield Survey Guidelines

☐ Stay in your vehicle. This is an information gathering task only!
☐ Two persons per vehicle – one to drive and the other to take notes.
☐ Use the predetermined lists of critical facilities.
☐ Gathering this information helps to establish an overall status, prioritization of response, and allocation of resources.
☐ The faster this survey is completed, the sooner resources can be allocated.

☐ Provide “Windshield Survey” report to Central Dispatch.

☐ In coordination with other emergency response agencies, initiate responses to the most severe incident impacts.

☐ In coordination with area law enforcement and fire agencies, and as directed by the Incident Commander (IC), Operations Chief, or as assigned, control access to incident sites, restricting access to emergency responders only.

☐ Through Central Dispatch, request that off-duty deputies be recalled to duty.

☐ If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:
   ☐ Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
   ☐ Establish and staff evacuation reception areas.
   ☐ Request that the American Red Cross activate a shelter if long-term evacuation is expected.
   ☐ Provide security for evacuated areas.
   ☐ Communicate evacuation information to the Public Information Officer for public dissemination.

☐ Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

☐ Provide for crowd control at all incident sites.

☐ Once activated, coordinate all response actions and resource requests with the Operations Chief in the County Emergency Operations Center (EOC).
☐ Assist the Coroner Unit as requested.

☐ Provide alternate communications systems as required.

☐ Refer spontaneous volunteers to designated reception areas as directed.

☐ Regularly provide status reports on all incident activities to the Operations Chief or as assigned.

☐ Refer all emergency public information requests to the Public Information Officer.
2.8.2.2 Sheriff’s Office

FLOODS CHECKLIST

☐ Implement General Response Checklist (see section 2.7.2).

☐ Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), Operations Chief, or as assigned.

☐ In coordination with area law enforcement and fire agencies, and as directed by the Operations Chief, take the following actions:
  ☐ Establish a perimeter to isolate the affected area(s).
  ☐ Restrict access to the incident site to emergency responders only.

☐ Through Central Dispatch, request that off-duty deputies be recalled as needed.

☐ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.

☐ If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:
  ☐ Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  ☐ Establish and staff evacuation reception areas.
  ☐ Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  ☐ Provide security for evacuated areas.
  ☐ Communicate evacuation information to the Public Information Officer for public dissemination.

☐ Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

☐ Provide regular status reports to the Incident Commander or as assigned.

☐ Ensure that all emergency public information is transmitted through the Public Information Officer.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.2.3 Sheriff’s Office

WILDLAND FIRES CHECKLIST

☐ Implement General Response Checklist (see section 2.7.2), and review the Sheriff’s Office policy directing wildland fire evacuations.

☐ Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), Operations Chief, or as assigned.

☐ In coordination with area law enforcement and fire agencies, and as directed by the Operations Chief, take the following actions:

- Establish a perimeter to isolate the incident.
- Restrict access to the incident site to emergency responders only.

☐ Through Central Dispatch, request that off-duty deputies be recalled as needed.

☐ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.

☐ If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:

- Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
- Establish and staff evacuation reception areas.
- Request that the American Red Cross activate a shelter if long-term evacuation is expected.
- Provide security for evacuated areas.
- Communicate evacuation information to the Public Information Officer for public dissemination.

☐ Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

☐ Provide regular status reports to the IC or as assigned.

☐ Ensure that all emergency public information is transmitted through the Public Information Officer.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.

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2.8.2.4 Sheriff’s Office

SEVERE WEATHER/STORM CHECKLIST

☐ Implement General Response Checklist (see section 2.7.2).

☐ Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), Operations Chief, or as assigned.

☐ In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  ☐ Establish a perimeter to isolate the incident.
  ☐ Restrict access to the incident site to emergency responders only.

☐ Through Central Dispatch, request that off-duty deputies be recalled as needed.

☐ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.

☐ If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:
  ☐ Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  ☐ Establish and staff evacuation reception areas.
  ☐ Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  ☐ Provide security for evacuated areas.
  ☐ Communicate evacuation information to the Public Information Officer for public dissemination.

☐ Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

☐ Provide regular status reports to the IC or as assigned.

☐ Ensure that all emergency public information is transmitted through the Public Information Officer.

☐ Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.2.5 **Sheriff’s Office**

**LANDSLIDES CHECKLIST**

- Implement General Response Checklist (see section 2.7.2).
- Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), Operations Chief, or as assigned.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Restrict access to the incident site restricting to emergency responders only.
- Through Central Dispatch, request that off-duty deputies be recalled as needed.
- Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.
- If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  - Establish and staff evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
  - Communicate evacuation information to the Public Information Officer for public dissemination.
- Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.
- Provide regular status reports to the IC or as assigned.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.2.6 **Sheriff’s Office**

**TSUNAMI CHECKLIST**

- Implement General Response Checklist (see section 2.7.2).
- Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), the Operations Chief, or as assigned.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the inundation zones and affected area(s), as directed.
  - Restrict access to affected areas to emergency responders only.
- Through Central Dispatch, request that off-duty deputies be recalled as needed.
- Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  - Establish and staff evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
  - Communicate evacuation information to the Public Information Officer for public dissemination.
- Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.
- Provide regular status reports to the IC or as assigned.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.2.7 Sheriff’s Office

DAM FAILURE CHECKLIST

- Implement General Response Checklist (see section 2.7.2).
- Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), the Operations Chief, or as assigned.
- In coordination with area law enforcement and fire agencies, and as directed by the Operations Section Chief, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Restrict access to the incident site to emergency responders only.
- Through Central Dispatch, request that off-duty deputies be recalled as needed.
- Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  - Establish and staff evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
  - Communicate evacuation information to the Public Information Officer for public dissemination
- Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.
- Provide regular status reports on all response actions to the IC or as assigned.
- Ensure that all emergency public information is transmitted through the Public Information Officer.
- Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.2.8 Sheriff’s Office

HAZARDOUS MATERIALS CHECKLIST

NOTE: For any emergency involving the Pacific Gas and Electric Humboldt Bay Power Plant, refer to the PG&E Humboldt Bay Power Plant Environmental Protection Plan located in the Humboldt County Emergency Operations Center (EOC). The power plant contains a decommissioned nuclear unit with onsite storage of radioactive materials. Special emergency response procedures under the direction of PG&E expert personnel must be followed when responding to any incident at the site.

HAZARDOUS MATERIALS RESPONSE GUIDELINES:

- Always approach hazardous materials incidents from UPWIND, UPHILL, and/or UPSTREAM!
- Toxic materials may be odorless and invisible.
- Incidents involving the intentional dispersal of chemical, biological, radiological, or nuclear agents may initially present as an accidental hazardous materials spill.
- Minimize all exposures by not entering the area of the suspected release.
- If Sheriff’s Office personnel are on scene first, establish a LARGE perimeter until the jurisdictional fire department arrives.
- If Sheriff’s Office personnel discover a hazardous material or an unlabeled container and suspect it may contain a hazardous material, take the following actions:
  - Do not move the container or attempt to determine if it is full.
  - Retreat to an UPWIND, UPHILL, and/or UPSTREAM position.
  - Notify the jurisdictional fire and police departments through Central Dispatch.
  - Isolate the area and allow entry to authorized emergency responders only.

☐ Implement General Response Checklist (see section 2.7.2).
☐ Obtain directions to the Incident Command Post (ICP) from Central Dispatch.
☐ Report to the Incident Commander (IC), Operations Chief, or as assigned.
Ensure that all Sheriff’s Office personnel remain out of hazard zones established by fire agency personnel.

In coordination with area law enforcement and fire agencies, and as directed by the Operations Chief, restrict access to the incident site to emergency responders only.

Through Central Dispatch, request that off-duty deputies be recalled as needed.

Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.

If evacuation of affected areas is directed by the IC, take the following actions in coordination with area law enforcement and fire agencies:

- Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
- Establish and staff evacuation reception areas.
- Request that the American Red Cross activate a shelter if long-term evacuation is expected.
- Provide security for evacuated areas.
- Communicate evacuation information to the Public Information Officer for public dissemination.

Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

Provide regular status reports to the IC or as assigned.

Ensure that all emergency public information is transmitted through the Public Information Officer.
2.8.2.9 Sheriff’s Office

TRANSPORTATION EMERGENCIES CHECKLIST
(Major Vehicle Accident or Aircraft Accident)

Major Vehicle Accident

☐ Implement General Response Checklist (see section 2.7.2).

☐ Assume Incident Command* and provide Central Dispatch with the Incident Commander’s (IC) name. Establish a Unified Command when more than one agency has primary responsibility for the response.

* The Incident Commander position may be relinquished to the applicable fire authorities if the emergency response to the accident involves actions usually handled by the fire services.

☐ Relay initial assessment of incident to responding units and to Central Dispatch, including the known scope of the incident, the number of casualties, and any relevant public safety issues.

☐ Establish an Incident Command Post (ICP).

☐ Request additional resources and establish a staging area as needed.

☐ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

☐ Ensure the safety of all personnel involved with incident.

☐ Direct Sheriff’s personnel to isolate and deny entry to the accident site in coordination with the fire response agencies.

☐ If evacuation of affected areas is necessary, take the following actions in coordination with the fire response agencies:

☐ Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.

☐ Establish and staff evacuation reception areas.

☐ Request that the American Red Cross activate a shelter if long-term evacuation is expected.

☐ Provide security for evacuated areas.

☐ Communicate evacuation information to the Public Information Officer for public dissemination

☐ Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

☐ Provide crowd control at the accident site.

☐ Provide regular status reports to the IC or as assigned.

☐ Assist fire response agencies with safeguarding evidence for accident investigators when applicable.

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Assist the Coroner Unit with the removal of the deceased, as requested.

Provide periodic status reports to Central Dispatch and the County Emergency Operations Center (EOC), if activated. At a minimum, convey response activities, injuries and fatalities, and sustained damages.

Coordinate emergency public information with County OES and the incident Public Information Officer.

Forward all incident documentation to County OES for the preparation of the After Action Report.

Aircraft Accident  (Civil and Military)

NOTE: Also refer to Humboldt County Sheriff’s Office Policy Manual, Policy 434, “Aircraft Accidents”.

Implement General Response Checklist (see section 2.7.2).

Report to the Incident Command Post (ICP) or Emergency Operations Center (EOC) and receive a briefing from the Incident Commander (IC), the Operations Chief, or as assigned.

In coordination with area law enforcement and fire agencies, and/or as directed by the IC or Operations Chief, take the following actions:

- Preserve the incident site as a crime scene to the extent possible, leaving any wreckage and debris in its original position and condition.
- Establish a perimeter to isolate the incident (minimum 2000 foot perimeter for military crashes).
- Restrict access to the incident site to emergency responders only.

If evacuation of affected areas is requested by the IC, take the following actions in coordination with area law enforcement and fire agencies:

- Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
- Establish and staff evacuation reception areas.
- Request that the American Red Cross activate a shelter if long-term evacuation is expected.
- Provide security for evacuated areas.
- Communicate evacuation information to the Public Information Officer for public dissemination

Develop and implement a traffic control plan for the affected area(s), coordinating with Public Works, Caltrans, and/or California Highway Patrol to establish street barricades and rerouting as needed.

Through Central Dispatch, request that off-duty deputies be recalled as needed.
Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as needed.

Provide regular status reports on all response actions to the IC or as assigned.

Assist law enforcement and fire agencies with safeguarding all evidence for accident investigators.

Assist the Coroner Unit with the deceased as requested.

Ensure that all emergency public information is transmitted through the Public Information Officer.
2.8.2.10 Sheriff’s Office

CIVIL DISTURBANCES CHECKLIST

☐ Implement General Response Checklist (see section 2.7.2).

☐ Assume Incident Command and provide Central Dispatch with the Incident Commander’s (IC) name.

☐ Establish a Unified Command when more than one agency has primary responsibility for the response.

☐ Relay initial incident assessment to responding units and Central Dispatch, including the scope and complexity of the incident, the number of casualties, and any known public safety issues.

☐ Establish an Incident Command Post (ICP).

☐ Ensure that the following agencies have been notified and/or are on scene, if appropriate:

☐ Applicable Operational Area law enforcement and fire agencies
☐ County Public Works Department
☐ Operational Area Law Enforcement Mutual Aid Coordinator
☐ Cal OES (to request state and federal assistance)

☐ Authorize the activation of the Emergency Alert List by Central Dispatch.

☐ Authorize the activation of the Emergency Operations Center (EOC) if the situation warrants.

☐ Authorize that off-duty deputies be recalled as needed.

☐ In coordination with area law enforcement and fire agencies, take the following actions:

☐ Establish a perimeter to isolate the incident.
☐ Restrict access to the incident site to emergency responders only.
☐ Develop and implement a traffic control plan, coordinating with County Public Works, Caltrans, and/or CHP for the use of street barricades and rerouting as necessary.
☐ Provide crowd control.

☐ Provide periodic status reports to Central Dispatch and the County EOC, if activated. At minimum, provide information regarding response activities, injuries, and sustained damages.

☐ Coordinate emergency public information with County OES and the County Public Information Officer (PIO).

☐ Forward all incident documentation to County OES for the preparation of the After Action Report.
2.8.2.11 Sheriff’s Office

**MASS VIOLENCE AND TERRORISM CHECKLIST**

- Implement General Response Checklist (see section 2.7.2).
- Consult the Mass Violence and Terrorism contingency plan, available in the County Emergency Operations Center (EOC).
- Assume Incident Command and provide Central Dispatch with the Incident Commander’s (IC) name and location of the Incident Command Post (ICP). Establish a Unified Command if multiple agencies have primary responsibility.
- Relay initial assessment of incident to responding units and Central Dispatch, including scope and complexity of incident, type(s) of weapons and/or hazardous materials involved, number of casualties, and all known public safety issues.
- Ensure that the following agencies have been notified and/or are on scene, as needed:
  - Applicable Operational Area law enforcement and fire agencies
  - County Public Works Department
  - Operational Area Law Enforcement Mutual Aid Coordinator
  - Cal OES (to request state and federal assistance)
  - Federal Bureau of Investigation (FBI)
  - Federal Bureau of Alcohol, Tobacco, and Firearms (BATF)
- Authorize the activation of the Emergency Alert List by Central Dispatch.
- Authorize that off-duty deputies be recalled if the situation warrants.
- In coordination with area law enforcement and fire agencies, take the following actions:
  - Establish a perimeter to isolate the incident.
  - Restrict access to the incident site to emergency responders only.
  - Develop and implement a traffic control plan, coordinating with County Public Works, Caltrans, and/or CHP for the use of street barricades and rerouting as necessary.
  - Provide for crowd control.
- If evacuation of affected areas is requested by the IC, take the following actions in coordination with area law enforcement and fire agencies:
  - Identify safe evacuation routes, evacuation reception areas, and develop an evacuation plan.
  - Establish and staff evacuation reception areas.
  - Request that the American Red Cross activate a shelter if long-term evacuation is expected.
  - Provide security for evacuated areas.
  - Communicate evacuation information to the Public Information Officer for public dissemination.
Provide periodic status reports to Central Dispatch and the County EOC, if activated. At a minimum, provide information regarding response activities, casualties, and sustained damages.

Coordinate emergency public information with County OES and the County Public Information Officer (PIO).

Forward all incident documentation, including reports, to County OES for the preparation of the After Action Report.
2.8.3 Coroner’s Office

Coroner personnel are always available to respond with normal staffing levels for expected incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Coroner personnel are brought on duty and working hours are extended for an immediate response to the situation.

Mutual aid may be requested through law enforcement mutual aid channels or from Cal OES, at the discretion of the Sheriff/Coroner, when the demand for coroner services exceed available local resources.
2.8.3.1 Coroner’s Office

CORONER OPERATIONS CHECKLIST

☐ Upon notification of incident fatalities, activate Coroner personnel.

☐ Report directly to the Incident Command Post (ICP) or Emergency Operations Center (EOC), as directed. Contact the Incident Commander (IC) or Operations Chief, for a situation briefing, to determine the required extent of Coroner services.

☐ Request Coroner/Medical Examiner Mutual Aid via California Office of Emergency Services (Cal OES), as needed.

☐ Coordinate with responding local, state, and federal agencies to establish a plan for handling fatalities.

☐ Make an initial assessment of the incident scene surveying the area and noting any special conditions.

☐ Determine resource requirements, including specialists, body bags, temporary morgue facilities, plastic tarps, sheeting, reclosable plastic bags, toe tags, and other equipment as needed.

☐ Establish a processing area and temporary morgue for fatalities.

☐ Identify and tag remains, perform body recovery operations, and process and secure personal belongings of decedents.

☐ Coordinate emergency public information announcements with the County Public Information Officer (PIO).

☐ Provide periodic status reports to the IC, Operations Chief, or as assigned.

☐ Coordinate with County Mental Health for Critical Incident Stress Debriefing for emergency responders who have performed body recovery/Coroner operations.

☐ Forward all incident documentation to County OES for the preparation of the After Action Report.
2.8.4 Public Works

Public Works personnel are always available to respond with normal staffing levels for day-to-day incidents. During periods of heightened activity, for precautionary preparations of anticipated events, or in response to sudden catastrophic events, additional Public Works personnel are brought on duty and working hours lengthened for an immediate response.
2.8.4.1 Public Works

**DAM FAILURE CHECKLIST**

- Implement General Response Checklist (see section 2.7.4).
- Consult the Dam Break contingency plan(s) for specific response activities.
- Report to the Emergency Operations Center (EOC) and obtain an incident briefing from the Incident Commander or Operations Chief.
- Establish communications and coordinate efforts with dam operators.
- Station heavy equipment at critical points to keep evacuation routes clear.
- Assist the Sheriff’s Office with personnel, barricades, and cones to establish road blocks and traffic rerouting.
- Divert flood waters if practical, in consultation with subject matter experts.
2.8.4.2 Public Works

EARTHQUAKE CHECKLIST

☐ Implement General Response Checklist (see section 2.7.4).

☐ After the initial ground shaking stops, immediately perform the following functions:

- Check for injured Public Works personnel and provide first aid as necessary.
- Assess damages to Public Works facilities.
- Check communications equipment.
- Check the availability and status of heavy equipment and other materials at the County yard.

☐ Establish communications with Roads Dispatch and provide an initial status report, which should include:

- Public Works Department roads and engineering personnel available.
- Equipment and materials available.
- Status of fuel at the County yard.

☐ Recall personnel if the earthquake occurs during non-working hours.

☐ Establish communications with the Emergency Operations Center (EOC) and other County emergency response agencies.

☐ As directed by the Public Works Unit in the County EOC, perform the following functions:

- Dispatch crews to survey damage.
- Dispatch crews to inspect the structural stability of critical facilities.
- Dispatch crews to determine the capacity and safety of bridges and other roadways.
- Dispatch crews to clear debris on roadways used for emergency response.

☐ Advise the Operations Chief of the need to evacuate critical facilities and to close or restrict access to bridges or other roadways, based on inspections and surveys.

☐ Consider placing equipment at designated staging areas.

☐ Assist the Sheriff’s Office with setting up barricades and cones to close off streets, roads, bridges, and hazardous areas.

☐ Assist the Sheriff’s Office with rerouting traffic from damaged roadways and bridges.

☐ Repair damage to critical facilities and essential roadways, as directed by the Operations Chief or Incident Commander (IC).
☐ Review and complete all the required actions on the General Response Checklist.

☐ Request any required mutual aid through the Operations Chief.
2.8.4.3 Public Works

FLOODS CHECKLIST

- Implement the General Response Checklist (see section 2.7.4).
- Upon notification and request to respond to any incident, report to the Incident Commander (IC) or Operations Chief, and obtain an incident briefing.
- Determine the required Public Works Department’s response, including personnel and equipment needed.
- Request any required mutual aid through the Operations Chief.
- Mobilize crews for flood fighting operations which may include the following actions:
  - Diverting flood waters if safely possible
  - Clearing debris from County bridges and roads
  - Levee reinforcement (in coordination with the Army Corps of Engineers).
- Assist the Sheriff’s Office with setting up barricades and cones to close off streets, roads, bridges, and hazardous areas.
- Coordinate emergency public information with the IC and Public Information Officer (PIO).
- On a regular basis, provide activity status reports to the Operations Chief or as assigned.
- Forward all incident documentation to County OES for the preparation of the After Action Report.
- Review and complete all the required actions on the General Response Checklist.
2.8.4.4 Public Works

**LANDSLIDES CHECKLIST**

- Implement the General Response Checklist (see section 2.7.4).
- Upon notification and request to respond to any incident, report to the Incident Commander or to the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the required Public Works Department’s response, including personnel and equipment needed.
- Request any required mutual aid through the Operations Chief.
- Assist the Sheriff’s Office with setting up barricades and cones to close off streets, roads, bridges, and hazardous areas.
- Coordinate the clearing and shoring of the landslide area(s) on County roads and bridges.
- Coordinate emergency public information with the Incident Commander and Public Information Officer (PIO).
- On a regular basis, provide status reports to the Operations Chief or as assigned.
- Forward all incident documentation to County OES for the preparation of the After Action Report.
- Review and complete all the required actions on the General Response Checklist.
Part 3

Extended Response Operations

HUMBOLDT COUNTY EMERGENCY OPERATIONS PLAN
PART 3 – EXTENDED RESPONSE OPERATIONS

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3.2 CONCEPT OF OPERATIONS

During a disaster/emergency, the Humboldt County Emergency Operations Center (EOC) coordinates field response operations in the unincorporated areas of Humboldt County and otherwise supports operations managed by incorporated cities and special districts. The primary emphasis is on saving lives, protecting property, and preserving the environment. The Humboldt County EOC uses the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) functions, principles, and components. The EOC will implement the action planning process to develop an Incident Action Plan identifying and implementing specific objectives for each operational period during incident response.

The Humboldt County EOC serves as the Humboldt Operational Area’s coordination and communications center between the Humboldt Operational Area member jurisdictions and the California Office of Emergency Services’ (Cal OES) Coastal Region. The County EOC will be activated whenever the County and a city, cities, or special district(s) are impacted by an emergency or disaster requiring multiagency response and support. The County EOC may also be activated at the request of a city, the County, or a special district, to coordinate information and resources. The County EOC will utilize discipline-specific mutual aid coordinators to manage fire, law enforcement, public works, and medical specific resources. Other resource requests that do not fall into these four disciplines are coordinated by the Logistics Section.
3.3 EOC STANDARD OPERATING PROCEDURES

3.3.1 Introduction

Within Humboldt County, normal day-to-day operations are conducted by various departments and agencies throughout the County. The Humboldt Operational Area Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed during a major emergency or disaster, using the Incident Command System (ICS). The EOC facilitates a coordinated response by all departments and agencies assigned emergency management responsibilities. The level of EOC staffing varies, dependent on the specific emergency situation.

The Humboldt County EOC is designed to serve the Operational Area and the County of Humboldt, enabling the efficient use of available County staff. When the County EOC is activated, some staff may perform multiple tasks, perform different roles, and have different reporting relationships than during normal County operations. (See the EOC floor plan in section 1.4.2.3 and the Organization Chart in section 1.4.2.2.)

3.3.2 Primary and Alternate Locations

The primary Humboldt County EOC is located in the basement of the County courthouse at 826 Fourth Street, Eureka, CA 95501, in the former Civil Defense Shelter.

If the County EOC is unavailable, an alternate EOC will be established in an appropriate, structurally sound facility. Several overflow work spaces near the County EOC have been identified and equipped to function as additional or alternate work spaces, in the event of a larger EOC activation or if damages prevent the use of the existing EOC.

3.3.3 Activation Policy

The Humboldt County EOC is activated when field response agencies need support. Activation may require partial or full staffing, depending on the situation and the support needed. The following list identifies circumstances where the Humboldt County EOC must be activated and SEMS/NIMS used, per state regulations:

- a local government within the Operational Area (OA) has activated its EOC and requested activation of the County EOC to support its emergency operations;
- two or more cities within the OA have declared a Local Emergency;
- the County and one or more cities have declared a Local Emergency;
• a Governor’s Proclamation of a State of Emergency has been requested by the County or an entity in the OA;

• a State of Emergency is proclaimed by the Governor for the County and/or two or more cities in the OA;

• the OA requests resources from outside its boundaries, except resources used in normal day-to-day operations through existing agreements, such as fire or law enforcement mutual aid; and/or

• the OA has received resource requests from outside its boundaries, except resources used in normal day-to-day operations through existing agreements, such as fire or law enforcement mutual aid.

The circumstances listed above can prompt an automatic activation of the County EOC. Other than these circumstances, the activation of the Humboldt OA EOC must be properly authorized. The following Humboldt County personnel are authorized to activate the County EOC (See section 2.3.2):

• Director of Emergency Services
  (Sheriff)

• Deputy Director of Emergency Services
  (Undersheriff)

• Assistant Director of Emergency Services
  (Designated Sheriff’s Lieutenant)

3.3.4 EOC Activation Levels And Minimum Staffing Guide Per Level

The Humboldt County Operational Area has established the following three levels of activation for the County EOC:

• **LEVEL ONE – Minimum Activation**: The EOC is activated by two or more people to collect the data on the situation, release public information if needed, and call other staff to the EOC if the situation escalates. This activation level may also be appropriate during the final, wind-down stages of a larger event.

• **LEVEL TWO – Partial Activation**: The EOC is activated, but only some of the positions are filled. This level may be appropriate for a smaller emergency that can be managed by a limited number of responders, for the early stages of an expanding disaster, or during the late stages of a response, prior to deactivation of the EOC.

• **LEVEL THREE – Full Activation**: The EOC is activated, and all or most of the positions are filled. This involves an emergency requiring a County-wide response effort and/or resources above and beyond the County’s capability.

For each level, the following minimum staffing requirements guide has been developed.
<table>
<thead>
<tr>
<th>Event / Situation</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL ONE – MINIMUM STAFFING</strong></td>
<td>Two or more of the following:</td>
</tr>
<tr>
<td>• Severe Weather Advisory</td>
<td>• Director of Emergency Services or designee</td>
</tr>
<tr>
<td>• Small incidents involving two or more County departments</td>
<td>• Planning Section Chief</td>
</tr>
<tr>
<td>• Earthquake threat</td>
<td>• Logistics Section Chief</td>
</tr>
<tr>
<td>• Flood Watch</td>
<td>• Representatives of responding county departments</td>
</tr>
<tr>
<td>• Activation requested by local government</td>
<td></td>
</tr>
<tr>
<td>• Resource request received from outside OA</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL TWO – PARTIAL STAFFING</strong></td>
<td>• Director of Emergency Services or designee</td>
</tr>
<tr>
<td>• Tsunami Warning, Advisory, or Watch</td>
<td>• All Section Chiefs</td>
</tr>
<tr>
<td>• Moderate earthquake</td>
<td>• Branches and Units, as appropriate</td>
</tr>
<tr>
<td>• Major wildland fire affecting developed area</td>
<td>• Agency representatives, as appropriate</td>
</tr>
<tr>
<td>• Major wind or rain storm</td>
<td></td>
</tr>
<tr>
<td>• Two or more large incidents involving two or more County departments</td>
<td></td>
</tr>
<tr>
<td>• Local Emergency declared by</td>
<td></td>
</tr>
<tr>
<td>• Two or more OA cities</td>
<td></td>
</tr>
<tr>
<td>• County or OA city requests</td>
<td></td>
</tr>
<tr>
<td>• County and one or more OA cities</td>
<td></td>
</tr>
<tr>
<td>• Governor’s Proclamation of a State of Emergency</td>
<td></td>
</tr>
<tr>
<td>• A State of Emergency is declared by the Governor</td>
<td></td>
</tr>
<tr>
<td>• Resources requested from outside Humboldt OA</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL THREE – FULL STAFFING</strong></td>
<td>• All EOC positions, as needed</td>
</tr>
<tr>
<td>• Major county-wide or regional emergency</td>
<td></td>
</tr>
<tr>
<td>• Multiple county departments with heavy resource involvement</td>
<td></td>
</tr>
<tr>
<td>• Major earthquake damage</td>
<td></td>
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</tbody>
</table>
3.3.5 Incident Action Plan (IAP)

The Incident Action Plan (IAP) provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

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

The action planning process should involve the Command and General Staff along with other EOC staff as needed, such as special districts and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the plan. The IAP covers a specified operational period, which can vary but typically covers 12 to 24 hours. The operational period is determined by establishing a set of priority actions that need to be performed. A reasonable time frame is then determined for accomplishing those actions.

The IAP need not be complex, but should be sufficiently detailed to guide EOC elements in implementing priority actions. Standard Incident Command System (ICS) forms will be used to develop the IAP. A brief description of the most common ICS forms follows (see blank forms in section 5.7):

ICS Form 201 – INCIDENT BRIEFING
This four-page form organizes critical incident information for the oral or written planning process. It is the first step in developing an IAP.

ICS Form 202 – INCIDENT OBJECTIVES
A statement of what is expected to be achieved. The objectives should be specific, measurable, action-oriented, realistic, and time-sensitive.

ICS Form 203 – ORGANIZATION ASSIGNMENT LIST
A description of which elements of the ICS organization will be in place for the operational period covered by the IAP.

ICS Form 204 – DIVISION ASSIGNMENT LIST
A description of tactics and control operations and what resources will be assigned.

Other supporting materials for the IAP may include a map of the incident, a Communications Plan, a Medical Plan, a traffic plan, weather data, safety precautions, and a safety message. Standardized ICS forms available for supporting materials are the Communications Plan, ICS Form 205, and the Medical Plan, ICS Form 206.
3.3.6 Information and Resource Management

Within the Humboldt County EOC, a standard message form is used to document significant written communications among the sections, branches, and units. The message system provides an audit trail of all actions taken by the County during the response to a disaster, and does not replace face-to-face communication. Whenever possible, important updates and resource requests should be conveyed verbally, in addition to completing and submitting any required forms.

Humboldt County, as a government entity, coordinates emergency activities within the County Operational Area — augmenting, not replacing, member jurisdictions’ emergency operations. The County also serves as the communications link between the state’s Regional EOC (REOC) and the EOCs of cities and special districts in the Humboldt Operational Area. The County EOC and Office of Emergency Services provide a single point of contact for emergency information and response activities.

Critical information and resource requests from the Operational Area to the REOC and State Operations Center (SOC) are transmitted electronically when practical using Cal EOC, in addition to verbal requests by phone. If land lines and cell towers servicing the County are not operable, the Operational Area Satellite Information System (OASIS) may be used to establish the link to the network server, allowing the County to transmit information and requests to the State. Amateur radio operators maintain equipment in the County EOC and are available to transmit data within and outside of the OA, in the event of multiple communications systems failures.

ICS forms, staff rosters, position logs, situation status reports, resource requests, and other reports and forms are also completed using Cal EOC when possible, or entered when time permits.

Resources requests are made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system are routed from the local coordinator to the Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.

- All other resource requests are made through the Logistics Section in the EOC.

Resource requests from jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual Aid Coordinators at each level communicate and coordinate to maintain a current status on resource requests and allocations.
within the disaster area, and keep the Operations Chief informed of the status of resource requests and allocations.

Available resources within the OA will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established in the Incident Action Plan (IAP). The Section Chiefs of the County EOC are responsible for ensuring that IAP priorities are followed.

Resources that are not available within the Operational Area are requested through the REOC, or for some incidents with significant impacts and/or resource requirements, through the SOC. Resource requests should be coordinated internally at the County level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Humboldt County communications systems, which include a county-wide radio system, amateur radio networks, and digital packet radio for data transmission. The two major components of the system are the satellite communications systems and the high frequency radio backup.

The California Office of Emergency Services (Cal OES) has installed OASIS in the Humboldt County EOC and is responsible for maintenance of the system. The system is tested on a weekly basis by Sheriff’s central dispatch. The dish antenna is located on the roof of the County courthouse. A computer provides access to the system and is located in the Humboldt County EOC. Cal OES operates the OASIS hub site during disasters.

Five OASIS lines are available to the EOC, along with an OASIS telephone directory listing all available sites and numbers. Dedicated OASIS telephones work like land lines, on a slight delay due to the satellite pathway. Users may connect to other OASIS phones, and any functioning land or cellular phone line. Use of the system is reserved for emergencies and communications failures, due to the high cost of operation.

**3.3.7 Coordination with Field Response Level**

The Humboldt County EOC coordinates with field responders in both incorporated and unincorporated parts of the County, in addition to directly managing the response in unincorporated areas, for which the County has primary responsibility.

Communications pathways depend on the type of incident, scope of the response, and which ICS roles are activated to coordinate the response. The Operations Chief or an assigned liaison in the County EOC may be the direct contact for Incident Commanders.
in the field if a Unified Command structure has been established, or with Department Operations Centers (DOCs) or EOCs in the incorporated cities and special districts in the OA. It is essential for effective response and allocation of resources that all responding entities identify and maintain open lines of communication to coordinate efforts.

3.3.8 Coordination with State And Federal Field Response

For some incident types, such as extensive flooding or some hazardous material spills, one or more state or federal agencies may be primary field responders. Federal agencies will respond to any aircraft accident, whether military or civilian/commercial, and may assume the Incident Commander role.

When a state or federal agency is involved in field operations, coordination will be established with the Humboldt County Office of Emergency Services (OES) and the appropriate city emergency services office where the incident occurs. State or federal agencies operating in the field may be found in any EOC section, branch, unit, or as part of a Unified Command. The incident will determine their location and the extent of their involvement.

3.3.9 Coordination with Humboldt County Departmental Operations Centers

Departmental Operations Centers (DOCs) are discipline-specific functional units that activate when an incident requires a focused response from a department, such as Public Works or Public Health, beyond normal day-to-day operations. The appropriate Humboldt County EOC section, branch, or unit coordinates with the DOC to obtain information for advance planning, logistics requests, available personnel and equipment resources, and other information as required. In addition to operating in conjunction with the County EOC, DOCs may function independently. Some incidents do not trigger EOC activation but require an increased response from a County DOC, like storms that leave vegetative debris in roadways but do not cause widespread damages.

3.3.10 Coordination with Humboldt Operational Area Member Jurisdictions

Direct communications and coordination will be established between the County Office of Emergency Services (OES) and its EOC, and any Operational Area member jurisdictions’ activated EOC. Communications and coordination occur between corresponding EOC roles when possible, or with any available responder when EOC operations have not yet been established.

Whenever feasible, each jurisdiction with an activated EOC or active response should be represented in the County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made among all Operational Area response entities.
3.3.11 Coordination with Special Districts

The emergency response role of special districts, such as community services districts, is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating and communicating with, and assisting, local governments.

In Humboldt County, relationships with special districts and with local governments are sometimes complicated by their overlapping boundaries. Special districts serving more than one local government and/or serving unincorporated areas coordinate and communicate directly with the County EOC.

Ideally, any special district with an active role during an emergency response will have a representative at the County EOC to coordinate their activities with the overall response. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

3.3.12 Coordination with Private and Volunteer Agencies and VOAD

Response activities by most non-governmental and volunteer agencies in the County are coordinated outside the County EOC. However, agencies with a multijurisdictional or county-wide response role, such as the American Red Cross, are represented at the County EOC when their services are required by the public.

Coordination with volunteer and private agencies that do not have representatives in the EOC is accomplished through Voluntary Organizations Active in Disaster (VOAD). A VOAD representative coordinates the activities of volunteer, nonprofit, and charitable organizations in the County EOC. (See “Volunteers”, section 1.6.5.)

3.3.13 Coordination with the Regional Emergency Operations Center (REOC)

Close coordination and communication with the Cal OES Coastal Region Emergency Operations Center (REOC) is essential for an effective disaster response. The REOC coordinates requests for external resources when County resources are exhausted. In some cases, the State Operations Center (SOC) may augment the REOC’s coordination efforts, or may assume the primary coordination role for the County’s mission requests. During complex or extended responses, representatives from the REOC and/or SOC may coordinate the state and federal response from the County EOC. If not represented in the County EOC, coordination with Cal OES and the Federal Emergency Management Agency (FEMA) is accomplished via phone, email, and Cal EOC online.

Coordination and communications are also established between OA Mutual Aid Coordinators located in the County EOC and state
Mutual Aid Coordinators usually located in the REOC or SOC, for discipline-specific mission and resource requests that fall under existing mutual aid agreements, such as search and rescue (SAR) assistance.

3.3.14 **Damage Assessment and Situation Reporting**

When a disaster occurs, the timely collection and analysis of information about the nature, severity, and extent of the situation is critical for an accurate determination of the appropriate level of response and required resources.

Damage reports are consolidated and distributed to the REOC and member jurisdictions in the OA. An initial assessment, sometimes called a “windshield survey”, is conducted by field responders to provide a quick overview of the incident.

The Public Works Unit in the Operations Section coordinates structural inspections, searching for life- and/or property-threatening conditions in the OA. The Damage Assessment Unit may be activated under the Planning/Intelligence Section to oversee damage assessment activities. When significant damages have been sustained, the Operations Chief will direct the Public Works Unit to prepare an Initial Damage Estimate (IDE).

The completed IDE is forwarded to the REOC and entered into Cal EOC, or in some cases, submitted to the Recovery division directly. The IDE includes the known locations and descriptions of damages, with a rough estimate of the associated dollar loss. The IDE is used to justify the declaration of a State of Emergency by the Governor. It may also be used to request a Presidential Declaration of an Emergency or a Major Disaster, although a more detailed Preliminary Damage Assessment (PDA) is typically completed for the Governor’s request for a Presidential declaration. Damage assessment continues into the recovery phase, until all damages and associated financial losses are recorded and reported.

Determining the operational issues and immediate needs of the community takes precedence over assessment of financial impacts. The specific dollar amounts of the damage and the economic consequences of the disaster are also important, but they are not collected until the operational problems and immediate needs are addressed.

Detailed damage assessment information will be used to plan both short- and long-term recovery efforts. These plans are given the highest priority as the County emergency organization transitions from response to recovery operations.

**Policy and Procedures**

When a disaster occurs, an immediate survey of the County will be conducted by emergency responders to assess the nature, severity, and extent of the situation. Primary responders include the Sheriff’s Office, County Public Works, and the Building

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Inspection Division. Information may also be gathered from damage assessment teams assisting through mutual aid channels.

Field responders accomplish the initial damage assessment by conducting ground surveys, and observing and reporting damages, casualties, and the status of affected areas.

The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders report their observations to the Situation Unit, or to the Damage Assessment Unit if activated. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so response and recovery plans can be quickly developed and implemented.

The Situation Unit or the Damage Assessment Unit, if activated, manages and coordinates teams of qualified inspectors. These teams include civil and structural engineers trained to inspect both residential and commercial structures.

The Planning/Intelligence Section completes and transmits IDEs and situation reports to the Coastal REOC. When no damages are observed following an emergency incident, a report will be submitted indicating no observed damage.

3.3.15 Public Information

Emergency information to both the general public and the media will only be provided through the Public Information Officer (PIO) in the County EOC or Joint Information Center (JIC). If the EOC is not yet activated, the Incident Commander will release information based on the facts of the incident. The Incident Commander (IC) may elect to delegate this authority to a field level PIO at an incident scene. All individuals working at either the field response level or in the EOC or JIC will refer inquiries from the media or general public to the PIO unless otherwise directed. A disaster hotline will be activated by the Public Information Officer as needed during significant events. The line is available for a pre-recorded message to provide information to the public.

The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and non-governmental organizations. It includes the plans, protocols, procedures, and structures used to provide public information. Federal, state, territorial, regional, local, and private sector Public Information Officers (PIO) and established Joint Information Centers (JIC) are critical supporting elements of the JIS.

A Joint Information Center (JIC) is a central location that facilitates operation of the JIS, where personnel with public information responsibilities perform critical emergency information, crisis communication, and public affairs functions. When an incident requires the response of multiple County
departments and allied agencies, the IC may authorize the activation of the JIC, under the supervision of the PIO. The goal of the JIC is to achieve the efficient flow of information to the public. The Humboldt County JIC is on the first floor of the courthouse building, with additional facilities located nearby for press briefings and overflow. Activation of the JIC by the IC should be considered when a large-scale emergency with considerable community impact attracts intense public and media attention, and/or when frequent and timely dissemination of incident information to the public will be required. A JIC may be activated independently or as part of a larger JIC under a Unified Command structure.

3.3.16 Emergency Declarations

Proclamation of a Local Emergency

If conditions of extreme peril to persons, property, or the environment exist pursuant to California Emergency Services Act (ESA) (Government Code §§8550 et seq.), the Humboldt County Board of Supervisors may pass a resolution proclaiming the existence of a Local Emergency for the County of Humboldt and the Humboldt Operational Area. (See Government Code §§8558(c), 8630; Humboldt County Resolution §5.3.2.) This proclamation must be made within 10 days of the event for the County and members of the Humboldt Operational Area to qualify to apply for financial assistance under the California Disaster Assistance Act (CDAA) (Government Code §§8680 et seq.). (See Government Code §8685.2.)

At least every 30 days, the Humboldt County Board of Supervisors must review, and renew if necessary, the continuing existence of the Local Emergency. (See Government Code §8630(c) and Humboldt County Resolution §5.3.4.) They must also terminate the emergency proclamation at the earliest date that conditions warrant. (See Government Code §8630(d); Humboldt County Resolution §5.3.8.)

A Local Emergency may be proclaimed for the County of Humboldt and/or the Humboldt Operational Area by the Sheriff, or in his/her absence, the Undersheriff, or a designated Sheriff’s Lieutenant. The proclamation must be ratified by the Board of Supervisors within 7 days to remain in effect, if the Board does not issue the proclamation. (See Government Code §8630(b); Humboldt County Resolution §§5.3.1 and 5.3.3.)

The proclamation of a Local Emergency provides limited liability protection to Humboldt County and its employees for actions taken during an emergency response. It also enables the Board of Supervisors to act as a board of equalization, to reassess damaged property and provide property tax relief.

A Local Emergency proclamation must precede requests for CDAA financial assistance, concurrence of a Local Emergency by the Director of Cal OES, a gubernatorial proclamation of a State of Emergency, or a Presidential declaration of an Emergency or a Major Disaster. It also allows the Sheriff to establish curfews,
take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by local ordinance and Government Code §8634.

Following the proclamation of a Local Emergency for the Humboldt Operational Area, the County Board of Supervisors may request CDA Assistance with or without the Governor proclaiming a State of Emergency. (See Humboldt County resolution §5.3.5). The CDA provides financial assistance for the permanent restoration of public real property, other than facilities used solely for recreational purposes, when it is damaged or destroyed by a natural disaster. In some cases, CDA funding may also be used for other expenses incurred in local response and recovery operations. (See Government Code §8685.)

CDA Assistance must be requested within 60 days of the occurrence of an emergency, and a Local Emergency must have been proclaimed within 10 days of the emergency, and ratified within seven days. (See Government Code §§8640(b), 8685.2, 8685.4.) The ratified Local Emergency proclamation must accompany the application for assistance and should be submitted to Cal OES along with the Initial Damage Estimate (IDE). A request for the Governor to proclaim a State of Emergency may accompany the request for assistance, but is not required to request assistance under CDA.

After the proclamation of a Local Emergency, if local resources are determined to be insufficient, the Governor may be asked to proclaim a State of Emergency under the conditions set forth in Government Code §8625. (See Humboldt County Resolution §5.3.6.) The request will be forwarded to the Director of Cal OES with a copy of the Local Emergency proclamation and the Initial Damage Estimate (IDE).

The Governor may proclaim a State of Emergency at the request of the Humboldt Operational Area or on his or her own authority, per Government Code §8625. The Governor may also deny such request, or instead concur that a Local Emergency exists, if it is determined that the Local Emergency does not rise to the level of a State of Emergency.

Upon the declaration of a State of Emergency, the Governor has the sole authority to request that the President declare an Emergency or a Major Disaster, as provided in §401 of the Stafford Act, within five days of when the need for federal assistance becomes apparent, and no more than thirty days after the event or incident. (See 44 CFR §206.35.) The President may also elect to proclaim without a formal request from the Governor, per the Post-Katrina Emergency Management Reform Act of 2006. The Board of Supervisors may simultaneously declare a Local Emergency, and request that the Governor declare a State of Emergency, and also ask that he or she also request a Presidential Declaration. (See Humboldt County Resolution §5.3.8.)
Factors influencing declaration of a Major Disaster, per Stafford Act §206.46, include the following:

1. Concentration of damages;
2. Trauma to individuals, community, and infrastructure;
3. Needs of special populations;
4. Assistance by voluntary agencies;
5. Insurance coverage; and
6. Average amount of Individual Assistance needed.

A Governor’s request for a Presidential Declaration typically includes the results of a Preliminary Damage Assessment (PDA) by a team comprising Cal OES, FEMA, and local officials. However, the assessment may be performed following the federal request. The President may declare a federal Emergency or a Major Disaster, or may deny the request. Declaration of a federal Emergency enables limited access to federal disaster assistance programs. A Major Disaster designation provides access to the most comprehensive federal funding programs, including individual assistance, public assistance, and hazard mitigation funding.

3.3.17 County Health Officer Declaration of Local Health Emergency

The County Health Officer may declare a “Local Health Emergency” in the County or any area thereof affected by a threat to public health pursuant to Health and Safety Code §101080, including but not limited to an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease; chemical agent; non-communicable biologic agent, toxin, or radioactive agent.

A Local Health Emergency shall not remain in effect for longer than seven days unless it has been ratified by the Board of Supervisors (see Resolution section 5.3.9). Once ratified, the Board of Supervisors shall review the need for continuing the Local Health Emergency at least every 14 days, until the emergency is terminated (see Resolutions section 5.3.10 and section 5.3.11).

During a Local Health Emergency, the County Health Officer has the power to:
- require the emergency services of any officer or employee of the County or any other political subdivision, and to enlist the aid of citizens;
- order into service necessary property or material from the County or another political subdivision, and requisition private property or material as necessary;
- issue orders following due process for isolation and quarantine; and
- issue any rules or emergency regulations essential to the immediate protection of life and property, which shall be confirmed by the Board of Supervisors.

March 2015
If the Local Health Emergency situation creates conditions likely to extend beyond the control of the services, personnel, equipment and facilities of Humboldt County, requiring the combined forces of other political subdivisions, the County Health Officer may recommend to the Director of Emergency Services or to the Board of Supervisors that a Local Emergency be proclaimed.

### 3.3.18 United States Department of Agriculture Secretarial Disaster Designation

The Humboldt County Agricultural Commissioner, in coordination with the County Director of Emergency Services, may request a United States Department of Agriculture Secretarial Disaster Designation for Humboldt County, per Humboldt County Ordinance 2447, when the Commissioner has determined that an unusual incident has occurred causing severe physical property or production losses, and has adversely affected local farmers, ranchers, and/or aquaculturalists. When requesting a Secretarial Disaster Designation, the Commissioner shall follow the County Secretarial Disaster Designation Coordination Plan as outlined below.

#### Agricultural Commissioner Secretarial Disaster Designation Coordination Plan

1. The County Agricultural Commissioner determines that an unusual incident has occurred which caused severe physical property or production losses and has adversely affected local farmers, ranchers, and/or aquaculturalists.

2. The County Agricultural Commissioner notifies the Board of Supervisors, County Administrative Officer, and the County Director of Emergency Services that an unusual event has occurred, causing severe physical property or production losses affecting local farmers, ranchers, and/or aquaculturalists, and that he or she intends to initiate a United States Department of Agriculture Secretarial Disaster Designation request for agricultural losses in Humboldt County.

3. The County Agricultural Commissioner initiates a request for a Secretarial Disaster Designation for agricultural losses.

4. The Agricultural Commissioner informs the California Office of Emergency Services (Cal OES) of the situation.

5. The County Agricultural Commissioner submits a letter to the Director of Cal OES requesting that the State of California seek a United States Department of Agriculture Secretarial Disaster Designation on behalf of Humboldt County.
3.3.19 Transition to Recovery Operations

As the threat to life, property, and the environment dissipates, the Director of Emergency Services will determine when to deactivate the EOC. The Director of Emergency Services will direct Section Chiefs to deactivate their sections, ensuring that each section, branch, and unit provides its logs and files to the Documentation Unit. The Documentation Unit will coordinate with the Recovery Unit to organize these materials so they can be used to draft the After Action Report, for utilized for the financial recovery process, and then archived.

The Recovery Unit will plan and coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. The Recovery Unit and Emergency Services Coordinator (ESC) will prepare the After Action Report, submitting it to CalOES within 120 days of the disaster/event, as required under California Emergency Services Act § 8607. (See Part 4 of this Plan, Recovery Operations, for specific recovery operations guidelines and procedures.)
3.4 SEMS/NIMS FUNCTIONS/CHECKLISTS

3.4.1 Overview

The five SEMS/NIMS functions in the Humboldt County EOC are Management/Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the Humboldt County EOC Organization.

- The Management/Command function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Management/Command includes the Incident Commander (IC), Liaison Officer, Public Information Officer (PIO), Safety Officer, and for Humboldt County, a Legal Officer.

- The Operations function is responsible for coordinating support for local government’s emergency response, coordinating inter-jurisdictional responses, and coordinating county-wide activities through implementation of the Incident Action Plan (IAP).

- The Planning/Intelligence function is responsible for collecting, evaluating, and disseminating information, developing the IAP in coordination with other functions, and maintaining documentation.

- The Logistics function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.

- The Finance/Administration function is responsible for financial and other administrative activities. In the Humboldt County EOC, staff from the Finance/Administration Section may perform some supply-related Logistics functions.

The duties and responsibilities for these functions are depicted in the All Hazards position checklists which are provided for each SEMS/NIMS function. The checklists are based on three phases - Activation, Operational, and Deactivation. A Generic Checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided (see section 3.4.2). Some positions may have unique actions to take under these two phases, which are noted on their specific checklists.

The Humboldt County EOC Organization Chart is shown in section 1.4.2.2.
3.4.2 GENERIC CHECKLIST (to be used by all positions)

**Activation Phase**

☐ Check in with the Personnel Unit (in Logistics) upon arrival at the Humboldt Operational Area Emergency Operations Center (EOC).

☐ Report to EOC Director, Section Chief, Branch Director, Unit Leader, or other assigned supervisor.

☐ Set up your work station and review your position responsibilities.

☐ Establish and maintain a position log which chronologically describes actions taken during your shift.

☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents, and request required resources from Logistics as necessary.

**Demobilization Phase**

☐ Deactivate your assigned position and close out logs when authorized by the EOC Director or your supervisor.

☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Documentation Unit or as assigned, prior to your departure.

☐ Be prepared to attend and contribute to a debriefing, and to provide input for the After Action Report.

☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

☐ Clean up your work area before you leave.

☐ Leave a phone number where you can be reached.
3.4.3 MANAGEMENT/COMMAND SECTION POSITION CHECKLISTS

The Management Section includes the Incident Commander (IC) and Command Staff. The IC is responsible for the management of the incident and is supported by the following Command Staff positions:

- Public Information Officer (PIO)
- Safety Officer
- Liaison Officer
- Legal Officer
- Emergency Services Coordinator (ESC)

Agency representatives will coordinate with the Liaison Officer. Any EOC security issues will be handled by the Sheriff’s Office. The ESC will assist and serve as an advisor to the IC, the Command Staff, and the General Staff.
3.4.3.1 INCIDENT COMMANDER

* * * * Read This Entire Position Checklist Before Taking Action * * * *

Responsibilities

1. Establish the appropriate staffing level for the Humboldt Operational Area EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications are made as required.

2. Exercise overall management responsibility for the coordination between emergency response agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Humboldt County. Ensure that all County agency actions are accomplished within the priorities established.

3. Ensuring that interagency coordination is accomplished effectively within the County EOC.

Activation Phase

☐ Follow Generic Activation Phase Checklist (3.4.2).

☐ Determine appropriate level of activation based on available information.

☐ Mobilize appropriate personnel for initial activation of the EOC.

☐ Respond immediately to EOC site and determine operational status.

☐ Obtain briefing from whatever sources are available.

☐ Ensure that the EOC is properly set up and ready for operations.

☐ Ensure that an EOC check-in procedure is established immediately.

☐ Ensure that an EOC organization and staffing chart is completed and posted.

☐ Determine which sections are needed, activate sections and assign section chiefs as appropriate, and ensure that sections are staffed as required.

☐ Operations Section Chief

☐ Planning/Intelligence Section Chief

☐ Logistics Section Chief

☐ Finance/Administration Section Chief

☐ Liaison Officer

☐ Public Information Officer (PIO)

☐ Emergency Services Coordinator

☐ Safety Officer

☐ Legal Officer

March 2015
Ensure that telephone and/or radio communications with Operational Area emergency response agencies are established and functioning.

Schedule the initial Incident Action Planning (IAP) meeting.

Confer with the General Staff to determine what representation is needed in the County EOC from member jurisdictions, special districts, and other emergency response agencies.

Assign a Liaison Officer to coordinate outside agency response to the County EOC, and to assist as necessary in activating the Multiagency Coordination System (MACS).

Operational Phase

Monitor General Staff activities to ensure that all appropriate actions are being taken.

In conjunction with the PIO, conduct news conferences and review media releases for final approval, following the established procedures for information releases and media briefings.

Ensure that the Liaison Officer is maintaining effective interagency coordination.

Based on current status reports, establish initial strategic objectives for the operational period.

In coordination with Management/Command staff, prepare management function objectives for the initial Incident Action Plan (IAP) meeting.

Convene the initial IAP meeting. Ensure that all Section Chiefs, Management/Command Staff, and other key agency representatives are in attendance. Ensure that appropriate IAP procedures are followed. Ensure that the meeting is facilitated appropriately by the Planning/Intelligence Section.

Once the IAP is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.

Conduct periodic, scheduled briefings with the General Staff to ensure objectives and strategies are current and appropriate.

Conduct regular briefings for the County Board of Supervisors or their representatives.

Coordinate the issue of the formal proclamation of a Local Emergency for Humboldt County, and/or coordinate individual local government proclamations with other Operational Area emergency response agencies, as appropriate.
Brief relief staff at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Consider establishing a Liability/Risk Management Team at the EOC to review decisions having liability potential. The team could include the Legal Officer, the Safety Officer, a representative building inspector, and a law enforcement officer.

**Demobilization Phase**

Follow generic Demobilization Phase Checklist (3.4.2), in coordination with the Demobilization Unit, if one has been activated.

Authorize demobilization and deactivation of sections, branches, and units when they are no longer required.

Notify the Cal OES Regional Emergency Operations Center (REOC), Operational Area emergency response agencies, and other appropriate organizations of the planned deactivation time, and any demobilization requirements for which they may be responsible.

Ensure that any open action items will be completed after deactivation.

Ensure that all required forms or reports are completed prior to deactivation.

Be prepared to provide input for the After Action Report.

Deactivate the Operational Area EOC at the designated time, as appropriate.

Coordinate formal termination of the Local Emergency proclamation and proceed with recovery operations.
3.4.3.2 PUBLIC INFORMATION OFFICER

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Serve as the coordination point for all media releases for the County of Humboldt and the Operational Area response. Represent the County of Humboldt and the Humboldt Operational Area as the lead Public Information Officer (PIO).</td>
</tr>
<tr>
<td>2. Ensure that the public within an affected area receives complete, accurate, and consistent information about life safety procedures, evacuation orders and shelter sites, public health advisories, relief and assistance programs, and other vital information.</td>
</tr>
<tr>
<td>3. Coordinate media releases with PIOs representing other affected emergency response agencies within the Operational Area.</td>
</tr>
<tr>
<td>4. Organize press conferences in conjunction with the Incident Commander (IC).</td>
</tr>
<tr>
<td>5. Maintain a positive relationship with media representatives.</td>
</tr>
<tr>
<td>6. Supervise Assistant PIOs.</td>
</tr>
<tr>
<td>7. Provide staffing for telephone bank and/or Media Information Center, if established.</td>
</tr>
<tr>
<td>8. Establish a “Disaster Hotline” with a recorded message and update as needed.</td>
</tr>
<tr>
<td>9. Oversee operations of the Joint Information Center (JIC), if established by the IC.</td>
</tr>
</tbody>
</table>

**Activation Phase**
- Follow generic Activation Phase Checklist (3.4.2).
- Determine staffing requirements and make required personnel assignments for the PIO function as necessary.
-Activate the Joint Information Center (JIC) at the direction of the IC, and follow procedures established in JIC Plan, including media notifications.

**Operational Phase**
- Obtain policy guidance from the IC for media releases.

March 2015
Establish a "Disaster Hotline" with a recorded message and provide updated information periodically, as the situation changes.

Keep the IC advised of unusual or potentially problematic requests for information, and of critical or unfavorable media comments that may need to be addressed. Recommend procedures or measures to improve media relations.

Coordinate with the Situation Unit and identify method for obtaining and verifying significant developing information.

Establish a Media Briefing Room as needed, and develop and publish a media briefing schedule with IC. Include location, format, and provisions for the preparation and distribution of printed materials at briefings.

Expand and staff the JIC as needed, including an Administrative Unit, News Desk Unit, Research and Writing Unit, and/or other functions identified in the JIC Plan. If needed, appoint another individual as JIC Manager.

Implement and maintain an information release strategy appropriate to the incident.

Establish a Media Information Center as needed and as resources permit, providing work space, telephones, and electrical power to media representatives.

Maintain current status boards and other references at the JIC, Media Briefing Room, and/or Media Information Center. Provide adequate staff to answer questions from media representatives.

Interact with other Operational Area EOCs to obtain and provide confirmed information relevant to public information operations.

Develop content for state Emergency Alert System (EAS) releases. Monitor EAS releases as necessary.

In coordination with other EOC sections and as approved by the IC, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

Ensure that pertinent information is posted on social media sites and other online news sources.

At the request of the IC, prepare media briefings for members of the County Board of Supervisors and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
Track and correct rumors and misinformation. Appoint a Rumor Control Coordinator as needed.

Ensure that adequate staff is available at incident sites, or on call to coordinate and conduct tours of the disaster areas.

Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.

Prepare, update, and distribute a Disaster Assistance Information Directory, in coordination with the Social Services Unit.

Ensure that announcements, emergency information, and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).

Contact Voluntary Organizations Active in Disaster (VOAD) regarding possible activation/implementation of the Humboldt County Disaster Assistance for Nonprofits Fund (DANF), and ensure public dissemination of fund information (see section 4.8.3.2).

Monitor broadcast and social media, using collected information to develop follow-up news releases and rumor control. Activate Media Analysis position as needed.

Ensure that file copies are maintained of all information released.

Provide copies of all releases to the IC and Documentation Unit.

Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

Prepare final news releases and advise media representatives of points of contact for follow-up stories.

**Demobilization Phase**

Determine with IC when to deactivate the JIC and other public information facilities.

Follow generic Demobilization Phase Checklist (3.4.2).
3.4.3.3 SAFETY OFFICER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Ensure that all buildings and facilities used in support of the County Emergency Operations Center (EOC) are in safe operating condition.

2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner.

3. Stop or modify all unsafe operations outside the scope of the EOC Incident Action Plan (IAP), notifying the Incident Commander (IC) of actions taken.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Tour the entire EOC facility and evaluate conditions. Advise the IC of any conditions and actions which might cause injury or constitute liability exposure.

☐ Study the EOC facility, documenting the locations of all fire extinguishers, emergency pull stations, evacuation routes, and exits.

☐ Maintain awareness of potentially hazardous conditions in the facility, and take action to mitigate them when necessary.

☐ Ensure that the EOC facility is free from any environmental threats, including monitoring air and water quality.

☐ Prepare a Safety Message for the Incident Action Plan (IAP), and present safety briefings for the IC and General Staff upon request, or as needed.

☐ In the event of an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

☐ Review all accident and injury reports to prevent future occurrences, and conduct investigations when warranted.

☐ Review work schedules to ensure Disaster Service Workers (DSW) are not working more than 12 hours per day. If a DSW has worked more than 100 hours during the preceding 7 days, require a 24-hour (minimum) day off.

March 2015
Ensure DSWs have ready access to potable water and food.

Ensure DSWs are physically capable of performing their assigned tasks and are working within any personal limitations.

Prepare and distribute special safety bulletins as needed or requested.

Review/revise IAPs and checklists to comply with safety standards.

Maintain contact with Safety Officer(s) in the field. Document and report any safety issues, and actions taken.

Keep the IC advised of unsafe conditions, and take action to prevent injuries when necessary.

Coordinate with the Finance/Administration Section in the preparation of personnel injury claims, or records necessary for proper case evaluation and closure.

Demobilization Phase

Follow generic Demobilization Phase Checklist (3.4.2).
**3.4.3.4 **LIAISON OFFICER

*** Read This Entire Position Checklist Before Taking Action ***

**Responsibilities**

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the County EOC, and handling requests from other EOCs for agency representatives.

2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

3. Ensure that position-specific guidelines, policy directives, situation reports, and a copy of the Incident Action Plan (IAP) is provided to Agency Representatives upon check-in.

4. In conjunction with the Emergency Services Coordinator, provide orientations for VIPs and other visitors to the EOC.

5. Ensure that deactivation is accomplished when directed by the Incident Commander (IC).

**Activation Phase**

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

**Operational Phase**

☐ Contact Agency Representatives on-site, ensuring that they:

- Have signed into the EOC;
- Understand their assigned functions;
- Know their work locations;
- Understand Humboldt Operational Area EOC organization and floor plan; and
- Are aware of communications frequencies, applicable mutual aid and other agreements, and any related limitations.

☐ Determine if additional agency representation is required from:

- Other agencies;
- Volunteer organizations;
- Private organizations; and
• Utilities not already represented.

☐ In conjunction with the IC and Emergency Services Coordinator, establish and maintain an Interagency Coordination Group comprising outside agency representatives and executives not assigned to specific sections within the EOC.

☐ Conduct regular briefings for agency representatives and/or the Interagency Coordination Group, and distribute the Incident Action Plan (IAP) and Situation Reports as directed by the IC.

☐ Request that agency representatives maintain communications with their agencies and obtain situation status reports regularly.

☐ With the approval of the IC, provide agency representatives from the County EOC or emergency management organization to other EOCs, as required and requested.

☐ Maintain a roster of agency representatives located at the County EOC. The roster should include assignments within the EOC, and should be distributed internally for each operational period or as needed.

**Demobilization Phase**

☐ Follow generic Demobilization Phase Checklist (3.4.2).

☐ Release agency representatives no longer required in the County EOC, when authorized by the IC. Ensure that position logs and other documents are submitted to the Documentation Unit.
3.4.3.5  **LEGAL OFFICER**


<table>
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<tr>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>1. Advise the Incident Commander (IC) on legal matters.</td>
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<tr>
<td>2. Prepare legal documents and provide advice on special rules, orders, ordinances, and emergency powers.</td>
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</tbody>
</table>

**Activation Phase**

- Follow the generic Activation Phase Checklist (3.4.2).
- Review relevant statutory authority and local policies governing emergency response and declarations.

**Operational Phase**

- In conjunction with Management/Command staff, advise the IC on declaring a Local Emergency, requesting additional state and federal proclamations, and/or issuing special orders.
- Monitor response effort and, along with the Safety Officer, advise the IC and section chiefs regarding liability exposures, and protection against such exposures.
- Draft proclamations, emergency ordinances, and other legal documents as required by the IC.
- Review rules and regulations for acquisition and/or control of critical resources.
- Ensure that proclamation of a Local Emergency is made within ten days of the incident, and ratified within seven days of declaration.
- Review County ordinances and this Emergency Operations Plan (EOP).
- Attend meetings and briefings as necessary.
- When requested, provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.
- Brief relieving staff upon arrival.
- Maintain a log noting messages received, decisions made, actions taken, and personnel on duty.

March 2015
Identify and report current and potential areas of legal responsibility. Recommend appropriate actions.

Forward all reports to the IC and/or Documentation Unit, as directed.

Work with the IC and the Public Information Officer (PIO) to prevent the release of sensitive information to the media.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.3.6 EMERGENCY SERVICES COORDINATOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Facilitate the overall functioning of the County Emergency Operations Center (EOC).

2. Assist and serve as an advisor to the Incident Commander (IC), Command Staff, and General Staff as needed, providing information and guidance related to the internal functions of the EOC, and ensuring compliance with emergency plans and procedures.

3. Assist the Liaison Officer in establishing procedures for agency representatives and visitor tours of the EOC.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Assist the IC in determining appropriate staffing for the County EOC.

☐ Provide assistance and information regarding section staffing to all General Staff.

☐ Call the California State Warning Center at 800-852-7550 or 916-845-8911 to notify Cal OES of activation, and to provide situation status.

Operational Phase

☐ Assist the IC, the Command Staff, and the General Staff in developing operational period objectives and section strategies for the Incident Action Plan (IAP).

☐ Advise the IC on procedures for enacting and requesting emergency proclamations, emergency ordinances and resolutions, and satisfying other legal requirements.

☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the IAP.

☐ Provide procedural guidance to the Management/Command Staff and to the General Staff as required or requested.

☐ Ensure that all notifications are made to the Cal OES Regional Emergency Operations Center (REOC).
Ensure that communications with all Operational Area emergency response agencies have been established and are maintained.

Assist the IC in preparing for and conducting briefings with EOC staff, the County Board of Supervisors, and the media.

Assist the IC and the Liaison Officer in establishing and maintaining multiagency coordination with outside agency representatives and executives not assigned to specific sections within the EOC.

Assist the Liaison Officer with coordination of all EOC visits.

Provide assistance with shift change activities and briefings, as required.

Demobilization Phase

Follow generic Demobilization Phase Checklist (3.4.2).

Assist in the creation and implementation of an incident Demobilization Plan.

Draft the After Action Report, with input from all responding personnel.
3.4.3.7 AGENCY REPRESENTATIVES

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Represent and speak on behalf of your agency, within established policy limits, acting as a liaison between your agency and the County EOC.

2. Provide status updates to, and facilitate requests to or from, your agency.

3. Obtain situation status reports and response activities from your agency and communicate information to the Liaison Officer, or as assigned.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of others in the County EOC organization.

☐ Establish communications with your home agency, and notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.

☐ Set up your assigned work station, request any necessary materials and equipment from the Logistics Section.

☐ Distribute any materials from your agency to the appropriate EOC section, including contact information.

☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.

☐ Contact the County EOC sections or branches appropriate to your area(s) of responsibility, and advise them of your presence and assigned work location in the EOC.

Operational Phase

☐ Facilitate requests for support or information that your agency can provide.

☐ Maintain and communicate the status of resources and activities associated with your agency.

☐ Provide appropriate situation information to the Planning/Intelligence Section.

March 2015
Represent your agency at planning meetings, as requested, providing update briefings about your agency’s activities and priorities.

Keep your agency management informed, and ensure that you can provide agency policy guidance and clarification for the Incident Commander (IC) as required.

On a regular basis, inform your agency of County EOC priorities and actions that may be of interest.

Maintain logs and files associated with your position.

Demobilization Phase

Follow generic Demobilization Phase Checklist (3.4.2).

When deactivation is directed by the IC, contact your agency and advise them of expected time of deactivation and points of contact for the completion of ongoing actions or new requirements.

Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.

Ensure that copies of all records generated during the operation are submitted to the Documentation Unit.
3.4.4 OPERATIONS SECTION POSITION CHECKLISTS

The Operations Section is responsible for the direction and coordination of all tactical incident operations. The Operations Chief, who is a member of the General Staff, manages the Operations Section. A Deputy Operations Chief may be assigned depending upon the complexity of the incident. Unit Leaders are assigned to manage each unit.

A Health/Welfare Branch may be activated to oversee the non-emergency response and assistance functions serving affected members of the public. Units that may be activated under the Health/Welfare Branch include Public Health, Mental Health, and Social Services. The Public Health Unit oversees support positions from Public Health, Medical, and Environmental Health. The Social Services Unit oversees representatives from the American Red Cross and Voluntary Organizations Active in Disaster (VOAD).

If needed, a Law Enforcement Response/Safety Unit and/or a Fire & Rescue Branch or Unit may be activated to coordinate the efforts of law enforcement and/or fire agencies. The Law Enforcement Response/Safety Unit oversees Sheriff’s Search and Rescue (SAR), California Highway Patrol (CHP), California National Guard, United States Coast Guard, Civil Air Patrol, and other related representatives in the EOC. Other operational units that may be activated under the Operations Section include the Fire/Rescue Branch or Unit; CAL FIRE and other fire agency representatives in the EOC; and Coroner, Public Works, and Animal Rescue and Care Units. An Aviation Support Unit may also be activated if a need exists, and will be assigned to the Operations Section. The Operations Section branch and unit organization is listed below.

- Health/Welfare Branch
  - Public Health Unit
    - Public Health Support
    - Medical Support
    - Environmental Health Support
  - Mental Health Unit
  - Social Services Unit
    - American Red Cross
    - VOAD
- Law Enforcement - Response/Safety Unit
  - Sheriff’s SAR
  - California Highway Patrol
  - California National Guard
  - United States Coast Guard
  - Civil Air Patrol
- Fire & Rescue Branch
  - Fire/Rescue Unit
    - CAL FIRE
    - Fire District 1
- Coroner Unit
- Public Works Unit
- Animal Rescue and Care Unit
The Operations Section Chief will determine the need to activate or deactivate a branch or unit. If not activated, responsibility for that branch/unit’s duties will remain with the activated supervisory role or the Operations Section Chief, unless otherwise delegated.
3.4.4.1 OPERATIONS SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that the Operations responsibilities are carried out, including coordination of response for all operational functions assigned to the County of Humboldt and County EOC.

2. Ensure that operational objectives and work assignments identified in the Incident Action Plan (IAP) are carried out effectively.

3. Activate the appropriate level of branch and unit organization within the Operations Section. Continuously monitor effectiveness and modify as needed.

4. Exercise overall responsibility for the coordination of branch and unit activities within the Operations Section.

5. Coordinate alerting and notification of any impending or existing emergency in County unincorporated and contract areas.

6. Coordinate all mutual aid requests from emergency response agencies within the Operational Area.

7. Ensure that the Planning/Intelligence Section and Documentation Unit are provided with branch status reports and major incident reports.

8. Conduct periodic Operations briefings for the Incident Commander (IC), as required or requested.

9. Supervise the Operations Section.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Meet with Planning/Intelligence Section Chief and obtain a preliminary situation briefing.

☐ Based on the situation, activate appropriate branches and units within the Section, designating branch directors and unit leaders as necessary.

☐ Health and Welfare Branch
☐ Public Health Unit
☐ Mental Health Unit
☐ Social Services Unit
☐ Law Enforcement -- Response / Safety Unit
☐ Fire and Rescue Branch
☐ Fire and Rescue Unit
☐ Coroner Unit
☐ Public Works Unit
☐ Animal Rescue & Care Unit

March 2015
Determine any mutual aid needs, including law enforcement, fire and rescue, and coroner/medical examiner.

If Mutual Aid systems are activated, ensure that the appropriate Mutual Aid Coordinators and Agency Representatives are present in the EOC.

Request personnel as needed from the Logistics Section for 24-hour Section operation.

Obtain a communications briefing from the Communications Unit Leader in Logistics. Ensure that adequate equipment and frequencies are available for Section personnel.

Determine appropriate operational period objectives and Section strategies for the initial Incident Action Plan (IAP).

Confer with the IC to ensure that EOC sections are staffed at levels necessary to support response operations.

Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.

Establish radio or cell phone communications with field Incident Commander(s).

Establish radio or cell phone communications with County Department Operations Centers (DOCs), if activated.

Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections.

Based on the situation known or forecasted, project future needs of the Operations Section.

Review responsibilities of branches and units in section, and develop a plan for carrying out Operations objectives.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, including expenses incurred and any injury reports.

Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

**Operational Phase**

Ensure that all Section personnel maintain position logs.

Ensure that situational and resource status updates are provided to the Planning/Intelligence Section.

Ensure that all media inquiries are referred to the Public Information Officer (PIO).

March 2015
☐ Conduct periodic Section briefings and work to reach consensus on objectives for forthcoming operational periods.

☐ Attend and participate in Incident Action Plan (IAP) meetings.

☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives and any other requested information prior to each IAP meeting.

☐ Work closely with each branch director to ensure that the Operations Section objectives are met, consistent with the IAP.

☐ Ensure that branches coordinate all resource needs through the appropriate Operational Area Mutual Aid Coordinators or the Logistics Section.

☐ Ensure that information from branch directors and unit leaders is made available to the Planning/Intelligence Section in a timely manner.

☐ Complete a report and brief the IC for all major incidents. Brief Section personnel periodically on any updated information you receive.

☐ Share status information with other Sections as appropriate.

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Assist as needed with a Demobilization Plan, to include all Operations personnel in the EOC, field responders, and deployed resources.

☐ Ensure that all documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.2 HEALTH / WELFARE BRANCH DIRECTOR

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Act as liaison to the County Health Officer and assume the role of the Medical Health Operational Area Coordinator upon request.

2. Act as the liaison to the County Health Officer and assess the need for specialized Public Health response, such as quarantine and/or mass prophylaxis.

3. Create a common operating picture for health care partners and facilities.

4. Assess immediate medical needs in the Operational Area.

5. Coordinate and manage the allocation of available disaster medical and health resources, to support medical operations in the field.

6. Determine the medical and health impact of the event on the affected population and medical and health infrastructure, and ensure information is provided to the Operations Chief, Regional Emergency Operations Center (REOC), and Regional Disaster Medical Health Coordinator (RDMHC).

7. Evaluate and prioritize requests for medical personnel and resources from local responders based on criteria established by the Operations Section Chief, and make appropriate response recommendations.

8. Request medical and health personnel, supplies, and equipment through established mutual aid procedures or the Logistics Section.

9. Coordinate the acquisition and transport of all resources through the Logistics Section.

10. Continually assess the status of all unassigned medical and health resources within the operational area.

11. Complete and maintain Branch status reports as needed or requested, and provide copies to the Documentation Unit.

12. Implement the appropriate Incident Action Plan (IAP) objectives for the Health/Welfare Branch.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Set up Branch work area and logs.

☐ Determine level of staff required for current operations as well as relief shifts. Activate units and support positions as needed, in coordination with the Operations Chief and Logistics Section.
Based on the situation, activate the necessary units within the Health/Welfare Branch:

- Public Health Unit
- Social Services Unit
- Mental Health Unit

Coordinate and support disaster-related community mental health activities through the Mental Health Unit.

Determine the need to open the Public Health Department Operations Center (DOC).

Establish contact as needed with supporting RDMHC, State Emergency Medical Services (EMS) Authority, California Department of Public Health, and the Medical Health Coordination Center, if activated.

Prepare the initial medical situation report.

Prepare objectives for the Health/Welfare Branch and provide them to the Operations Chief prior to the first IAP meeting.

Operational Phase

Ensure that Health/Welfare Branch and unit position logs and other necessary files are maintained and provided to the Documentation Unit.

Maintain situational awareness of Health/Welfare operations being conducted within the Operational Area, and associated resources in use.

Ensure that Branch status reports are prepared for each operational period or as directed.

Respond to requests for medical and health resources in coordination with Logistics.

Coordinate with the RDMHC and REOC for medical and health resource needs which cannot be provided within the Operational Area.

Participate in medical/health interagency conference calls.

Monitor and support environmental and public health response operations at the local government and Operational Area level.

Support the acquisition of potable water supplies as needed.

Ensure that adequate environmental controls are initiated and maintained as required, in coordination with the Public Health Unit and Environmental Health Support personnel.

Ensure that public health and medical information updates are provided to the Public Information Officer (PIO), and that all media inquiries are referred to the PIO.

Coordinate with other response agencies to meet the medical and public health needs of populations in emergency shelters.
Ensure that Branch tactics and work assignments are identified and carried out in support of the operational period objectives in the IAP.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that public health information guidelines are issued to the PIO for periodic media releases during the recovery phase.

Ensure that all Branch documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.3 PUBLIC HEALTH UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Maintain health surveillance and epidemiological analyses of community health status.
2. Coordinate Public Health Laboratory services.
3. Assess the status and availability of potable water.
4. Assess the status of sanitation systems in the Operational Area.
5. Coordinate the assessment of foodstuffs, medications, and other consumables for suitability for human consumption.
6. Develop and implement a vector control plan for the affected disaster area(s) as necessary.
7. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
8. Supervise the Public Health Unit for coordination and support of Public Health response activities.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Based on the situation, activate the necessary support positions within the Public Health Unit.
  ☐ Public Health Support Supervisor
  ☐ Emergency Medical Services Supervisor
  ☐ Environmental Health Support Supervisor

☐ Prepare tactics and work assignments for the Public Health Unit and provide them to the Health / Welfare Branch Director or the Operations Section Chief prior to the initial Incident Action Plan (IAP) meeting.

Operational Phase

☐ Establish and maintain a position log and other necessary files.
☐ Dispatch teams to survey and test potable water systems. Determine and report the status of potable water.
☐ Dispatch teams to survey, test, and report on integrity of sanitation systems.
☐ Ensure that both water and sanitation systems are continually monitored.
☐ Develop an acquisition, transportation, and distribution strategy for potable water.

March 2015
Order chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infectious waste, through the Logistics Section.

Develop and implement a plan for vector control, as needed.

Develop an infectious agent response plan as needed, including mass prophylaxis strategies and resource requirements.

Develop and implement a plan to identify, contain, and/or eliminate sources of contamination which could pose a health threat to the general population.

Coordinate with the Coroner Unit in the handling of the deceased, and advise on health risks associated with the storage and disposal of human remains.

Coordinate the inspection of foodstuffs, medications, and other consumables to ensure suitability for human consumption and use.

Participate in conference calls with local hospitals, clinics, and skilled nursing facilities.

Evaluate availability of medical services and develop outreach services, as needed.

Inform the Health/Welfare Branch Director of all significant events.

Refer all media inquiries to the Public Information Officer (PIO).

Advise the PIO on public information messaging and community outreach talking points.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that all Unit documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.3.1 PUBLIC HEALTH SUPPORT Supervisor

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Identify vulnerable high-risk populations, such as homeless individuals, disabled adults, frail elderly, child care centers, senior day programs and skilled nursing facilities, park sites, makeshift shelters, non-English speaking individuals, pregnant women, and high-risk infants.

2. Coordinate with County Environmental Health to provide public education on proper handling and storage of food and water, hygiene, sources of potable water, and disposal of waste.

3. Identify individuals with communicable diseases and implement communicable disease control measures.

4. Provide public health nursing expertise to public agencies, Red Cross shelters, home health agency clients, or other agencies providing group care, as required or requested.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Inform the Public Health Unit Leader, if activated, or the Health/Welfare Branch Director of all significant events.

☐ Ensure that all media inquiries and personnel are referred to the Public Information Officer (PIO).

☐ Ensure that vaccine and mass prophylaxis supplies are refrigerated, inventoried, and secured as necessary.

☐ Obtain detailed situation report of Public Health Unit operations, including clinics and temporary medical sites, and assess remaining needs.

☐ Confirm that the Public Health Laboratory is functional and safe.

☐ Determine whether the Public Health Laboratory is capable of handling water and other high priority samples.

☐ Request additional employees or release employees, as appropriate, using established protocols. Report staffing plan to the Logistics Section.

☐ Establish mechanisms to ensure timely response to high priority public health issues, including anticipated potential issues.

☐ Assist in health care planning for emergency shelter populations, including durable medical equipment and medication needs.
Assist with the prevention, and control the spread, of communicable diseases, including the administration of mass prophylaxis as needed.

Review plans for delivery of medical services to high-risk, special needs, house-bound, and other vulnerable populations.

Assist in health care planning for emergency shelter populations, including durable medical equipment and medication needs.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that all documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.3.2 **EMERGENCY MEDICAL SERVICES Supervisor**

***Read This Entire Position Checklist Before Taking Action***

**Responsibilities**

1. Ensure that all available disaster medical resources are identified and mobilized as required, and perform the EMS functions of the Medical Health Operational Area Coordinator (MHOAC) program.

2. Determine the status of medical facilities within the affected area(s).

3. Coordinate the transportation of injured victims to appropriate medical facilities as needed.


5. Coordinate and integrate with fire agency personnel, resources, and emergency fire pre-hospital medical services.

6. Coordinate providers of non-fire based pre-hospital medical services.

7. Coordinate the establishment of temporary field treatment sites.

8. Supervise Medical Support personnel.

**Activation Phase**

- Follow generic Activation Phase Checklist (3.4.2).

**Operational Phase**

- Establish and maintain position logs and other necessary files.

- Work closely with Operations Section Branch Coordinators and other EOC personnel to determine the scope of disaster medical assistance required.

- Determine the status and availability of medical resources in the Operational Area, including paramedics, EMTs, and ambulances.

- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capacity to treat disaster victims.

- Determine status and capacity of specialized treatment facilities such as dialysis clinics, imaging centers, and other specialty medical providers.

- Assist the Fire/Rescue Unit Leader in providing triage for extricated victims.

- Coordinate with the Logistics Section to acquire additional transportation for injured victims as required or requested, in addition to ambulances.

- Request supplies and equipment to support disaster medical operations in the field through the Medical Health Operational Area Coordinator.

March 2015
Inform the Health/Welfare Branch Coordinator of all significant events.

Refer all media inquiries and personnel to the Public Information Officer (PIO) and ensure that personnel in the field follow proper protocols for media contact.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that all documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.3.3  ENVIRONMENTAL HEALTH SUPPORT Supervisor

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Protect and preserve life, property, and the environment.

2. Assist in the restoration of public and private facilities essential to health, safety, and public welfare, such as sanitation, water, and housing.

3. Identify, mitigate, and address hazards posing a threat to life, property, and the environment, including those relating to water, sewage, infectious disease, medical waste, household hazardous waste, food safety, and radiological hazards.


5. Supervise Environmental Health Support personnel.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Determine if hazardous materials releases have occurred. Contact storage facilities for acutely hazardous materials after earthquakes or incidents affecting those locations. If hazardous materials have been released:

☐ Ensure that proper notifications are made to the California State Warning Center (Cal OES) and National Response Center (US Coast Guard).

☐ Notify public schools and other sensitive populations within ¼ mile of hazardous materials releases, or according to technical expert recommendations.

☐ Refer to the Hazardous Materials Area Plan, located in the County EOC.

☐ Establish and maintain position logs and other necessary files.

☐ Inform the Health/Welfare Branch Director, Public Health Unit Leader, and the County Health Officer of all significant events.

☐ Ensure that all media inquiries and personnel are referred to the Public Information Officer (PIO).

☐ Coordinate with state and federal regulatory agencies as required.

☐ Coordinate with North Coast Regional Water Quality Control Board for issues with wastewater treatment plants, and with the State Water Resources Board.
Control Board’s Drinking Water Program for public water systems, to determine the operational condition of the public water and sewer systems.

☐ Dispatch teams to survey potable water systems and determine the availability of potable water.

☐ Dispatch teams to survey sewage and wastewater treatment systems.

☐ Ensure that both water and sanitation systems are continually monitored.

☐ Develop an acquisition, transportation, and distribution strategy for potable water.

☐ Through the Logistics Section, obtain chemical (portable toilets) and other temporary facilities for the disposal of human waste and other infectious waste.

☐ Inspect and assess foodstuffs, medications, and other consumables for expiration and suitability for human consumption.

☐ Dispatch teams to inspect and advise emergency shelters about food handling, potable water supplies, waste and sewage disposal, and other environmental health issues.

☐ Coordinate with County Agriculture Department, Animal Control, and law enforcement to develop and implement a plan for control of infectious disease vectors, including rabies control.

☐ Develop and implement a plan for solid waste management and disposal.

☐ Develop public information notices regarding:

- Treatment of water
- Avoiding sewage releases
- Safe food handling
- Household hazardous waste and solid waste management

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Ensure that all documentation is provided to the Documentation Unit and/or County OES, including reports and observations for the After Action Report.
3.4.4.4 MENTAL HEALTH UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Assess the status of all Mental Health facilities, including licensed psychiatric and substance abuse treatment facilities.

2. Inspect and assess the availability and status of all medications, foodstuffs, and other consumables for suitability for human consumption.

3. Identify potential psychiatric/medication issues and shortages, and take measures to address psychiatric decompensation of clients.

4. Develop plan for deployment of clinical and support staff to establish sites as needed.

5. Supervise the Mental Health Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files, and provide all records to Documentation Unit.

☐ Coordinate with the Health/Welfare Branch Director to identify levels of mental health care/intervention needed at each site.

☐ Dispatch teams of counselors/support staff to appropriate sites. Request additional personnel as needed, through mutual aid channels and/or the Logistics Section.

☐ Establish communications with other agencies providing mental health support to citizens and disaster team members.

☐ Assist in identification of individuals in need of immediate psychiatric treatment or hospitalization. Contact available psychiatric facilities and assist with evaluation and transportation.

☐ Provide crisis counseling to individuals and/or disaster team staff at shelter sites and/or other facilities.

☐ Refer all media inquiries and personnel to the Public Information Officer (PIO).

☐ Inform the Health/Welfare Branch Coordinator of all significant events.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
Ensure that all documentation is provided to the Documentation Unit and/or County OES, including reports and observations, for the After Action Report.
3.4.4.5 SOCIAL SERVICES UNIT LEADER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Coordinate with Voluntary Agencies Active in Disaster (VOAD) to ensure food, potable water, clothing, shelter and other basic necessities are provided for affected populations in the Operational Area.

2. Assist VOAD with the establishment and use of reunification and location services, namely the American Red Cross Safe & Well online system.

3. Assist the American Red Cross and VOAD partners with the transition from mass care to separate family/individual housing.

4. Supervise the Social Services Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Based on the situation, activate the necessary support positions within the Social Services Unit.

☐ American Red Cross Representative

☐ VOAD Representative

☐ Prepare tasks for the Social Services Unit and provide them to the Operations Section Chief, or the Health / Welfare Branch Coordinator if activated, prior to the initial Incident Action Plan (IAP) meeting.

Operational Phase

☐ Establish and maintain position log and other necessary files, and provide copies to Documentation Unit.

☐ Provide the Health / Welfare Branch Coordinator or the Operations Chief and the Planning/Intelligence Chief with a summary of Social Services Unit operations for each operational period, or as requested.

☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross and other agencies as needed. Work with the Agency Representatives to coordinate all shelter and mass care activities.

☐ Coordinate with VOAD agencies to provide clothing and basic necessities to affected populations.

☐ Ensure that each activated shelter meets the requirements established by the Americans with Disabilities Act. Request clarification from the Legal Officer as needed.

☐ Work with the American Red Cross to activate and populate the Safe & Well system to reunite families and respond to inquiries from relatives and friends.
Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

Prepare tasks for the Social Services Unit for subsequent operational periods in coordination with the Health / Welfare Branch Coordinator, before each IAP meeting.

Refer all media inquiries and personnel to the Public Information Officer (PIO).

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (**3.4.2**).

Provide position logs and Unit documentation to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.5.1 AMERICAN RED CROSS Representative

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. In coordination with the Health/Welfare Branch, identify, locate, and open shelter sites as needed.

2. Coordinate with VOAD and other voluntary organizations to help ensure potable water, food, clothing, shelter, and other basic necessities are provided for those in the Operational Area affected by the disaster/event.

3. Coordinate with the Social Services Unit to activate and provide public access to the Safe & Well system online, to reunite families and to assist in locating individuals.

4. Coordinate with the Situation Unit, or the Damage Assessment Unit if activated, to assist in identifying where the greatest mass care needs exist within the Operational Area.

5. Work with the appropriate EOC functions, County agencies, and VOAD to transition from mass care to self-sustaining family/individual housing.

Activation Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).

☐ Based on the situation, activate the necessary support positions within the Red Cross.

☐ Based on the situation, coordinate with VOAD organizations as they are activated.

☐ Coordinate with the Red Cross Director of Disaster Services at the Red Cross EOC to provide accurate information flow from/to the County EOC.

Operational Phase

☐ Establish and maintain position logs and other necessary files, and provide all records to the Documentation Unit.

☐ Act as a conduit of information between the Director of Disaster Services at the Red Cross EOC and the County EOC.

☐ Provide summaries of Red Cross operations to the Social Services Unit for each Operational Period.

☐ Conduct other liaison activities as directed by the Director of Disaster Services at the Red Cross EOC.

Demobilization Phase

March 2015
Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).

Provide position logs, agency reports and shelter documentation to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.5.2 VOAD Representative

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Activate the lead VOAD agencies under the following California Emergency Functions (EFs): EF #1 - Transportation, EF #6 - Care and Shelter, EF #7 - Resources, and EF #17 - Volunteer and Donation Management.

2. Continually assess and report VOAD organizations’ and partner agencies’ response capacities and needs under the identified Emergency Function areas.

3. Coordinate the available services of VOAD organizations and maintain communications with functionally related EOC Branches, Units, and County agencies.

Activation Phase

- Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).
- Alert all VOAD organizations of system activation and assess availability of services, resources, and/or facilities, as well as agency needs and limitations.
- Identify and report gaps in Emergency Function areas typically fulfilled by VOAD organizations, and research alternatives to meet community needs.

Operational Phase

- Establish and maintain position logs and other necessary files; provide copies of all records to Documentation Unit.
- Coordinate with Logistics Section to respond to requests for supplies, volunteers, food, and shelter with VOAD resources.
- Assist Logistics by communicating with volunteer agencies and businesses that may be able to fulfill unmet needs, upon request.
- Provide VOAD organizations and EOC personnel with summaries of VOAD capabilities and operations for each operational period, or as requested.
- Maintain, facilitate, and expand as necessary the communications network established with VOAD organizations and key agencies in the activation phase.

Demobilization Phase

- Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).
- Provide position logs and Unit documentation to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.6 LAW ENFORCEMENT RESPONSE/SAFETY UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

NOTE: Should an emergency event response necessitate an expanded Law Enforcement structure, the Law Enforcement Response/Safety Unit Leader will typically assume the duties of the Law Enforcement Branch Director, reporting to the Operations Section Chief, and be responsible for all law enforcement response actions. A new Law Enforcement Response/Safety Unit Leader will be assigned and will report to the Law Enforcement Branch Director.

Responsibilities

1. Evaluate and process requests for Law Enforcement Mutual Aid resources through the Operations Section Chief.

2. Establish and maintain communication with law enforcement personnel in the field for incidents occurring in unincorporated or contract areas in the County.

3. Respond to requests for law enforcement resources from the field in a timely manner, following established priorities to protect and preserve life, property, and the environment.

4. Coordinate law enforcement and traffic control operations, including any evacuation operations.

5. Coordinate site security at incident locations.

6. Monitor, track, and report law enforcement resources utilized during the event.

7. Provide general support to field personnel as required.

8. Supervise the Law Enforcement Response/Safety Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Based on the situation, activate and supervise the necessary support positions within the Law Enforcement Response/Safety Unit:

- Sheriff’s Deputies/SAR Supervisor
- California Highway Patrol Representative
- California National Guard Representative
- United States Coast Guard Representative
- Civil Air Patrol Representative

☐ Provide an initial situation report to the Operations Section Chief.

☐ Review provisions and limitations of existing Law Enforcement Mutual Aid (LEMA) agreements.

March 2015
Based on initial known objectives and strategies, submit Unit tactics and work assignments to the Operations Chief prior to the first Incident Action Plan (IAP) meeting.

Operational Phase

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell phone communication with Sheriff’s Dispatch and with law enforcement personnel in the field.
- Obtain and convey to the Operations Chief regular status reports on the law enforcement situation, from Sheriff’s Dispatch or from personnel in the field.
- Assess the impact of the disaster/event on the Humboldt County Sheriff’s Office’s operational capabilities.
- Determine the need for Law Enforcement Mutual Aid and submit any mutual aid requests to the Operations Chief.
- In coordination with the Operations Chief, provide Unit tasks and assignments for future operational periods to the Planning Section prior to Incident Action Plan (IAP) meetings.
- Ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- If not addressed at the Incident Command Post (ICP), ensure that field sites such as staging areas are established and staffed, to coordinate incoming law enforcement mutual aid resources, as required.
- In conjunction with Planning/Intelligence, determine if current and forecast weather conditions may impact law enforcement operations or require the request of additional resources.
- Coordinate with the Fire/Rescue Unit to determine the geographical boundaries of evacuations, safe evacuation routes, and staging areas.
- Coordinate with the Health/Welfare Branch to identify suitable shelter locations and establish facilities for evacuated populations.
- Assist in establishing camp and feeding facilities for law enforcement personnel in the field through the Logistics Section, if not addressed at the ICP.
- Complete the Law Enforcement Response/Safety Unit Status Report for each operational period, or as requested.
- Reinforce the use of proper procedures for media contacts, and refer all media inquiries and personnel to the Public Information Officer (PIO).
Provide law enforcement status updates and briefings to Operations Chief and Planning/Intelligence Chief as requested.

Evaluate and process all requests for law enforcement personnel and specialized resources through the Operations Chief. Route requests for basic supplies through the Logistics Section.

Provide relieving personnel with a briefing at shift change, informing him/her of all ongoing activities, staffing patterns, objectives, strategies, tactics, and known obstacles for the next operational period, and any other pertinent information.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Provide position logs and Unit documentation to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.6.1  SHERIFF’S DEPUTIES/SAR Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Determine the scope of the search and rescue mission, including Mutual Aid requirements.

2. Assist in mobilizing Search and Rescue (SAR) Teams at the request of Department Operations Centers (DOC) or field Incident Commander(s).

3. Provide search and rescue support as required to Operational Area emergency response agencies, consistent with established priorities and objectives.

4. Ensure that deployed teams are provided with adequate support.

5. Supervise Sheriff’s Deputies and SAR personnel.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Determine availability of SAR personnel, review existing Mutual Aid agreements for SAR provisions and limitations, and continually assess the need for SAR Mutual Aid.

Operational Phase

☐ Establish and maintain position log, staffing roster, and other appropriate files.

☐ Work closely with all Operations Branch Coordinators to determine the scope of SAR assistance required.

☐ Coordinate with the Fire/Rescue Unit Leader to determine missions for SAR teams based on established priorities.

☐ Mobilize and deploy available SAR teams to county unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, consistent with established priorities.

☐ Establish radio or cell phone communication with all deployed SAR team leaders to determine the scope of support required.

☐ Work closely with the Logistics Section to determine the status and availability of SAR resources in the Operational Area, specifically larger jurisdictions with organized Urban Search and Rescue (USAR) teams.

☐ Work closely with the Logistics Section in requesting additional USAR resources through the Cal OES Regional Emergency Operations Center (REOC).

☐ Coordinate with the Law Enforcement Response/Safety Unit Leader to determine availability of search dog units and other specialized resources, through established Mutual Aid channels.
☐ Coordinate with the Public Works Unit Leader to provide assistance with field rescue operations upon request.

☐ Coordinate with the Public Health Unit Leader to provide field medical assistance to extricated victims.

☐ Coordinate with the Coroner Unit Leader to provide assistance with fatalities management in the field.

☐ Ensure that each team leader develops a safety plan for each assigned mission.

☐ Monitor and track the progress and status of each SAR team.

☐ Ensure that team leaders report all significant events.

☐ Assist in establishing camp facilities for SAR teams through the Logistics Section, if not addressed at the ICP or DOC.

☐ Inform the Law Enforcement Response/Safety Unit Leader of all significant events.

☐ Reinforce the use of proper procedures for media inquiries. This is particularly critical in instances where the media is seeking information or personal identities of injured victims or fatalities. Refer all media inquiries and personnel to the Public Information Officer (PIO).

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide position logs and Unit documentation to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.6.2 CALIFORNIA HIGHWAY PATROL Representative

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Ensure that CHP departmental policies and procedures are followed.

Activation Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).

☐ Act as a communications conduit between CHP Dispatch and the LE Response/Safety Unit in the County EOC.

Operational Phase

☐ Ensure that CHP departmental policies and procedures are followed.

☐ Assist Sheriff’s deputies with road closures, evacuation routing, traffic rerouting, and traffic control plans as needed.

Demobilization Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).

☐ Provide agency documentation maintained to the Documentation Unit or EOC Coordinator, for the preparation of the After Action Report.
3.4.4.6.3 CALIFORNIA NATIONAL GUARD Representative

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Facilitate the timely response and proper deployment of California National Guard (CNG) resources.

2. Advise County Operational Area representatives of CNG mission capabilities and available resources.

3. Act as the representative of the Adjutant General to local agencies and coordinate communications between the County EOC and CNG command authority.

4. Follow the “Agency Representatives” Checklist (3.4.3.7).

Activation Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).

☐ Act as a communications conduit between the County EOC and CNG command and field operations.

Operational Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7).

☐ Coordinate with the Law Enforcement Response/Safety Unit Leader or Operations Chief, to determine the scope of assistance required and to ensure the optimum use of CNG resources in the field.

☐ Brief EOC personnel on CNG operations, as requested.

Demobilization Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).

☐ Provide agency documentation and/or activity logs to the Documentation Unit or as assigned.
3.4.4.6.4 UNITED STATES COAST GUARD Representative

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Facilitate the timely response and proper deployment of United States Coast Guard (USCG) resources.

2. Advise County Operational Area representatives of USCG mission capabilities and available resources.

3. Act as the representative of Sector Humboldt Bay to local agencies and coordinate communications between the County Emergency Operations Center (EOC) and USCG command authority.

4. Follow the "Agency Representatives" Checklist (3.4.3.7).

Activation Phase

☐ Follow the "Agency Representatives" Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).

☐ Act as a communications conduit between the County EOC and USCG Command.

Operational Phase

☐ Follow the "Agency Representatives" Checklist (3.4.3.7).

☐ Coordinate with the Law Enforcement Response/Safety Unit Leader or Operations Chief to determine the scope of assistance required and to ensure the optimum use of USCG resources in the field.

☐ Brief EOC personnel on USCG operations, as requested.

Demobilization Phase

☐ Follow the "Agency Representatives" Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).

☐ Provide agency documentation and/or activity logs to the Documentation Unit or as assigned.
3.4.4.6.5 CIVIL AIR PATROL Representative

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Facilitate requests from the County Emergency Operations Center (EOC) to Civil Air Patrol (CAP) management.
2. Obtain and keep status records of CAP assets.
3. Coordinate CAP assets under CAP policy guidelines, and communicate relevant policies and limitations to LE Response/Safety Unit Leader.
4. Advise County Operational Area representatives of CAP mission capabilities and available resources.

Activation Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Activation Phase Checklist (3.4.2).

☐ Represent CAP in the County EOC.

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Facilitate requests for CAP support and resources.

☐ Continually update the operational status of CAP assets to LE Response/Safety Unit Leader, and Planning/Intelligence Section as needed or requested.

☐ Represent the CAP at EOC meetings, providing current information on CAP activities and priorities.

☐ Keep CAP management informed of EOC priorities and situational status, to ensure that CAP policy guidance and clarification are available to Command and General Staff as needed.

Demobilization Phase

☐ Follow the “Agency Representatives” Checklist (3.4.3.7) and the generic Demobilization Phase Checklist (3.4.2).

☐ Provide agency documentation and/or activity logs to the Documentation Unit or as assigned.
3.4.4.7 FIRE & RESCUE BRANCH DIRECTOR

**** Read This Entire Position Checklist Before Taking Action ****

NOTE: The Fire & Rescue Branch Director position is activated when an emergency event necessitates an expanded fire/rescue structure beyond that which can be accomplished by only using the Fire/Rescue Unit Leader. The Fire & Rescue Branch Director reports directly to the Operations Section Chief. The Fire/Rescue Unit Leader assumes the Fire & Rescue Branch Director position and activates any necessary support units.

Responsibilities

1. Coordinate fire, hazardous materials, and Search and Rescue (SAR) operations in the unincorporated County or contract areas.

2. Assist the Humboldt Operational Area Fire & Rescue Mutual Aid Coordinator in acquiring mutual aid resources, as necessary.

3. Coordinate the mobilization and transportation of all resources through the Logistics Section.

4. Complete and maintain Branch status reports for major incidents requiring or potentially requiring operational area, state, and federal fire and rescue response, and maintain status of unassigned operational area, state, and federal fire & rescue resources in the region.

5. Implement the objectives of the Incident Action Plan (IAP) assigned to the Fire & Rescue Branch.


Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Based on the situation, activate the necessary units and positions within the Fire & Rescue Branch of the Operations Section.

☐ If the mutual aid system is activated, provide assistance to the Humboldt Operational Area Fire & Rescue Mutual Aid Coordinator, in the assessment and acquisition of mutual aid resources.

☐ Prepare and submit preliminary Branch status Incident Status Summaries to the Operations Section Chief (ICS Form 209), for each operational mission.

☐ In coordination with the Operations Chief, prepare Branch tasks and assignments prior to the first Incident Action Plan (IAP) meeting.

☐ Review existing Fire & Rescue mutual aid agreements and communicate any limitations to the Operations Chief.

☐ Determine radio frequencies and channels for field responders and establish communications as assigned.
Operational Phase

☐ Ensure that Branch and Unit position logs and other files are maintained.

☐ Maintain and report current status of Fire & Rescue missions being conducted in your area of responsibility to the Operations Chief throughout the operational period.

☐ Complete the Branch status report for each operational period, and other updates as requested.

☐ Provide copies of reports to the Planning/Intelligence Section as requested.

☐ Refer all media inquiries and personnel to the Public Information Officer (PIO).

☐ Ensure that fire, hazardous material, and search and rescue resources are channeled through the Mutual Aid Coordinators.

☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, such as notification of any emergency expenditures and daily time sheets.

☐ Prepare Branch tasks and assignments for future operational periods, in coordination with the Operations Chief and consistent with mission priorities and operational period objectives, prior to each IAP meeting.

☐ Provide relieving personnel with a briefing at shift change, and inform him/her of all ongoing activities, Branch tasks and assignments for the next operational period, and any pertinent documentation.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide agency documentation and/or activity logs to the Documentation Unit or EOC Coordinator, as assigned, including observations for the After Action Report.
3.4.4.8 FIRE/RESCUE UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

NOTE: Should an emergency event response necessitate an expanded fire/rescue structure, the Fire/Rescue Unit Leader will assume the duties of the Fire & Rescue Branch Director, reporting to the Operations Section Chief. A new Fire/Rescue Unit Leader will be assigned and report to the Fire & Rescue Branch Director.

Responsibilities

1. Evaluate and process requests for fire resources through the Humboldt Operational Area Fire & Rescue Mutual Aid Coordinator.

2. Establish and maintain communication with Fire Branch Directors in the field or at the Department Operations Center (DOC) if activated, for incidents occurring in County unincorporated or contract areas.

3. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of property, and preservation of the environment).

4. Monitor, track, and report fire resources utilized during the event.

5. Provide general logistical support to field personnel, as required, using established procedures for ordering support resources.

6. Supervise the Fire/Rescue Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Assess availability of Fire & Rescue resources and needs in the County Operational Area and brief Operations Section and Command staff.

☐ Review existing mutual aid agreements for Fire & Rescue resources and convey any limitations to Branch Director or Operations Chief, and to Legal Officer.

Operational Phase

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell phone communication with fire units in the field, and ensure that communications information is included in the Incident Radio Communications Plan (ICS Form 205) and made available to EOC personnel.

☐ Obtain and disseminate regular status reports from responding fire personnel in the field.

☐ Assess the impact of the disaster/event on local fire agencies' operational capabilities and initiate/process requests for mutual aid resources through the appropriate Mutual Aid Coordinator.
Establish Fire/Rescue Unit tasks and assignments based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Director prior to the first Incident Action Plan (IAP) meeting.

Ensure that the assignment of fire resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

Provide frequent fire status updates to the Fire & Rescue Branch Director, if activated, or to the Operations Chief.

Ensure that incident facilities are established (staging areas, etc.) and signs are posted to coordinate incoming fire mutual aid resources as needed.

In conjunction with Planning/Intelligence Section, determine if current and forecast weather conditions will affect fire and rescue operations.

Promptly inform the Fire & Rescue Branch Director or the Operations Section Chief of all significant events.

Coordinate with the Law Enforcement Response/Safety Unit to determine status of evacuations and shelter locations.

Assist in establishing camp facilities for Fire & Rescue personnel through the Logistics Section, if not addressed at the ICP or DOC.

Reinforce the use of proper procedures for media contacts with Unit staff, and refer media inquiries and personnel to the Public Information Officer (PIO).

Demobilization Phase

Follow generic Demobilization Phase Checklist (3.4.2).

Provide Unit documentation and/or activity logs to the Documentation Unit or as assigned.
3.4.4.9 CORONER UNIT LEADER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Coordinate Coroner’s resources for the collection, identification, and preservation or disposal of deceased persons and human remains.

2. Ensure the establishment and operation of appropriate morgue facilities and maintenance of detailed records of fatalities.

3. Supervise the Coroner Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Activate the Coroner/Medical Examiner Mutual Aid system, and/or request Disaster Mortuary Operational Response Teams (DMORT) as needed.

Operational Phase

☐ Establish and maintain a position log and other appropriate files.

☐ Ensure that locations where fatalities are discovered are secured.

☐ Ensure that fatality collection points are established and secured as necessary.

☐ Ensure that morgue facilities are established.

☐ Request Mutual Aid resources as needed, through established channels.

☐ Procure through Logistics all necessary fatalities management equipment and supplies, such as temporary cold storage facilities and body bags.

☐ Ensure that qualified personnel monitor the collection and tagging of human remains.

☐ Coordinate with the LE Response/Safety Unit and the Fire/Rescue Unit to determine the location and number of extricated remains.

☐ Ensure that human remains are transported from fatality collection points to morgue(s) according to established procedures.

☐ Ensure that remains are identified and timely notifications are made to next of kin.

☐ Coordinate the reburial of any coffins that surfaced and/or were disturbed as a result of the disaster/event.

March 2015
Inform the LE Response/Safety Unit Leader of Coroner Unit activities for each operational period, and as requested.

Inform the LE Response / Safety Unit Leader and the Public Information Officer (PIO) of the number of confirmed fatalities resulting from the disaster or event, as information develops or becomes available.

Ensure that all media inquiries and personnel are referred to the PIO.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Provide all documentation and Unit activity logs to the Documentation Unit or as assigned.
3.4.4.10  PUBLIC WORKS UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Assist in prioritization of roadway openings in coordination with the Operations Chief.
2. Coordinate emergency construction and repair services for damaged roadways.
3. Supervise the Public Works Unit.
4. Assist other Operations Section units by providing construction equipment and operators as available.
5. Provide available vehicles, heavy equipment, and operators to other units, in coordination with Operations Section strategies and operational period objectives.
6. Coordinate and contract with available local private sector resources to accomplish Unit tasks and operational period objectives.
7. Continually solicit damage assessment information from field units and forward to the Situation Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Assess availability of Public Works resources, equipment, personnel, and facilities, and report status to the Operations Chief.
☐ Recall and assign Public Works personnel to staging areas and field operations sites as needed.
☐ Assist Operations Chief with the development of Unit tasks and work assignments in advance of the initial Incident Action Plan (IAP) meeting.

Operational Phase

☐ Establish and maintain a position log and other necessary files.
☐ Ensure that qualified staff or outside contractors are available to assist with the operation of heavy equipment, in coordination with the Logistics Section.
☐ Ensure that engineering staff are available to inspect damaged structures and facilities, in coordination with the Planning/Intelligence Section.
☐ As requested, direct staff to clear debris from roadways, waterways affecting roadways, and to build temporary emergency structures as required.
☐ Work closely with the Logistics Section to provide support and materials for field operations as required.

March 2015
Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.

Coordinate all requests for engineers and building inspectors from responding agencies within the Operational Area.

Refer all media inquiries and personnel to the Public Information Officer (PIO).

Provide regular updates on field operations to the Operations Chief and assist in the establishment of objectives and tasks for future operational periods.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.4.11 ANIMAL RESCUE AND CARE UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Coordinate with the American Red Cross and other volunteer agencies to ensure food, potable water, medical supplies, shelter and other basic necessities are provided for affected animals within the Operational Area.

2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends, regarding their household pets and other animals.

3. Cooperate with the American Red Cross during the transition from mass care to separate family/individual housing.

4. Supervise the Animal Rescue and Care Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Determine the status and capacity of existing and potential animal care and housing facilities.

Operational Phase

☐ Establish and maintain your position log and other necessary files.

☐ Provide the Operations Chief and the Planning/Intelligence Chief with an overall summary of Animal Rescue and Care Unit operations periodically during the operations period, or as requested.

☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross to work with the Animal Rescue and Care Unit to coordinate animal shelter and care activity.

☐ Ensure that service animals are provided for in emergency shelters, in compliance with Americans with Disabilities Act (ADA) requirements.

☐ Establish communications with animal rescue and care agencies to provide volunteers, food, equipment, medical supplies, and other basic life-sustaining necessities.

☐ Provide for opening, staffing, and managing animal care shelters to the extent possible.

☐ In coordination with the American Red Cross and other support agencies/groups, activate an inquiry registry service to reunite families and individuals with their companion animals/livestock and respond to inquiries.

☐ Coordinate the transition from operating shelters for displaced animals and return them to separate family/individual housing.

March 2015
Provide Unit tasks and work assignments to the Operations Chief for each operational period.

Refer all contacts with the media to the Public Information Officer (PIO).

**Demobilization Phase**

- Follow the generic Demobilization Phase Checklist *(3.4.2).*
- Provide Unit documentation and/or activity logs to the Documentation Unit or as assigned.
3.4.5 PLANNING/INTELLIGENCE SECTION POSITION CHECKLISTS

The Planning Section collects, evaluates, processes, and disseminates information for use during the incident response. The Planning Chief manages the Section and is a member of the General Staff, reporting to the Incident Commander. Planning Section units that may be activated at the discretion of the Planning Chief include those listed below. Other units may be required to meet discipline-specific applications.

- Situation Unit
  - Building Inspection Support
  - Assessor Support
  - Public Works Support
- Resource Unit
- Documentation Unit
- Damage/Safety Assessment Unit
- Demobilization Unit

The Planning/Intelligence Section Chief will determine the need to activate or deactivate units and support positions. If a unit is not activated, responsibility for that unit’s duties will remain with the supervisor of the non-activated role, or with the Planning/Intelligence Chief.
3.4.5.1 PLANNING/INTELLIGENCE SECTION CHIEF

Read This Entire Position Checklist Before Taking Action

Responsibilities

1. Ensure that the functions of the Planning/Intelligence Section are carried out, to include:
   - collecting, analyzing, and displaying situation information;
   - preparing periodic Situation Reports;
   - preparing and distributing the Incident Action Plan (IAP) and facilitating the planning meeting;
   - conducting advance planning activities and reports;
   - providing technical support services to County EOC sections and branches; and
   - maintaining documentation on all EOC activities.

2. Establish, monitor, and maintain an appropriate level of activation and organization for the Planning/Intelligence Section.

3. Keep the Incident Commander (IC) informed of significant issues potentially affecting the incident response.

4. In coordination with the other Section Chiefs, ensure that Cal EOC is used to complete and submit status reports, and to develop the IAP for each operational period.

5. Supervise the Planning/Intelligence Section.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Based on the situation, activate units within the Section as needed and designate unit leaders for each element:
  - Situation Unit
  - Resource Unit
  - Documentation Unit
  - Demobilization Unit
  - Damage/Safety Assessment Unit

☐ Request additional personnel for the Section as necessary, to maintain a 24-hour operation.

☐ Establish contact with all activated EOCs in the Operational Area and coordinate Situation Status Reports with their Planning/Intelligence Sections.

☐ Consult with Operations Chief; obtain and review any major incident reports.

March 2015
Review responsibilities for all units in the Section; develop strategies, tactics, and work assignments for carrying out all Section responsibilities and operational period objectives.

Keep the IC informed of significant events.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase**

- Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- Ensure that the Situation Unit maintains and displays current status boards, maps, and other information in the county EOC and enters reports in Cal EOC.
- Ensure that major incidents reports and other reports completed by the Operations Section are accessible by Planning/Intelligence and entered in Cal EOC.
- Ensure that a Situation Status Report is produced and distributed to all Sections and to the Cal OES Regional Emergency Operations Center (REOC), for each operational period and as requested.
- Ensure that the Public Information Officer (PIO) has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with Section staff and work to reach consensus on Section strategies and tactics to meet operational period objectives.
- Facilitate IAP meetings approximately two hours before the end of each operational period, or as directed by the IC.
- Ensure that the IAP is completed and distributed before the next operational period.
- Work closely with each unit in the Planning/Intelligence Section to ensure that tasks identified in the IAP are completed.
- Ensure that draft copies of the IAP are provided to the Legal Officer and Safety Officer for advance review.
- Ensure that the Advance Planning Unit, if activated, develops and distributes a report highlighting forecast events and conditions likely to occur beyond the forthcoming operational period, and that relevant information is included in the IAP.
- Ensure that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the EOC as required.
- Provide technical services, such as energy advisors and other technical specialists to all EOC sections as available and as required.
Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that the Documentation Unit catalogs all incident reports, logs, and documents for submission to the EOC Coordinator and preparation of the After Action Report.

Assist County OES personnel with the preparation of the After Action Report, as needed.
3.4.5.2 SITUATION UNIT LEADER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Oversee the collection, organization, and analysis of incident situation information from all available sources.

2. Ensure that collected information is validated prior to displaying and disseminating.

3. Complete Situation Status Reports, enter in Cal EOC, and distribute to Section Chiefs and Command staff.

4. Ensure that an Incident Action Plan (IAP) is developed for each operational period, based on mission priorities and objectives established by Command/Management and General Staff.

5. Ensure that all maps, status boards, and other displays contain current and accurate information.

6. Supervise Situation Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Ensure adequate Unit staffing to collect, analyze, post, and report incoming information, maintain the Situation Status Report, and facilitate IAP meetings.

☐ Based on the situation, activate the following support positions within the Situation Unit as needed:

☐ Building Inspection Support Supervisor
☐ Public Works Support Supervisor
☐ Assessor Support Supervisor

☐ Prepare Situation Unit tasks for the initial IAP.

Operational Phase

☐ Ensure that position logs and other necessary files are maintained.

☐ Oversee the collection, analysis, display, and reporting of critical event information.

☐ Coordinate with the American Red Cross and other agencies/sources for additional damage assessment information, beyond that collected by EOC staff and County departments.

☐ Oversee the preparation and electronic distribution of the Situation Status Report on Cal EOC. Coordinate with the Documentation Unit for reproduction and distribution of hard copies.

March 2015
Ensure that each EOC section provides status reports according to the schedule established by Management/Command.

Meet with the Public Information Officer to determine the best method for providing them with up-to-date information.

Prepare a Situation summary for the IAP meeting.

Ensure that each section provides any required updates, section strategies, and unit tasks prior to each IAP meeting.

Convene and facilitate the IAP meeting, following the established guidelines.

In preparation for the IAP meeting, ensure that all EOC objectives are posted on Cal EOC and in the EOC, and that the meeting room is set up with appropriate equipment and materials (display materials, reports, etc.).

Following the meeting, ensure that the Documentation Unit publishes and distributes the IAP prior to the beginning of the next operational period.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Provide unit documentation to the EOC Coordinator for the preparation of the After Action Report and department archives.
3.4.5.2.1 BUILDING INSPECTION SUPPORT Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Oversee the preparation and display of current and accurate situation maps and status boards relevant to the Building Inspection function.

2. Participate with other Situation Unit support supervisors in organizing and analyzing disaster situation information.

3. Contribute to situation status reports on Cal EOC, and for the Incident Action Plan (IAP).

4. Supervise Building Inspection Support personnel.

5. If the Damage/Safety Assessment Unit is activated, the Building Inspection Supervisor will assume the duties of the Damage/Safety Assessment Unit Leader. (See Damage/Safety Assessment Unit Leader checklist 3.4.5.6).

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Coordinate closely with other Situation Unit support supervisors.

☐ Procure and display current and accurate damage assessment maps as needed in the EOC and in the field.

☐ Populate and update EOC status boards with current and accurate information related to structural damages in the affected area(s).

☐ Assist the Situation Unit Leader and other Situation Unit Support Supervisors in organizing and analyzing emergency situation information.

☐ Assist the Situation Unit with damage assessment reporting, including status reports and the Initial Damage Estimate (IDE) on Cal EOC, and in the preparation of the IAP.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide all building inspection reports and related information to the Documentation Unit.
3.4.5.2.2 PUBLIC WORKS SUPPORT Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Oversee the collection of damage assessment information by emergency responders in the field, and coordinate closely with the Operations Section to ensure an accurate, timely, and smooth flow of information.

2. Participate with other Situation Unit support supervisors in organizing and analyzing disaster situation information.

3. Contribute to situation status reports in Cal EOC, and to the Incident Action Plan (IAP).


5. If the Damage/Safety Assessment Unit is activated, the Public Works support function will be a part of that Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Coordinate closely with other Situation Unit support supervisors.

☐ Ensure that the Operations Section forwards all reports containing damage assessment information to the Situation Unit in a timely manner.

☐ Assist the Situation Unit in organizing and analyzing public works emergency situation information.

☐ Proactively seek reports of all damages affecting County-maintained roadways in the Operational Area.

☐ Assist the Situation Unit in entering status information and reports in Cal EOC, and in the preparation of the IAP, as requested.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide position logs and documents to EOC supervisor or the Documentation Unit.
3.4.5.2.3 ASSESSOR SUPPORT Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Oversee the valuation of reported damages to public and private holdings in the Operational Area, for official reports and applications for assistance.

2. Participate with other Situation Unit support supervisors in organizing and analyzing disaster damages information.

3. Contribute to situation status reports on Cal EOC, and to the Incident Action Plan (IAP).

4. Supervise Assessor Support personnel.

5. If the Damage/Safety Assessment Unit is activated, Assessor Support will become a part of that Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Coordinate closely with other Situation Unit support supervisors.

☐ Assist the Situation Unit in organizing and analyzing emergency situation information, assessment of damages, and in the preparation of the Initial Damage Estimate (IDE).

☐ Establish, continually assess, and report values for reported damages to public and private holdings within the Operational Area, in compliance with federal and state law.

☐ Assist the Situation Unit in entering status information in Cal EOC, and in the preparation of the IAP, as requested.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide positions logs and all damage assessment documentation to EOC supervisor or the Documentation Unit.
3.4.5.3 RESOURCE UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Coordinate with the Logistics Section to track and display resource status information.

2. Develop and maintain resource status and T-card boards for use by Logistics, Planning, and other EOC personnel.

3. Supervise the Resource Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Set up T-card board, white boards, and/or paper displays and begin tracking all requested and deployed resources.

Operational Phase

☐ Establish and maintain position log and other necessary files.

☐ Coordinate closely with Logistics Section, particularly Supply/Procurement, Personnel, and Transportation units.

☐ As resource requests are received in the Logistics Section, post and track the progress from initial request through fulfillment.

☐ Status boards should display: date & time of request, item(s) requested, priority, time request was processed, estimated and actual times of arrival or delivery, mission request numbers if applicable, current status of the resource, and anticipated duration of use, if known.

☐ Work closely with Logistics to keep requesting parties informed of the status of their required resources, and promptly convey changes or delays.

☐ Provide reports, resource status updates for the Incident Action Plan (IAP), and briefings as requested.

It is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section. Confirm with Mutual Aid Coordinator or Logistics.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide position logs, status reports, and a summary of resources requested and used during the emergency response to the Documentation Unit.

March 2015
3.4.5.4 DOCUMENTATION UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Collect, organize, and file all incident documentation for each operational period, including position logs, situation status and resource reports, and Incident Action Plans (IAPs).

2. Provide documentation reproduction services to EOC staff.

3. Distribute all collected incident documents to appropriate EOC staff as needed.

4. Ensure that all status reports, IAPs, and other required documentation are entered in Cal EOC.

5. Assist the Emergency Services Coordinator in the preparation and distribution of the After Action Report.

6. Supervise the Documentation Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Maintain a position log.

☐ Establish a document tracking system to collect, track, duplicate, distribute, and file all incident documentation, records, reports, and display materials, for the duration of the EOC activation and response.

☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are filed by the end of each operational period.

☐ Reproduce and distribute status reports and IAPs as needed, from Cal EOC, electronic copies, and/or hard copies. Ensure that the Cal OES Regional Emergency Operations Center (REOC) receives copies.

☐ Maintain extra copies of reports and plans for special distribution, as required.

☐ Establish and provide document reproduction services for EOC staff.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Organize and index all incident documentation, and provide to Emergency Services Coordinator for the After Action Report and archiving, before closing out Unit.

☐ Ensure that the Recovery Unit receives copies of all documents related to incident expenses, including personnel time keeping records.
3.4.5.5 DEMOBILIZATION UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Develop a Demobilization Plan for the (Emergency Operations Center) EOC.
2. Supervise any personnel assigned to the Demobilization Unit.

Activation Phase

- Follow the generic Activation Phase Checklist (3.4.2).

Operational Phase

- Monitor status reports, Incident Action Plans (IAPs), and resource displays and reports, to anticipate and plan for EOC demobilization.
- Meet individually with the General Staff to complete section worksheets for the Demobilization Plan.
- Meet with the Incident Commander (IC) to review section demobilization worksheets and complete the Management/Command worksheet, for the Demobilization Plan.
- Using the demobilization worksheets, develop the Demobilization Plan and distribute a draft to the IC and General Staff for review and revision.
- Distribute Demobilization Plan to EOC staff, field responders, and others as directed.
- Demobilization planning should begin early in the response and continually assessed and revised for as long as EOC Sections are activated.
- Advise all Section Chiefs to ensure that demobilizing staff complete all reports, timesheets, and exit surveys, in coordination with the Personnel Unit, prior to leaving the EOC.

Demobilization Phase

- Follow the generic Demobilization Phase Checklist (3.4.2).
- Complete a Demobilization Report for the Emergency Services Coordinator after all EOC resources have been demobilized, deactivated, and returned to their pre-activation states of readiness.
3.4.5.6 DAMAGE/SAFETY ASSESSMENT UNIT LEADER

***** Read This Entire Position Checklist Before Taking Action *****

Responsibilities

1. Collect all damage reports from Planning/Intelligence and Operations units, other EOC personnel, and external sources.

2. Maintain and provide detailed information on damaged areas and structures, and associated losses to EOC staff.

3. Coordinate mutual aid requests for engineers to inspect structures and facilities, organizing arriving inspectors into teams.

4. Supervise personnel assigned to the Damage/Safety Assessment Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ When activated, the Damage/Safety Assessment Unit Leader position is typically assumed by the Building Inspection Support Supervisor. Building Inspection Support, Public Works Support, and Assessor Support are organized under the Damage/Safety Assessment Unit.

☐ Establish and maintain a position log and other necessary files.

☐ Obtain initial damage/safety assessment information from the Fire & Rescue Branch or Unit and the LE Response/Safety Unit, and other branches/units as necessary.

☐ Seek and verify additional damage/safety assessment information from the American Red Cross, utility service providers, and other sources.

☐ Prepare detailed damage/safety assessment information, including the estimated value of losses, for the Planning/Intelligence Chief, Documentation Unit, and Situation Unit.

☐ Ensure that ATC-20 standards and guidelines are followed by damage assessment personnel in the field.

☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.

☐ Maintain, report, and display upon request the status of all structures and facilities undergoing inspection and the results of the evaluation, including red, yellow, and green tagged structures and any occupancy restrictions.

☐ Coordinate all requests for engineers and building inspectors from emergency response agencies within the Operational Area. Communicate mutual aid resource needs to the Cal OES Regional Emergency Operations Center (REOC), or through the appropriate Mutual Aid Coordinator if activated.

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Refer all media inquiries and personnel to the Public Information Officer (PIO).

Demobilization Phase

- Follow the generic Demobilization Phase Checklist (3.4.2).
- Submit all Unit documentation to the Documentation Unit or EOC Coordinator, as assigned.
3.4.6 LOGISTICS SECTION POSITION CHECKLISTS

The Logistics Section, with the exception of aviation support and requests which fall under established mutual aid systems, provides all incident support resources. The Operations Section coordinates aviation support.

The Logistics Section Chief, a member of the General Staff, manages the Logistics Section. A Deputy may be assigned when many units within the Logistics Section are activated or when there is a high volume of Logistics requests. Additionally, a Service Branch Director and/or a Support Branch Director may be assigned to effectively manage the Section during large or complex events. Logistic Section branches and units are listed below.

Other units may be required to meet discipline-specific needs. The Supply/Procurement Unit handles all traditional Food Unit responsibilities, feeding EOC workers and field responders during smaller activations. All purchasing activities of the Supply/Procurement Unit are coordinated with the Finance/Administration Section. The Communications Unit is comprised of Voice Communications Support, HAM Radio Support, Data Support, and Public Information Officer Support. The Medical Support function of the Public Health Unit in the Operations Section handles traditional Medical Unit responsibilities during smaller activations, to meet the medical needs of EOC workers and field responders.

The Logistics Section may include the following Branches, Units, and Support functions, at the discretion of the Logistics Chief and Incident Commander:

- **Service Branch**
  - Communications Unit
    - Voice Communications Support
    - HAM Radio Support
    - Data Support
    - Public Information Officer Support
  - Medical Unit
  - Food Unit

- **Support Branch**
  - Supply / Procurement Unit
  - Transportation Unit
  - Facilities Unit
  - Personnel Unit
3.4.6.1 LOGISTICS SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that Logistics functions are carried out in support of the Humboldt Operational Area Emergency Operations Center (EOC). This includes providing communication services; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other resources for EOC staff and emergency responders as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure that Section objectives, as stated in the Incident Action Plan (IAP), are accomplished within the operational period or prescribed time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated EOCs within the Operational Area, and ensure that prompt updates of the status of requested resources are provided.

5. Keep the Incident Commander (IC) informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase

- Follow the generic Activation Phase Checklist (3.4.2).
- Assess the condition of critical facilities for response operations in coordination with the Damage/Safety Assessment Unit, including the County EOC and related facilities, to determine whether additional or alternate facilities will be required to coordinate the emergency response.
- Ensure that the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor contact information, and other resource directories.
- Based on the situation, activate units or create branches within the Section as needed and designate branch directors and unit leaders for each element:
  - Service Branch:
    - Communications Unit
    - Medical Unit
    - Food Unit
    - Support positions
  - Support Branch:
    - Transportation Unit
    - Facilities Unit
    - Personnel Unit
    - Supply / Procurement Unit
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections in activated EOCs within the Operational Area.
Advise Logistics Section branches and units to coordinate with Operations Section branches and units to prioritize and validate resource requests from activated EOCs within the operational area before acting on the request.

Meet with the IC and General Staff and identify immediate resource needs.

Meet with the Finance/Administration Section Chief to establish levels of purchasing authority and payment procedures for the Logistics Section.

Assist branch directors and unit leaders in developing Section strategies, tasks, and tactics to accomplish initial objectives in the first operational period, in accordance with the IAP.

Provide Section Status Reports to the IC for each operational period or as requested.

Adopt a proactive attitude, thinking ahead to anticipate situations and problems before they occur.

Ensure that the Resource and Situation Units in the Planning Section have continual access to the current status of all requested and deployed resources.

**Operational Phase**

Ensure that Logistics Section position logs and other necessary files are maintained and submitted to the Documentation Unit.

Meet regularly with Section staff to identify Section tasks and work assignments for upcoming operational periods.

Provide the Planning/Intelligence Section with Logistics Section strategies, tasks, and work assignments prior to each IAP meeting.

Attend and participate in IAP meetings.

Ensure that the Logistics units responsible for resource acquisition coordinate closely with the Finance/Administration Section, and that all required documents and procedures are completed and followed.

Ensure that transportation requirements in support of field operations are met.

Ensure that all requests for facilities and facility support are addressed. Identify alternate or additional facilities in advance if a future need may be reasonably anticipated.

Ensure that all operational area resources are tracked and accounted for, as well as resources ordered through mutual aid systems.

Adjust resource acquisition and tracking procedures as necessary when mutual aid systems are activated and resource requests are transferred to the appropriate mutual aid coordinator.

Consult with IC before resources are requested from Cal OES. Ensure that state requests are entered in Cal EOC, confirmed received by the Regional
Emergency Operations Center (REOC) or State Operations Center (SOC) and assigned a mission number.

☐ Provide Section staff with operational updates as required.

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Work with the Demobilization Unit to account for all incident resources in the Demobilization Plan and ensure that all resources are returned to their previous state of readiness.

☐ Provide all Section documentation to the Documentation Unit.
3.4.6.2 LOGISTICS BRANCH DIRECTORS

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Work with the Logistics Section Chief to provide resource support for the incident.
2. Assign specific tasks to branch personnel.
3. Review branch assignments and report status to the Logistics Chief.
4. Monitor and inspect progress on assigned tasks and make changes as necessary.
5. Resolve logistical problems reported by branch and unit personnel.
6. Ensure that a branch log is maintained.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Determine the level of staffing required for current operations as well as relief shifts, and arrange adequate staffing.
☐ Based on the situation and in coordination with the Logistics Chief, activate the necessary units within the branch:

- Logistics Service Branch (serves EOC staff and responders):
  - Communications Unit (and support functions)
  - Medical Unit
  - Food Unit

- Logistics Support Branch (supports field operations):
  - Supply/Procurement Unit
  - Facilities Unit
  - Transportation Unit
  - Personnel Unit

☐ Open and maintain branch logs and submit copies to Documentation Unit.
☐ Prepare branch tactics and tasks and provide them to the Logistics Section Chief prior to the first Incident Action Plan (IAP) meeting.
☐ Secure and deliver bottled water and food to the first shift of EOC personnel and field responders.

Operational Phase

☐ Ensure that branch and unit position logs, status reports, and other necessary files are maintained and provided to the Documentation Unit.
☐ Ensure that all units requesting resources and assistance receive a prompt response and frequent updates until the request has been satisfied or transferred.
Report to the Logistics Chief any requests which cannot be met with resources available in the Operational Area.

Ensure that all media inquiries and personnel are referred to the Public Information Officer.

Contribute to Section strategies for the IAP, as requested or required.

Anticipate food, water, and shelter needs for EOC personnel and field responders, based on the incident.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Ensure that obligation documentation for any unpaid incident expenses is promptly transferred to the appropriate department, and that copies are provided to the Documentation Unit.
3.4.6.3 COMMUNICATIONS UNIT LEADER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Ensure that radio, telephone, and computer resources and services, including OASIS and Cal EOC, are operational and provided to County Emergency Operations Center (EOC) and Joint Information Center (JIC) staff as necessary.

5. Assist Section Chiefs in determining the appropriate number and type of radios, telephones, computers, and other communications equipment required to facilitate operations.

3. Ensure that the EOC Communications Center is established with sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

4. Maintain a Communications Plan identifying all systems in use, with frequencies; phone numbers of EOC personnel, field locations, and partner agencies and organizations; and network login information. Ensure the confidentiality of any non-public communications lists.

5. Supervise the EOC Communications Center and the Communications Unit, and develop staffing plans for future operational periods.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Assess and report the status and availability of communications equipment to the Logistics Chief, or Service Branch Director if activated.

☐ Based on the situation, activate the necessary support positions within the Communications Unit.

☐ Voice Support Supervisor
☐ HAM Radio Support Supervisor
☐ Data Support Supervisor
☐ PIO Support Supervisor

☐ Prepare Unit tasks and assignments for the Logistics Chief prior to the initial Incident Action Plan (IAP) meeting.

Operational Phase

☐ Ensure that position logs and status reports are maintained and submitted to the Documentation Unit.

☐ Ensure that adequate personnel are mobilized to accommodate each Communications discipline on a 24-hour basis or as required.

☐ Ensure that all available communications links are activated and remain functional.
Maintain an equipment inventory log and obtain additional equipment as necessary. Proactively anticipate equipment needs for future operational periods.

Continually monitor the effectiveness of EOC and JIC communications systems and make changes as appropriate.

Provide the current status of all communications resources on order and in use to the Resource Unit.

Provide the Logistics Chief with the status of all communications systems and maintain a status display on request.

Develop instructional guidance for use of radios, phones, and computers, and conduct training sessions for EOC staff as necessary.

Meet with Operations Section branches and units to ensure that radio frequencies, telephone lines, and computer access are adequate. Modify and replace equipment as necessary to maintain optimal operational capability.

Facilitate activation of the “Disaster Hotline” as requested by the Public Information Officer (PIO).

Mobilize and coordinate amateur radio resources to augment primary communications systems as required. Contact telephone companies in the Operational Area to obtain portable telephone banks as necessary.

Ensure that technical personnel are available for equipment maintenance and repair.

Refer all media inquiries and personnel to the PIO.

Demobilization Phase

Follow the generic Demobilization Phase Checklist (3.4.2).

Assist the Demobilization Unit with planning for the demobilization of communications equipment, with provisions for any required maintenance to return all deployed resources to a state of readiness.
3.4.6.3.1 VOICE COMMUNICATIONS SUPPORT Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that voice communications resources and services are provided to County Emergency Operations Center (EOC) and Joint Information Center (JIC) staff as necessary to facilitate operations.

2. Determine, install if necessary, and maintain appropriate numbers of telephones and other communications equipment required to facilitate operations.

3. Identify all telephone numbers of EOC positions and telephone numbers of related agency contacts for the event, and ensure numbers are widely distributed and regularly updated. Ensure the confidentiality of any non-public numbers or lists.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Provide an inventory and status of voice communications equipment to the Communications Unit Leader.

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Ensure continual position staffing for all operational periods.

☐ Ensure that all available voice communications links are activated.

☐ Maintain an inventory log and obtain additional and backup equipment as necessary.

☐ Continually monitor the effectiveness of EOC voice systems.

☐ Conduct training sessions and develop reference materials for EOC staff as needed.

☐ Provide the Communications Unit Leader with the status of all communications systems and maintain a status display on request.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.6.3.2 HAM RADIO SUPPORT Supervisor

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure HAM radio communication nets are established and maintained within and outside the Operational Area (OA), including maintaining a connection to Cal OES.

2. Ensure that EOC HAM radio communications positions are fully staffed as required for all operational periods.

3. Determine the current status of HAM radio communications in all parts of the OA.

4. Facilitate efficient information flow among the County EOC, locations within the OA, and locations outside the OA.

5. Supervise HAM radio operators.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Assign radio operators to positions and shifts as required.

☐ Activate and check in on all radio nets available in the EOC, prioritizing check-ins from OA Emergency Coordinators and Cal OES.

☐ Ensure a smooth flow of messaging and information between EOC positions and contacts in the field.

☐ Inform the Communications Unit Leader of all significant events and any equipment needs.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.6.3.3 DATA SUPPORT Supervisor

***** Read This Entire Position Checklist Before Taking Action *****

Responsibilities

1. Install, activate, and maintain computer information systems for the County Emergency Operations Center (EOC) and Joint Information Center (JIC).
2. Assist EOC personnel in determining appropriate types and numbers of computers and peripherals to facilitate operations.
3. Ensure that Cal EOC and any other required applications are available and operational on EOC and JIC computers.
4. Supervise the Data Support group.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Provide an inventory and status of computer equipment in the County EOC to the Communications Unit Leader.

Operational Phase

☐ Establish and maintain a position log and other necessary files.
☐ Monitor and test Cal EOC and other applications and keep the Unit Leader informed of system failures and restoration activities.
☐ Develop instructional guidance for computers, computer programs, and peripherals, and conduct training sessions for EOC staff as necessary.
☐ Acquire, install, and maintain additional computer equipment as needed.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
☐ Ensure that all computer equipment is demobilized, evaluated, and returned as needed. Provide a closing status report to the Communications Unit Leader, documenting the condition and location of all computers and peripherals in service during emergency operations.
3.4.6.3.4 PUBLIC INFORMATION OFFICER SUPPORT Supervisor

***** Read This Entire Position Checklist Before Taking Action *****

Responsibilities

1. Ensure that public information communications channels and resources are available and operational, and report status changes to the Communications Unit Leader.

2. Identify and recommend the most appropriate means of communicating with the public, such as reverse calling systems, website, and social networks, in coordination with the County Public Information Officer (PIO).

3. Support Joint Information Center (JIC) operations, if activated.

4. Supervise the PIO Support group.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Establish and maintain communications between the County EOC and JIC, if activated.

Operational Phase

☐ Establish and maintain position logs and other necessary files/records.

☐ Establish and maintain data links, hardware, software, and communications systems required to disseminate information to the public, in coordination with the Communications Unit.

☐ Acquire additional hardware and software as needed.

☐ Ensure that the PIO Support function is fully staffed for all operational periods.

☐ Conduct training sessions for PIO staff as necessary.

☐ Monitor communications equipment and data channels continually, and report and failures or issues to Communications Unit Leader.

☐ Provide support to the incident PIO and JIC personnel as needed.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.6.4 MEDICAL UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Provide first aid and basic medical treatment to personnel assigned to the incident.
   
   NOTE: Medical services for the public are provided by the Public Health Unit in the Operations Section.

2. Complete a Medical Plan for the Incident Action Plan (IAP), establishing procedures for managing major medical emergencies among emergency responders, and related emergency medical transportation.

3. Prepare and submit medical reports, including assisting the Finance/Administration Section with injury reports and related claims documentation.

4. Supervise the Medical Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Ensure that medical staff is available and/or on call to treat incident personnel as needed.

☐ Prepare Medical Unit tasks and work assignments in support of incident priorities, for the Logistics Section Chief and initial IAP meeting.

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Determine the anticipated level of emergency medical activities and acquire the necessary medical personnel and supplies to provide medical aid to assigned incident personnel.

☐ Coordinate with other units to plan, establish procedures, and ensure a rapid medical response for emergency personnel needs, including requests for medical aid, medical transportation, and medical supplies.

☐ Develop the Medical Plan (ICS Form 206) for inclusion in the IAP each operational period or as requested.

☐ Ensure that the Safety Officer is notified of all injuries sustained by incident personnel during operations.

☐ Ensure that all required reports are completed in a timely manner.

☐ Assist the Finance/Administration Section with the completion of forms related to injuries of assigned incident personnel.
Ensure confidentiality of patient medical records and information, in compliance with state and federal law, and ensure that Emergency Operations Center (EOC) personnel and the Documentation Unit are aware of such requirements.

**Demobilization Phase**

- Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.6.5 FOOD UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Provide food and potable water to assigned incident personnel for the duration of operations, including all field locations and work sites.

   NOTE: Provision of food and water to the public is handled by the Social Services Unit in Operations.

2. In conjunction with other units, develop procedures for distributing food and water to all incident locations on an established schedule.

3. Ensure that proper food handling, storage, and cooking procedures are followed.

4. Supervise the Food Unit.

Activation Phase

☐ Follow generic Activation Phase Checklist (3.4.2).

☐ Ensure that the Unit is adequately staffed for the situation, and begin acquiring bottled water and food upon activation.

☐ Prepare Food Unit tasks and work assignments for the first operational period.

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Determine current and future food and water needs for all assigned incident personnel, based on actual and projected staffing patterns.

☐ Determine the best method of feeding for each facility, work site, or situation.

☐ Obtain the necessary equipment and supplies through Logistics, and establish cooking and feeding facilities.

☐ Ensure that well-balanced meals and drinking water are provided to all assigned incident personnel.

☐ Maintain an inventory of food and water, and ensure that all required supply reports are completed and submitted in a timely manner to the Resource Unit.

☐ Maintain food preparation and service areas, ensuring that health and safety measures are followed, in coordination with the Safety Officer and the Medical Unit as needed.

☐ Coordinate with Supply/Procurement, Resource, Facilities, and Transportation units to establish a rapid food preparation and supply network.

☐ Supervise caterers, cooks, and other Food Unit personnel and contractors.

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Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.6.6 SUPPLY/PROCUREMENT UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Oversee the procurement and allocation of incident supplies and equipment, not to include resources obtained via mutual aid channels.
2. Coordinate procurement and purchasing activities with the Finance/Administration Section.
3. Coordinate the delivery of supplies and material with the Transportation Unit as required.
4. Coordinate new vendor contracts as needed, with the Finance/Administration Section.
5. Supervise the Supply/Procurement Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Review County emergency purchasing procedures.
☐ Determine payment methods and procurement spending limits with the Finance/Administration Section Chief, including any applicable item caps or operational period maximums.
☐ Obtain a list of pre-existing emergency purchase orders and Memoranda of Understanding (MOUs) from the Emergency Services Coordinator.

Operational Phase

☐ Establish and maintain a position log and other necessary files.
☐ Determine if requested supplies and materials are available in Operational Area warehouses and storerooms, along with inventory levels.
☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and verify that the resource has not been requested through another source.
☐ Access FEMA’s online Resource Typing Library Tool to determine and document specific resource kind and type when practical.
☐ In conjunction with the Resource Unit, maintain a status board depicting procurement actions in progress and the current status of requests in process.
☐ Determine if the requested resource can be provided at no cost from another jurisdiction or organization within the Operational Area.
☐ Request unit costs of supplies and material from suppliers and vendors, and determine if they will accept purchase orders. Orders exceeding the purchase...
order limit must be approved in writing by the Finance/Administration Chief before the order can be completed.

☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Chief and the Legal Officer for development of necessary agreements.

☐ Verify cost data in the pre-established vendor contracts and/or agreements.

☐ If delivery of purchased resources is not available, coordinate pick-up and delivery through the Transportation Unit.

☐ In coordination with the Food Unit and Personnel Unit, provide food and lodging for EOC staff and volunteers as required, including those at remote field locations.

☐ Coordinate with VOAD to process donated goods and services from community groups and private organizations and to set up procedures for collecting, inventorifying, and distributing usable donations.

☐ Keep the Logistics Chief and the Finance/Administration Chief informed of significant issues affecting the Supply/Procurement Unit.

☐ Document unethical and/or illegal vendor business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

☐ Forward completed purchasing agreements and orders to the Finance/Administration Section for payment.

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide a detailed accounting of all incident purchases, expenditures, and open invoices to Finance/Administration Section and Documentation Unit before closing out Unit.
3.4.6.7 TRANSPORTATION UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. In coordination with the Public Works Unit and the Situation Unit, develop a Transportation Plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

Activation Phase

- Follow the generic Activation Phase Checklist (3.4.2).
- Assess the status and availability of County transportation resources and road conditions in the affected area(s).

Operational Phase

- Establish and maintain a position log and other necessary files.
- Coordinate with the Situation Unit and Public Works Unit to continually assess the status of transportation routes in and around the Operational Area.
- In coordination with the Public Works Unit and the Situation Unit, develop a transportation plan. Identify road closures and clear routes to move response personnel, impacted or evacuating populations, and deliver resources and materials in support of field operations.
- Establish contact with local transportation agencies and schools to determine availability of equipment and personnel resources for use in evacuations and other operations as needed.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase

- Follow the generic Demobilization Phase Checklist (3.4.2).
- Ensure that all vehicles and equipment used in the emergency response are returned to their pre-emergency location and state of readiness.
3.4.6.8 FACILITIES UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that adequate facilities are provided for the response effort, including securing access and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

2. Ensure that acquired facilities are properly demobilized when directed, returning facilities to their original state.

3. Supervise the Facilities Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Assess the availability and condition of existing facilities, including the County Emergency Operations Center (EOC), Joint Information Center (JIC), and auxiliary facilities.

☐ Assess the availability and condition of overflow and alternate workspaces for response operations, depending on incident requirements.

Operational Phase

☐ Establish and maintain a position log and other necessary files.

☐ Coordinate with the Emergency Services Coordinator and County EOC Sections to determine facilities and furnishing requirements for effective operation of the EOC.

☐ Coordinate with Operations Section to determine facility acquisition and support needed at the field level.

☐ Arrange for continuous maintenance of acquired facilities, ensuring that utilities and restrooms are operating properly.

☐ If facilities are acquired outside the County EOC, designate and supervise a facility manager for each site.

☐ Develop and maintain a status board or other reference displaying the location and purpose 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.

☐ Develop a plan to demobilize each facility and work site, in coordination with facility managers and the Demobilization Unit if activated.

☐ As facilities are vacated, coordinate with the facility manager to ensure the location is returned to its original state. This includes removing and returning
furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

☐ Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.

**Demobilization Phase**

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Perform site inspections at all facilities used during response and recovery operations, before closure. Provide a final report to the Emergency Services Coordinator confirming demobilization and inspection of all sites and documenting any damages.
3.4.6.9 PERSONNEL UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Provide personnel resources as requested in support of the County Emergency Operations Center (EOC) and field operations.
2. Identify, recruit, and register volunteers as directed.
3. Develop and display an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ Initiate or assume check-in procedures at the County EOC and other incident sites and facilities.

Operational Phase

☐ Establish and maintain position log and other necessary files.
☐ Ensure that every individual performing any role during an emergency activation and response checks in and accurately documents their hours and location(s), including volunteers. Coordinate with the Time Keeping Unit if it is activated.
☐ In conjunction with the Documentation Unit, complete, display, and maintain a large EOC organization chart depicting each activated EOC position and the name of the individual currently filling that role.
☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon checking in.
☐ Ensure that all volunteers have a completed and signed Disaster Service Worker registration form on file before assignment to any incident location or activity.
☐ Establish communications with volunteer agencies through Volunteer Organizations Active in Disaster (VOAD) and other organizations that can provide personnel resources.
☐ Coordinate with the Regional Emergency Operations Center (REOC) to activate the Emergency Management Mutual Aid System (EMMA) as needed.
☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
Maintain a status board or other reference to keep track of anticipated incoming personnel resources, and report all activity to the Resource Unit.

Notify County EOC reception of incoming personnel and make arrangements for registration, training, and briefings as needed.

Assist the LE Response/Safety Unit and the Fire/Rescue Unit with requests for mutual aid resources as required.

To minimize redundancy, coordinate all requests for personnel resources from the field level, or from activated EOCs within the Operational Area, through the EOC Operations Section prior to acting on the request.

In coordination with the Safety Officer and Support Branch Director, determine the need for crisis counseling for emergency workers, and request Critical Incident Stress Debriefing as needed.

Arrange for child care services for County EOC personnel when practical, as needed.

Establish volunteer reception centers as needed for registration, assignment, and issue of Disaster Service Worker Volunteer (DSWV) identification cards. Review DSW regulations to ensure compliance and Workers’ Compensation coverage.

Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Coordinate with the Medical Unit, Safety Officer, and Compensation/Claims Unit to treat and document all reported injuries during response operations.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Review personnel and volunteer documentation, and ensure that the Time Keeping Unit and Documentation Unit have all required personnel records before closing out Unit.
3.4.7 FINANCE/ADMINISTRATION SECTION POSITION CHECKLISTS

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section, and the work of the Section may continue for months or years after response and recovery operations have concluded. The Finance/Administration Section is activated when a need exists during response operations and/or activation of the County Emergency Operations Center (EOC). Finance/Administration Section units are listed below. Other units may be required to meet discipline-specific applications. Purchasing activities are coordinated with the Supply/Procurement Unit in the Logistics Section.

- Time Keeping Unit
- Compensation/Claims Unit
- Cost Unit
- Recovery Unit

The Finance/Administration Section Chief will determine the need to activate or deactivate a unit. If not activated, responsibility for that unit’s duties will remain with the Finance/Administration Section Chief.
3.4.7.1 FINANCE/ADMINISTRATION SECTION CHIEF

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Ensure that proper financial records are maintained throughout the event or disaster.

2. Ensure that all on-duty time is recorded for each person staffing the County EOC and related facilities, including volunteers.

3. Ensure that all on-duty time sheets are collected from field level supervisors and/or field Incident Commanders and their staff.

4. Ensure that the payroll process is uninterrupted for all County employees responding to the event or disaster.

5. Determine and communicate spending limits to the Supply/Procurement Unit in Logistics, including any single expense caps and operational period maximums.

6. Ensure that Workers’ Compensation claims resulting from the response to the event or disaster are properly documented and processed within a reasonable time.

7. Ensure that all travel and expense claims are processed within a reasonable time.

8. Provide administrative support to the EOC Sections as required, in coordination with the Personnel Unit.

9. Activate units within the Finance/Administration Section as required. Monitor Section activities continuously and modify the organization as needed.

10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the California Office of Emergency Services (Cal OES).

11. Supervise the Finance/Administration Section.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

☐ Based on the situation, activate units within the Section as needed and designate Unit Leaders for each element:

☐ Time Keeping Unit  ☐ Compensation & Claims Unit

☐ Cost Unit  ☐ Recovery Unit

☐ Ensure that sufficient staff is available for a 24-hour schedule, or as required.
Ensure coordination with all activated EOCs within the Operational Area for the purpose of gathering and consolidating cost estimates and other related information.

Meet with the Logistics Section Chief to review financial and administrative support requirements and procedures. Determine and communicate the level of purchasing authority to be delegated to the Supply/Procurement Unit in the Logistics Section.

Meet with all Finance/Administration Unit Leaders to ensure that responsibilities are clearly understood.

In conjunction with unit leaders, determine initial Section strategies and tasks for the first operational period, for the Incident Action Plan (IAP).

Notify the Incident Commander (IC) when the Finance/Administration Section is operational.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase**

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administration Section are current and that information is posted in a legible and concise manner.
- Participate in IAP meetings, providing any required Section documents in advance, as requested.
- Brief all unit leaders and ensure that they are aware of the mission priorities and operational period objectives defined in the IAP.
- Keep the IC, General Staff, and County administrators aware of the current fiscal situation, event expenditures, and anticipated needs on an ongoing basis.
- Ensure that the Recovery Unit receives all financial records for the duration of the response and recovery periods of the event or disaster.
- Ensure that the Time Keeping Unit tracks and records all staff time, including volunteer hours.
- In coordination with the Logistics Section, ensure that the Supply/Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all Workers’ Compensation claims resulting from the incident response within a reasonable time frame.
- Ensure that the Time Keeping Unit processes all time sheets and travel/expense claims promptly through the County payroll office.

March 2015
Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to FEMA and/or Cal OES.

**Demobilization Phase**

- Follow the generic Demobilization Phase Checklist (3.4.2).
- Submit all financial and personnel records to the Recovery Unit and/or Emergency Services Coordinator, as directed.
- Ensure that staff is designated to coordinate and document long-term recovery operations and to manage cost recovery and reimbursement with Cal OES and FEMA. Provide contact information to all agencies and departments that may generate or receive documents and/or invoices after the County EOC has demobilized.
3.4.7.2 TIME KEEPING UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Track, record, and report all on-duty time for personnel working during the event or disaster, including volunteers.

2. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to the County payroll office.

3. Supervise the Time Keeping Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Establish procedures for signing in, tracking, and recording hours for all personnel assigned to any role in response and recovery operations. Communicate procedures to Personnel Unit and County Emergency Operations Center (EOC) reception.

Operational Phase

☐ Establish and maintain position logs and other necessary files.

☐ Initiate, gather, and update time reports from all County personnel, including volunteers. Ensure that time records are accurate and prepared in compliance with County policy.

☐ Obtain complete personnel rosters from the Personnel Unit, including EOC staff, field responders, and volunteers.

☐ Provide instructions for completing time sheets and travel expense claims to all supervisors.

☐ Establish records for each worker and volunteer within the first operational period, and maintain fiscal records for the duration of the response and recovery.

☐ Keep the Finance/Administration Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).

☐ Provide all personnel and time keeping records to the Recovery Unit, ensuring that confidential and sensitive information is redacted as needed. Consult with the Legal Officer to ensure compliance with confidentiality laws and policies.
3.4.7.3 COMPENSATION AND CLAIMS UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

NOTE: The Safety Officer supervises all Compensation and Claims Unit activities.

Responsibilities

1. Coordinate the investigation of injuries and property/equipment damage claims resulting from the incident response.
2. Complete all forms required by Workers’ Compensation and the County.
3. Maintain a file of injuries and illnesses associated with the event or disaster, including results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).
☐ In coordination with the Safety Officer, establish procedures for reporting injuries and damages sustained during the incident response. Provide forms and instructions to Personnel Unit and supervisors.

Operational Phase

☐ Establish and maintain a position log and other necessary files.
☐ Maintain a chronological log of all reported injuries and illnesses affecting personnel assigned to the incident response, and property damages incurred during the incident response and recovery phases.
☐ Investigate all injury and damage claims as soon as possible.
☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workers’ Compensation within the required time frame, consistent with County policy and procedures.
☐ Report damages to all County-owned buildings or property to County insurer.
☐ Ensure that all injury reports for Disaster Service Worker Volunteers are reported to the Workers’ Compensation third-party administrator.
☐ Coordinate with the Safety Officer to mitigate hazards in the EOC.
☐ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
☐ Coordinate all property or equipment damage claims with the Recovery Unit.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
3.4.7.4 COST UNIT LEADER

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities

1. Track, record, and report all purchases and financial resources expended during the event or disaster.
2. Ensure proper documentation of all equipment and personnel expenses and payments.
3. Prepare estimates and costs analysis for incident expenses as needed and requested.
4. Supervise the Cost Unit.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

Operational Phase

☐ Establish and maintain position logs and other necessary files.
☐ Provide instructions to all staff to ensure that information on purchases and expended resources is maintained during the event or disaster.
☐ Maintain a cumulative accounting of all expenses associated with the incident response and recovery, including pre-existing equipment and supplies expended.
☐ Keep the Finance/Administration Chief informed of significant issues affecting the Cost Unit.
☐ Provide financial administrative support to the EOC sections as required, in coordination with the Personnel Unit.

Demobilization Phase

☐ Follow the generic Demobilization Phase Checklist (3.4.2).
☐ Ensure that all expense and cost analysis documentation is provided to the Recovery Unit.
3.4.7.5 RECOVERY UNIT LEADER

*** Read This Entire Position Checklist Before Taking Action ***

Responsibilities

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the California Office of Emergency Services (Cal OES).

2. Coordinate all fiscal recovery with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for response and recovery operations.

4. Supervise the Recovery Unit and all recovery operations.

Activation Phase

☐ Follow the generic Activation Phase Checklist (3.4.2).

☐ Review cost recovery regulations and guidelines to ensure proper documentation is maintained throughout the course of response and recovery operations, in coordination with Logistics and Finance/Administration units responsible for acquisition and expenses.

Operational Phase

☐ Establish and maintain position log and other necessary files.

☐ In conjunction with the County budget office, calculate costs for use of equipment and facilities owned, rented, donated, or obtained through mutual aid.

☐ Obtain information from the Resource Unit regarding use of equipment with calculable depreciation values.

☐ Ensure that County budget and payroll staff establish a disaster accounting system and provide dedicated cost coding for disaster response expenses.

☐ Ensure that each Section properly documents cost recovery information, and collect required cost recovery documentation at the end of each operational period.

☐ Review EOC position logs, status reports, and Incident Action Plans (IAPs) to identify additional cost recovery items that may have been overlooked.

☐ Act as the liaison between the Operational Area and disaster assistance agencies, to coordinate the cost recovery process.

☐ Prepare all required state and federal documentation to recover all allowable disaster response and recovery costs.

March 2015
Contact and assist Recovery Units in agency EOCs within the Operational Area. Request their cumulative cost totals for the incident response and recovery.

Prepare and maintain a cost report for the Finance/Administration Chief, EOC Coordinator, and Board of Supervisors, including cumulative analyses, summaries, and total expenditures for both the County and Operational Area entities.

Organize and prepare records for final audit.

Assist the Emergency Services Coordinator and Planning/Intelligence Section with the preparation of the After Action Report.

**Demobilization Phase**

Follow the generic Demobilization Phase Checklist (3.4.2).

Prepare forms and records for post-incident cost recovery and reimbursement, as directed.
3.5 DISASTER SERVICE WORKER (DSW) VOLUNTEERS

3.5.1 Overview

Disaster Service Workers (DSW) Volunteers are individuals who donate their time and expertise to augment government agencies or services in times of disaster or emergency. A DSW Volunteer must be registered with an authorized agency for the purpose of engaging in disaster service, without pay or other consideration. DSW Volunteers may be pre-registered with a sponsoring agency, or may be registered during emergency response operations as convergent volunteers. Convergent volunteers are those who come forward spontaneously during the disaster or emergency event to assist, without pay or compensation. Once properly registered in accordance with state law, DSW Volunteers are eligible for workers’ compensation benefits and limited liability protection while performing assigned and authorized duties or undergoing authorized training activities.

NOTE: All public employees are DSWs (see section 1.4.2.9). This section applies only to unpaid Disaster Service Worker Volunteers. Public employees performing disaster service work without pay are considered DSW Volunteers, except for firefighters.

For specific DSW Volunteer rules, requirements, and procedures not enumerated in this Emergency Operations Plan, refer to California Code of Regulations §§2570-2573.3.

3.5.2 DSW Volunteer Administration Rules / Requirements / Procedures

DSW Volunteers must be registered with an authorized agency, the California Office of Emergency Services (Cal OES), or an accredited Disaster Council, using the Cal OES Disaster Service Worker Volunteer Registration form, revised in 2013 (see section 5.8). All DSW Volunteers must be administered the Loyalty Oath by an authorized individual.

3.5.2.1 Disaster Service Worker Volunteer Registration

DSW Volunteer registration, including the Loyalty Oath, must be completed prior to any assignments being given to the volunteer. (Note: There are some rare impressment exceptions to this requirement, which are addressed in the Disaster Service Worker Volunteer program regulations.) The purpose of registration is to:

- assist the emergency organization in advance disaster planning;
- assist in the dispatch and management of resources;
facilitate administration of the Loyalty Oath, as required by law;
protect the interests of volunteers who provide direct services to government agencies; and
provide documentation required for workers’ compensation and liability coverage under the DSW Volunteer program.

The registration form must be signed and dated by the volunteer and the emergency authority administering the oath or affirmation. DSW Volunteers can be pre-registered as part of an organized effort to identify volunteers with specific skills. Convergent volunteers, by their nature, are not pre-registered. Registration includes categorizing the volunteer into one or more of the following classifications:

- Animal Rescue, Care & Shelter;
- Communications;
- Community Emergency Response Team (CERT) Member;
- EOC;
- Human Services;
- Fire;
- Laborer;
- Law Enforcement;
- Logistics;
- Medical & Environmental Health;
- Safety Assessment Program Evaluator;
- Search & Rescue; and/or
- Utilities.

A DSW Volunteer may be registered for a single event only, even though the person is not an active member of an organized response team. Single event registration cannot extend beyond one calendar year. Registration for active DSW Volunteers can remain effective for the duration of the volunteer’s involvement with the sponsoring organization, or limited at the discretion of the agency or organization.

The Humboldt County Disaster Council has determined that single event registration will expire at the end of that particular event (example: declared disaster duration). For organized DSW Volunteer response team members, the Disaster Council has determined that membership will remain in effect for as long as that DSW is an active member of the sponsoring organization up to a period of five years. After five years, the active DSW Volunteer must be re-registered but does not have to take the Loyalty Oath again.

DSW Volunteer registration provides Workers’ Compensation insurance coverage for the volunteer while performing official duties,
through the sponsoring agency or organization, and provides limited
liability protection for actions taken in the course of disaster service
duties. Any workers’ compensation claims submitted by Humboldt
County-registered DSW Volunteers will be handled by the
Compensation and Claims Unit during EOC activation, or by the
County Risk Manager.

3.5.2.2 Loyalty Oath or Affirmation

All DSW Volunteers must be administered the Loyalty Oath as it
appears on the DSW Volunteer registration form. The Loyalty Oath
can only be administered by an authorized individual who has been
specifically empowered by law or by written assignment by a legally
authorized individual, office, or agency. At the County and city level,
the County or City Clerk, at the request of OES, may deputize
selected staff for the purpose of administering the Loyalty Oath to
DSW Volunteers. For Humboldt County, the Loyalty Oath will be
administered to pre-registered DSW Volunteers by authorized OES
staff and others deputized by the County Clerk for that purpose.
Additional County staff may be deputized as needed by the County
Clerk during emergencies to administer the Loyalty Oath to
convergent volunteers. The Oath will remain valid for either the
single event period or for the period of time the DSW Volunteer is
assigned a role during an incident response and recovery. If a
registered DSW Volunteer withdraws from service and later re-
registers, the loyalty oath must be re-administered.

3.5.2.3 Disaster Service Worker Volunteer Registration Form

A standardized DSW Volunteer registration form is provided by Cal
OES (see section 5.8). The following fields must be completed:

- Classification;
- Registering agency or jurisdiction;
- Signature and title of authorizing registrar of DSW Volunteers;
- Registration date;
- Name of DSW Volunteer; and
- DSW Volunteer’s full address;

In the Loyalty Oath or Affirmation section of the form, the following
fields are also required:

- DSW Volunteer’s name;
- Date of administration of Oath;
- Signature of DSW Volunteer or their legal guardian; and
- Signature and title of authorized individual administering
  Loyalty Oath or Affirmation.
3.5.2.4  

**File Retention and Record Keeping**

The registration form with Oath or Affirmation should be filed within 30 days of the date it was taken or subscribed. The registration of any County-registered DSW Volunteer is filed with Risk Management. The form must be retained for at least five years, and may be destroyed five years after the termination or last date of the DSW Volunteer’s service.
Part 4

Recovery Operations

HUMBOLDT COUNTY EMERGENCY OPERATIONS PLAN
Part 4 – RECOVERY OPERATIONS

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Part 4

RECOVERY OPERATIONS

4.2 CONCEPT OF OPERATIONS

The County of Humboldt, each of the cities in the Humboldt Operational Area (OA), and all of the special districts serving the OA will be involved in recovery operations for the OA, following the initial emergency response. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can begin to return to their pre-disaster lives. Typically, there will be a need for such services as:

- assessment of the extent and severity of damages to homes and other property;
- restoration of essential services - water, food, and medical services;
- repair of damaged homes and community facilities; and
- professional counseling when the sudden changes resulting from the emergency have resulted in emotional distress.

Local governments can help individuals and families recover by ensuring that essential services and facilities are available and by seeking additional resources as needed. Recovery occurs in two phases: short-term and long-term.

Short-term recovery operations begin during the response phase of the emergency. The major objectives of short-term recovery operations include:

- rapid debris removal and cleanup;
- efficient and coordinated restoration of essential services (electricity, water, and sanitation systems).

Short-term recovery operations include all the agencies participating in the OA.

The major objectives of long-term recovery operations include:

- coordinated delivery of health and social services;
- re-establishing the local economy to pre-disaster levels;
- recovery of disaster response costs;
- effective integration of mitigation strategies into recovery planning and operations;
- implementation of corrective actions identified in the After Action Report;
- improved Humboldt OA Emergency Operations Plan (EOP); and
- improved land use planning.

Participating agencies and jurisdictions of the OA coordinate long-term recovery activities under their purview, with the exception of improvements made to the Humboldt OA EOP. Changes to this Plan are coordinated with all participating members of the OA.
Public information during the recovery process is handled independently by each agency or jurisdiction, in coordination with other agencies and jurisdictions in the County OA.

### 4.2.1 Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a functional capacity. Short-term recovery includes:

- utility restoration;
- availability of medical, social, and mental health services;
- re-establishment of Humboldt County government operations;
- opening of transportation routes and mass transit services;
- debris removal and cleanup operations; and
- remediation and/or demolition of hazardous structures.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may operate from temporary facilities, as necessary. The Humboldt County Department of Health and Human Services coordinates the provision of Critical Incident Stress Debriefings (CISD) for emergency response personnel, and counseling services for victims of the disaster event.

For federally declared disasters, registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits, by phone, online, and/or in person in Local Assistance Centers (LAC). In coordination with the American Red Cross, the County and other jurisdictions provide temporary shelters for disaster victims until longer term housing can be arranged.

The County and cities coordinate debris removal and cleanup operations in their jurisdictions, in accordance with Debris Management Plan(s) directing debris removal operations as an annex to this EOP. On the basis of the County and other OA jurisdictions’ assessments, structures that pose a public safety concern will be demolished.

In the aftermath of a significant disaster which receives a Presidential Declaration, the Humboldt County Operational Area may establish a Local Assistance Center (LAC), under the guidance of the LAC Plan created as an annex to this EOP. A LAC is a facility established within or adjacent to a disaster impacted area to provide disaster victims a single location to seek assistance offered by various government agencies, non-profits, and local voluntary agencies. County government officials, working with the Incident Commander, are responsible for directing the establishment of a LAC, dependent on the needs of the community following a disaster. Representatives from local agencies, government divisions (city, County, special district), non-governmental and relief agencies, and essential private service providers may be invited to be present in the LAC. The establishment of an LAC often coincides with the transition into long-term recovery operations.
4.2.2 **Long-Term Recovery**

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

With public safety as a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions are coordinated and employed in all activities by all jurisdictions in order to achieve the maximum reduction of vulnerability to future disasters. Approved post-hazard mitigation activities may be federally or state-funded for a defined time period following a disaster, offering a brief opportunity to implement potentially costly measures at little or no expense to the County. The County, OA jurisdictions, and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing, and/or reconstructing them during long-term recovery operations, using all available resources.

Recovery programs will also be sought for individual citizens and private businesses. Redevelopment agencies in the County play a vital role in rebuilding the commercial capacity of the Humboldt OA.
4.3 RECOVERY OPERATIONS ORGANIZATION

For the County of Humboldt, recovery operations are managed and directed by the Humboldt County Sheriff, as the Director of Emergency Services. Recovery issues involving Operational Area jurisdictions and special districts are coordinated and managed between the Sheriff and designated representatives.

The Sheriff will convene regular meetings with County department directors and key representatives from affected jurisdictions and special districts, in order to share information about ongoing and completed recovery operations, and to make collective policy decisions.

Sheriff’s Office personnel, the Humboldt County Emergency Services Coordinator, and Office of Emergency Services staff will assist the Sheriff in facilitating and leading the recovery process. Humboldt County departments will also be represented and responsible for particular functions throughout the recovery process. For a general listing of recovery phase responsibilities, see section 4.4: Recovery Operations Responsibilities.
## 4.4 RECOVERY OPERATIONS RESPONSIBILITIES

The County, Humboldt Operational Area (OA) jurisdictions, and special districts have specific responsibilities during disaster recovery operations. The chart below depicts the functional responsibilities assigned to the County departments and/or key personnel, OA jurisdictions, and special districts. This chart is a guideline and may be revised as needed by the Sheriff and the OA recovery team.

<table>
<thead>
<tr>
<th>Function</th>
<th>Departments/Agencies</th>
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| Political process management; interdepartmental coordination; policy development; decision making; and public information. | County Administrative Office  
County Board of Supervisors  
City Managers  
Special Districts management |
| Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections. | County Planning Department  
Jurisdictional Planning Departments |
| Restoration of medical facilities and associated services; provision of mental health services; environmental reviews. | County Health & Human Services Dept.  
Division of Environmental Health |
| Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services. | County Public Works Dept.  
Jurisdictional Public Works Depts.  
Utility Special Districts |
| Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs. | County Health & Human Services Dept.  
Jurisdictional Human Resources  
VOAD |
| Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements. | County Auditor, Treasurer-Tax Collector, Risk Manager, and Administrative Office.  
Jurisdictional Finance Departments  
Special District Accounting Offices |
| Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects. | County Public Works and Planning Dept.  
City Redevelopment Agencies |
| Applications for disaster financial assistance; liaison with assistance providers; on-site recovery support; and disaster financial assistance project management. | County Office of Emergency Services  
Jurisdictional OES  
Special District Accounting Offices |
| Advise on emergency authorities, actions, and associated liabilities; legal advice; and preparation of new ordinances and resolutions. | County Counsel and Risk Manager  
City Attorney |
| Government operations and communications; property acquisition; supplies and equipment; vehicles; personnel; and related support. | County Administrative Office, Public Works, and Personnel Depts.  
Jurisdictional Administration |
4.5 RECOVERY DAMAGE/SAFETY ASSESSMENT

The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the Humboldt Operational Area Emergency Operations Center’s standard operating procedures as well as state and federal requirements, an Initial Damage Estimate (IDE) is developed during the emergency response phase, to support a request for a Gubernatorial Proclamation and for the State to request a Presidential Declaration. Depending on the severity and scope of the emergency and related damages, a simple IDE may be completed by the County Office of Emergency Services and Public Works Department, or it may be a joint effort by a damage assessment team comprising local, state, and federal experts.

During the recovery phase, this assessment is refined to a more detailed level. A detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by the jurisdictions’ departments as a companion to formal damage assessment documentation.

For Humboldt County, the damage/safety assessment will be completed by the County Public Works Department in coordination with the County Office of Emergency Services and other applicable County departments. The Public Works departments of each city will, in most cases, complete their own detailed damage assessments. The Administrative and Operational Divisions of Special Districts will, in most cases, complete their own detailed damage assessments.

Following complex, large-scale disasters causing extensive damages, representatives from the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) will be appointed to assist in the assessment of damages, and with applications for state and federal reimbursement and assistance programs.
4.6 DOCUMENTATION

Meticulous documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation is critical in establishing the basis for eligibility of disaster assistance programs.

For both state and federal disaster assistance, documentation detailing damages to public buildings and facilities, County and city roadways and bridges, water and flood control facilities and systems, public utility systems, educational facilities, critical infrastructure, public recreation facilities, and some nonprofit facilities serving the public, is required in order to qualify for assistance programs.

Debris removal, labor, and other emergency response costs incurred by affected entities in the Operational Area (OA) should also be documented for cost recovery purposes. In some cases, volunteer labor is a reimbursable expense and should also be recorded.

The cost of compliance with building codes for new construction, repair, and restoration should be documented. The cost of improving, replacing, and/or relocating facilities may be subsidized under federal mitigation programs. In some cases, funds may be allocated in lieu of rebuilding facilities in vulnerable locations.

It is the responsibility of the County, OA jurisdictions, and special districts to collect documentation of all damages and recovery expenses and submit them to the County OES according to the established timeline.
4.7 AFTER ACTION REPORTING

California law requires that an After Action Report be submitted to Cal OES by each 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, within ninety (90) days of the close of the incident period (19 CCR § 2450).

The After Action Report is typically structured as follows:

- Executive Summary;
- Timeline of major events and actions taken;
- Summary of successes;
- Areas for improvement and corrective actions; and
- Glossary of acronyms.

California law also requires that After Action Reports include, at minimum:

- a review of response actions taken;
- demonstration of application of SEMS;
- any suggested modifications to SEMS;
- any necessary modifications to local plans and procedures;
- identification of training needs; and
- recovery activities to date.

The After Action Report (AAR) documents Humboldt Operational Area (OA) emergency response activities, and identifies successes and areas for improvement. The AAR is also used to develop a work plan for implementing corrective actions.

The AAR is a composite document for all SEMS/NIMS levels, providing a broad perspective of the incident, referring to more detailed documents, and addressing all areas specified in regulations.

The report includes an executive summary, including explanatory enclosures, and addresses discrete areas and functions of the response. Hazard mitigation recommendations may be included in the “recovery actions to date” portion.

After Action Reports should be written in simple language, well structured, concise, and geared to the primary audience. For the Humboldt County and other OA jurisdictions, the After Action Report’s primary audience will be County and city employees, including management. As public documents, they are available upon request.

The Humboldt County Office of Emergency Services (OES) is responsible for the completion and distribution of the After Action Report for the OA, including sending it to Cal OES within the required 90-day period.

County OES coordinates with EOC personnel, field responders, shelter coordinators, OA jurisdictions, special districts, and other
entities involved in response operations, to complete the AAR. Incorporated cities in the OA may also submit individual AARs, depending on the situation.

County OES and Cal OES will provide guidance to cities and special districts in the OA to ensure compliance with current procedural requirements. All state and federal regulations, reporting and documentation requirements, and time limits cited in this EOP and other County OES guidelines are subject to change. Statutory authority should be carefully reviewed in consultation with the Legal Officer or County Counsel as soon as practical during a significant emergency event involving activation of the County EOC, emergency declarations at any level of government, and/or before any entity in the OA applies for disaster assistance programs.
4.8 DISASTER ASSISTANCE PROGRAMS

4.8.1 Introduction

When requesting implementation of disaster assistance programs, key factors determining availability of each type of program include the needs of different types of entities, disaster assistance available at each level of declaration, and the level of detail required with each request for disaster assistance. State and federal disaster assistance programs have been developed to meet the unique needs of four distinct groups:

- individuals;
- businesses (including agriculture interests);
- governments; and
- nonprofit organizations.

The level of declaration largely dictates the availability of funding following a disaster, and the commensurate availability of state and federal personnel to assist with applications for recovery and mitigation project funding.

Individuals

Individuals may be eligible for loans or grants for repair or replacement of real and personal property; and dental, funeral, medical, transportation, unemployment, sheltering and rental assistance, counseling, and legal assistance, depending on the extent of damages.

Businesses

Loans for businesses may be available through the United States Small Business Administration (SBA), to assist with physical and economic losses as a result of a disaster or emergency.

Agriculture

Programs for recovery of agricultural resources may be offered through the United States Department of Agriculture (USDA), including assistance for physical and production losses.

Government

State and federal funds and grants are made available to government and certain nonprofit organizations to repair, reconstruct, and mitigate the risk of future damage, depending on the level of declaration.

Nonprofits

Qualifying private nonprofit organizations assigned to provide essential, secular direct services to communities affected by disaster or emergency may apply for state and federal Public Assistance programs for particular types of expenses, such as the actual costs of food and shelter for victims and paid labor to administer assigned services.

Emergency Declarations

At each escalating level of emergency declaration, additional disaster assistance programs may become available to individuals, businesses, governments, and nonprofits.

Local Emergency Proclamation

With the proclamation of a Local Emergency by the County or an incorporated city in the Humboldt County Operational Area (OA), local disaster assistance channels may open to individuals and other entities in The OA. Humboldt OA jurisdictions may also be
eligible for state financial assistance to repair and restore public facilities and infrastructure with a Local Emergency proclamation and concurrence by the Director of Cal OES, under the California Disaster Assistance Act (CDAA). Businesses and individuals may be additionally eligible for local tax relief, low-interest loans from the SBA, and for USDA relief programs.

State of Emergency Proclamation
Under a State of Emergency proclamation by the Governor, the full range of assistance programs under CDAA may become available to the County, OA jurisdictions, special districts, individuals, and businesses, in addition to the assistance available under a Local Emergency proclamation. See current CDAA regulations for program descriptions and pathways. A Gubernatorial proclamation is also a necessary step to requesting federal declarations and assistance.

Presidential Declaration
Under a Presidential Declaration of an Emergency or a Major Disaster, the County, OA jurisdictions, special districts, individuals, and businesses may be eligible for a variety of federal assistance programs, including housing, unemployment, hazard mitigation, and other comprehensive public assistance programs.

4.8.2 Public Assistance Programs
Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

In Humboldt County the Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials for the County. The County OES will also serve as the primary contact for state and federal field representatives. Each City OES will complete the application process and provide supporting materials to state and federal representatives.

Special districts will typically assign a representative from their accounting offices to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency’s/company’s field operations staff throughout this process.

The following outlines the Federal Public Assistance Program and the State of California’s Public Assistance Program, the California Disaster Assistance Act (CDAA).

4.8.2.1 Federal Public Assistance Program
The federal public assistance (PA) program is authorized under the Federal Disaster Relief Act of 1974 (44 CFR § 206), as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act ("Stafford Act", 42 USC § 5121, et seq.). The federal program requires Local Emergency and State of Emergency proclamations, and a federal Declaration of an Emergency or a Major Disaster.
Eligible Applicants

Eligible applicants include state agencies, counties, cities, special districts, K-12 schools, colleges, and some nonprofit organizations, such as educational, utility, emergency, medical, and custodial care facilities.

Private nonprofit organizations that provide essential governmental services, such as community centers, libraries, homeless shelters, and similar facilities that are open to the general public may also be eligible under the federal public assistance program. Nonprofit organizations must be able to demonstrate current 501(c)(3) nonprofit tax status as part of the application process.

Eligible Work Projects

In order to be eligible for federal funding, work projects must be required as a result of a disaster event, must be located within the designated disaster area, and such projects are the legal responsibility of the applicant:

There are seven categories of work projects under the federal public assistance program.

- Category A - Debris Removal
- Category B - Emergency Protective Measures
- Category C - Roads and Bridges
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Utilities
- Category G - Parks, Recreational Facilities, and Other Facilities

For additional information about eligibility of projects and expenses, see the current edition of the FEMA Public Assistance Guide.

Applying for Assistance Under the Federal Public Assistance Program

The California Office of Emergency Services (Cal OES) is primarily responsible for processing and disbursing federal Public Assistance grants for Operational Area (OA) applicants, including technical assistance and advice to OA subgrantees. Cal OES provides state support for damage survey activities, ensuring that potential applicants for assistance are aware of available federal programs and that required documents are submitted on schedule. The application process and requirements for the County of Humboldt and other members of the Humboldt Operational Area are detailed in the FEMA Public Assistance Guide, and in guidance documents produced by Cal OES. Public assistance application procedures may vary depending on the extent and types of damages, affected entities and populations, and other factors.

The typical process is as follows:

1. The Governor requests federal assistance after proclaiming a State of Emergency.
2. A Preliminary Damage Assessment is conducted by state and federal representatives with the OA.
3. The President declares an Emergency or Major Disaster at his/her discretion, and/or approves or denies the Governor’s request for federal public assistance funding.
4. Cal OES and FEMA hold an Applicant’s Briefing to orient eligible OA entities to the application process.
5. Eligible applicants submit Requests for Public Assistance.
7. OA applicants submit project documentation, including Project Worksheets, via the PA Coordinator.
8. Individual Work Projects are approved or denied and federal funds for approved Work Projects are disbursed via Cal OES.
9. Work Projects are completed within any required time frame, dependent on the type of work, and closed out with FEMA and Cal OES upon completion.

### 4.8.2.2 California Disaster Assistance Act (CDAA) Program

#### Authorities and Required Declarations

The California Disaster Assistance Act (CDAA) Program is authorized under Title 2, Division 1, Chapter 7.5 of the California Government Code. In order to be considered for state emergency financial assistance, CDAA currently requires that an eligible local government entity – a county or city, proclaim a Local Emergency within ten (10) days of the incident, and that CDAA assistance is requested within sixty (60) days of the incident, along with appropriate documentation of damages. The Director of Cal OES may offer limited assistance of public infrastructure restoration only, with a Concurrence of a Local Emergency. For disaster response assistance as well as permanent restoration funding under CDAA, the Governor of California must proclaim a State of Emergency. For matching funds and cost sharing under federal public assistance programs, the President of the United States must declare a Major Disaster or Emergency.

#### Eligible Applicants

Eligible Applicants for CDAA funding include city and county, counties, cities, special districts, school districts, county offices of education, and community college districts.

#### Eligible Work Projects

Eligible work projects under CDAA, at the Governor’s discretion, may include the repair, restoration, or replacement of facilities and property used to perform essential government services, which have been damaged or destroyed by the declared incident. Such properties may include buildings, levees, flood control works, channels, irrigation works, streets, roads, bridges, highways, and other public works.

Funding may also be made available, at the Governor’s discretion, for interim small business loans in advance of federal disaster assistance.

#### Eligible Costs

In addition to the direct expenses associated with approved repair and restoration projects, eligible expenses under CDAA may also include equipment, supplies, and materials; regular hourly wage and overtime costs incurred during disaster response activities by local agency personnel as a result of a proclaimed State of Emergency; and site preparation costs for temporary FEMA housing. Excluded from CDAA funding are the normal hourly payroll costs of regularly assigned emergency services and public safety personnel.

State allocations under CDAA may be used as matching funds for required cost sharing under federal disaster assistance programs.
Indirect administrative costs and other expenses may also be eligible, at the discretion of the Cal OES Director and the Governor.

Cal OES is responsible for transmitting applications for CDAA funding to all eligible applicants. The typical application process for Public Assistance (PA) under CDAA is as follows, but the initial sequence of events may vary:

1. The Humboldt OA requests that the Governor declare a State of Emergency within ten (10) days of the incident.
2. Following the Concurrence of the Director of Cal OES or declaration of a State of Emergency by the Governor, Cal OES holds an Applicants’ Briefing.
3. Eligible Applicants request CDAA assistance from Cal OES within sixty (60) days of the declared Local Emergency. Applications may be submitted in advance of state or federal proclamations.
4. A Preliminary Damage Assessment (PDA) is performed by Cal OES, and by FEMA representatives if federal assistance or declarations have also been requested.
5. The Kick-Off Meeting is held with eligible OA applicants and state and federal PA Coordinators.
6. Project estimates and other documentation are submitted to Cal OES by eligible applicants, in coordination with the County OES.
7. Individual requests are approved or denied by Cal OES and funds are disbursed for approved projects.
8. Project work is completed within any required time frame, final claim paperwork is completed, and projects are closed out by Cal OES.

4.8.3 Individual Assistance Programs

Individuals are expected, whenever possible, to provide for themselves and to be responsible for their own personal recovery following a disaster. However, many will expect comprehensive assistance from government entities in the immediate aftermath and until all needs are met. Humboldt County and local city governments will assist individuals to the extent possible, including connecting them to available state and federal resources. The objective of Humboldt County, the Operational Area, and local cities is to provide local communities with the necessary information to aid in individual disaster recovery, including the establishment Local Assistance Centers (LAC) when appropriate.

The following sequence of delivery has been adapted from FEMA guidelines to assist individuals and local governments in determining the escalating flow of individual assistance that should be followed to maximize efficient application of limited resources:

1. Personal resources and voluntary agencies (family, friends, volunteer and community organizations, churches, etc.)
2. Private insurance carriers
3. FEMA Disaster Housing Assistance
4. FEMA/State “Other Needs” Assistance (medical, dental, funeral, etc.)
5. United States Small Business Administration loans
6. FEMA/State grant assistance
7. Referral to voluntary agencies for unmet needs

Individuals may locate and apply for a variety of federal assistance programs online using the one-stop portal at www.disasterassistance.gov.

4.8.3.1 Humboldt County Disaster Assistance for Nonprofits Fund

The Humboldt County Disaster Assistance for Nonprofits Fund (DANF) accepts funds from the local community and elsewhere during declared disaster events and then distributes those funds within Humboldt County. The fund was established with the concurrence of the Humboldt County Board of Supervisors following the 1992 earthquakes, in response to the high volume of donations received by the County. In 2014, the Board authorized and endorsed the use of the DANF (see section 5.2.6). Following a Local Emergency proclamation, funds are distributed by the DANF Committee to local health and human services organizations for disaster relief efforts and victim assistance services.

When a disaster occurs, the Voluntary Organizations Active in Disaster (VOAD) or 2-1-1 Humboldt with Humboldt Community Access and Resources (HCAR) contacts the Disaster Assistance for Nonprofits Fund Committee which is composed of seven(7) members including a representative of Voluntary Organizations Active in Disaster (VOAD) or 2-1-1 Humboldt through HCAR, the Humboldt Area Foundation, the Humboldt County Office of Emergency Services (OES), and the Humboldt County Administrative Office. The DANF Committee also designates three representatives from local businesses as well as other interested citizens or civic groups with the emphasis on securing representatives from the most severely impacted area of the County.

These efforts are coordinated with the County OES, 211 Humboldt through HCAR, the local VOAD, and the Humboldt County chapter of the American Red Cross, as part of an organized disaster response system. Every effort is made to coordinate DANF activities with any independent, local fundraising and with grant making activities to eliminate duplication of effort and to assure an equitable distribution of resources.

Individuals requesting assistance from the DANF should contact 2-1-1 Humboldt for specific requirements and application assistance.
4.8.4 Hazard Mitigation Grant Program

The Federal Disaster Mitigation Act of 2000 requires that state and local governments develop Hazard Mitigation Plans as a condition for federal grant assistance. Humboldt County, all seven cities, and numerous special districts have FEMA-approved Local Hazard Mitigation Plans (LHMPs).

A presidential Disaster Declaration activates the Hazard Mitigation Grant Program (HMGP). The program’s purpose is to fund cost-effective projects that substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only. Delivered as either part of a Public Assistance grant or as a stand-alone measure, the HMGP offers a unique funding opportunity to implement mitigation measures in the aftermath of a major disaster.

Eligible applicants include state agencies, local governments, and private non-profit organizations that own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, and custodial care.

Virtually all types of hazard mitigation projects are potentially eligible, provided they benefit the declared disaster area and meet basic project criteria. Funding priorities are established by Cal OES. Eligible projects must:

- be consistent with the community's long-term hazard mitigation planning goals;
- represent significant risk to the community if left unresolved;
- address, when applicable, permanent or long-term changes to the areas and entities it protects, with manageable future maintenance and modification requirements;
- comply with all applicable codes and standards for the project locale;
- have a direct beneficial impact upon the designated disaster area;
- not fund personnel only - except for short-term projects which will result in long-term benefits;
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts in the event of a future disaster;
- provide solutions, rather than merely identify or analyze hazards, unless such analysis constitutes a functional portion of a solution; and
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.
Part 5

Appendices
Part 5 - APPENDICES

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5.2.3 Ordinance No. 2447 relating to Emergency Organization and Functions of Humboldt County Disaster Council, dated 5 April 2011.

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5.2.1 Emergency Operations Plan Adoption

COUNTY OF HUMBOLDT

For the meeting of: April 7, 2015

Date: March 9, 2015
To: Board of Supervisors
From: Michael T. Dwayne, Director of Emergency Services
Subject: Adoption of Humboldt County Emergency Operations Plan

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Emergency Operations Plan (EOP); and

2. Direct Office of Emergency Services to track EOP charges and update annually or as needed to keep plan current.

SOURCE OF FUNDING:

Emergency Management Performance Grant Program

Prepared by: Rose Larte, Office of Emergency Services
CAO Approval: Chief

REVIEW:
Auditor County Counsel NAY Human Resources Other

TYPE OF ITEM:
X Consents
Departmental
Public Hearing
Other

PREVIOUS ACTION/REFERRAL:
Board Order No. ________
Meeting of: ____________

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor ________
Seconded by Supervisor ________

Ayres
Nays
Abstain
Absent

And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: ________
By: ________
Kathy Ayres, Clerk of the Board

March 2015
DISCUSSION:

The Emergency Operations Plan is the guidance and reference document that directs emergency and disaster response in the County of Humboldt. This Plan is required by California law, and in order to apply for and receive state and federal funding for disaster preparedness, response, recovery, and mitigation. The Emergency Operations Plan was last updated in 2002 and has been significantly revised to reflect current emergency management standards and best practices, as well as current County structures and resources. All County departments have been solicited for comment on this proposed Plan, and the Disaster Council has reviewed the Plan and recommends it for adoption.

FINANCIAL IMPACT:

Staff costs for updating the Humboldt County Emergency Operations Plan are covered by grant funding provided by the Emergency Management Performance Grant Program (EMPG). The grant match for EMPG is covered by the General Fund allocation in budget unit 274 for fiscal year 2014-15.

The Humboldt County Emergency Operations Plan meets the Board of Supervisors Strategic Framework Plan by promoting a safe and healthy community and enforcing regulations to protect residents.

OTHER AGENCY INVOLVEMENT:

California Office of Emergency Services

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may deny the request to approve the Emergency Operations Plan; however, this is not recommended as the County would be out of compliance with State law and ineligible for additional Emergency Services funding until such time as an updated plan is approved.

ATTACHMENTS:

Attachment 1 Proposed Humboldt County Emergency Operations Plan
5.2.2 **Disaster Assistance to Nonprofits Fund (DANF) Adoption**

**COUNTY OF HUMBOLDT**

For the meeting of: June 17, 2014

Date: May 29, 2014

To: Board of Supervisors

From: Phillip Smith-Hanes, County Administrative Officer

Subject: Humboldt County Disaster Assistance to Nonprofits Fund Reauthorization and Endorsement

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize and endorse the proposed new structure for administration of the Humboldt County Disaster Assistance to Nonprofits Fund at times of declared disasters as a means for receiving designated funds and disbursing them to Humboldt County not-for-profit, tax exempt and charitable organizations, as shown in Attachment 1;

2. Adopt amended language for Section 4.8.3.2 of the Humboldt County Emergency Operations Plan, as shown in Attachment 2; and

3. Authorize the County Administrative Officer and the Emergency Services Manager to sign a letter agreement with Humboldt Area Foundation substantially as shown in Attachment 3.

**SOURCE OF FUNDING:** Community Donations

[Signature]

Prepared by: Phillip Smith-Hanes

CAO Approval

REVIEW:

Auditor
County Counsel
Human Resources

OTHER

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Sundberg
Seconded by Supervisor Fennell

Aye Sundberg, Lovelace, Bohn, Fennell, Bass

Nay

Abstain

Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: June 17, 2014

By: Kathy Hayes, Clerk of the Board

March 2015
DISCUSSION:

The Humboldt County Disaster Relief Fund was created by the County Board of Supervisors in response to the large volume of donations that came into the county for disaster relief after the 1992 Earthquakes. Previously, the Board designated United Way of Humboldt County to be the administrative agent for these funds, and this item last came before the Board in 2009. Since that time, United Way of Humboldt County has merged with United Way of the Wine Country (UWWC). UWWC is closing the local office for the Humboldt/Del Norte region, and transferring 2-1-1 Humboldt to Humboldt Community Access and Resources (HCAR). Due to this organizational shift, representatives from the United Way, Humboldt Area Foundation, County Administrative Office and Sheriff’s Office of Emergency Services (the four principal entities designated by prior Board action) have been meeting to discuss the impact on the Disaster Relief Fund.

The parties are making four recommendations for this transition: 1) transfer the financial and legal responsibilities of Fund management to an organization based in Humboldt County; 2) adopt a new process for Fund activation that accurately reflects the new organizational involvement; 3) change the name of the Fund; and 4) give preference for funding to members of the Voluntary Organizations Active in Disasters (VOAD).

Local Responsibility
UWWC holds a bank account with a balance of approximately $7,000 consisting of prior donations that were not needed for distribution in the wake of past disasters. All parties, including UWWC, agree that it would be preferable to transfer this responsibility to an organization based in Humboldt County. The Humboldt Area Foundation is willing to assume this role. In order to do so, the Foundation requests a letter agreement (Attachment 3). Because the funds are not actually held as County funds, the Board would not be a signatory to this letter. However, because the County Administrative Officer and the Emergency Services Manager are two of the four standing members of the Committee that currently administers the Fund, it is requested that they be authorized to sign the letter agreement with the Foundation.

New Process for Fund Activation
The two documents contained in Attachment 1 outline the new process and draft application form recommended. These closely mirror the prior structure, but include appropriate updates. Under the proposed new structure, 2-1-1 Humboldt would remain responsible to convene a Committee when the Fund is activated following a disaster, but the Humboldt Area Foundation would receive, hold and disburse funds. The Committee will now serve as advisor to the Fund at the Humboldt Area Foundation (a legal distinction necessary to comply with Internal Revenue Service rules for foundations). These changes require some minor modifications to the County’s Emergency Operations Plan, as shown in Attachment 2. These changes were reviewed by the County’s Disaster Council on May 23, 2014. The Disaster Council approved forwarding the item to the Board of Supervisors with a recommendation for approval.

Name Change
As mentioned above, the Fund has historically been called the Disaster Relief Fund. However, the Red Cross has a fund with a very similar name and this has led to confusion. Therefore, the parties are recommending that this Fund be re-titled the Disaster Assistance to Nonprofits Fund, which more accurately describes the Fund’s purpose.

VOAD Preference
Finally, it is proposed that members of the VOAD group be given preference in distribution of the Disaster Assistance to Nonprofits Fund. This would provide an incentive for local nonprofit groups to be regular participants in disaster preparation and training.
FINANCIAL IMPACT:

There is no direct financial impact to the County budget. Board approval of the recommended actions could lessen the impact to the County’s General Fund budget in response to a declared disaster by enabling non-profit organizations to provide emergency services.

This action supports your Board’s Strategic Framework, Priorities for New Initiatives, by making proactive decisions to partner to promote quality services through facilitating private/public partnerships to solve problems.

OTHER AGENCY INVOLVEMENT:

Sheriff’s Office of Emergency Services
United Way of the Wine Country
Humboldt Community Access and Resources
Humboldt Area Foundation

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

1. Process Documents
   a. Disaster Relief Activation Steps
   b. Application Process
2. Section 4.8.3.2 of the Humboldt County Emergency Operations Plan
3. Letter Agreement with Humboldt Area Foundation
ORDINANCE NO. 2447

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT AMENDING SECTIONS 2210-2 THROUGH 2210-4 AND 2210-7 THROUGH 2210-16 OF TITLE II TO THE HUMBOLDT COUNTY CODE RELATING TO EMERGENCY ORGANIZATION AND FUNCTIONS OF HUMBOLDT COUNTY DISASTER COUNCIL

The Board of Supervisors of the County of Humboldt ordains as follows:

SECTION 1. Sections 2210-2 through 2210-4 and 2210-7 through 2210-16 of Chapter 10 of Division 2 of Title II of the Humboldt County Code are hereby amended as shown on the attached pages.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this 5th day of April, 2011.

AYES: Supervisors-- Smith, Sundberg, Lovelace, Clendenen, Bass
NOES: 0
ABSENT: 0

Mark Lovelace
Chair of the Board of Supervisors of the County of Humboldt, State of California

(SEAL)

ATTEST:

Kathy Hayes, Clerk of the Board of Supervisors
County of Humboldt

March 2015
CHAPTER 10

EMERGENCY ORGANIZATION AND FUNCTIONS OF HUMBOLDT COUNTY DISASTER COUNCIL

2210-1. PURPOSES.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this County in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this County with all other public agencies, corporations, organizations and affected private persons, and to establish the Humboldt County Operational Area. (Ord. 961 § 1, 1/16/74; Ord. 2203, 3/21/2009; Ord. 2447, § 1, 04/05/2011)

2210-2. DEFINITIONS.

(a) As used in this chapter, "local emergency" shall have the meaning set forth in Government Code Section 8558 or successor statute. (Ord. 961 § 2, 1/16/74; Ord. 2203, 3/21/2009; Ord. 2447, § 1, 04/05/2011)

(b) As used in this chapter, "local health emergency" shall have the meaning set forth in Health and Safety Code Section 101080 or successor statute. (Ord. 2447, § 1, 04/05/2011)

2210-3. HUMBOLDT OPERATIONAL AREA.

The County of Humboldt, serving as the lead agency, and all political subdivisions therein, constitute the Humboldt Operational Area. The County of Humboldt, and all other political subdivisions within the Humboldt Operational Area are local government entities as defined by the Standardized Emergency Management System (SEMS) Regulations (CCR Title 19, Division 2, Chapter 1, Section 2409 and the National Incident Management System (NIMS) (Homeland Security Presidential Directive 5, February 2003). (Ord. 2203, 3/21/2009; Ord. 2447, § 1, 04/05/2011)

2210-4. DISASTER COUNCIL MEMBERSHIP.

(a) The Humboldt County Disaster Council is hereby created and shall consist of the following:

(1) The Chair of the Board of Supervisors; (Ord. 2447, § 1, 04/05/2011)

(2) One non-Chair member of the Board of Supervisors, with the remaining three non-Chair members serving as alternates; (Ord. 2447, § 1, 04/05/2011)

(3) The Director of Emergency Services; ord. 2447, § 1, 04/05/2011)

(4) The Deputy Director of Emergency Services; Ord. 2447, § 1, 04/05/2011)
(5) The Assistant Director of Emergency Services; ord. 2447, § 1, 04/05/2011

(6) The Emergency Services Coordinator; ord. 2447, § 1, 04/05/2011

(7) Such Chiefs of Emergency Services as are provided for in the current emergency plan of this County, adopted pursuant to this ordinance; ord. 2447, § 1, 04/05/2011

(8) A representative of the Voluntary Organizations Active in Disaster, (VOAD); (Ord. 2447, § 1, 04/05/2011)

(9) A representative of the Humboldt County Fire Chiefs Association; (Ord. 2447, § 1, 04/05/2011)

(10) A representative of the North Coast Emergency Medical Services (EMS); ord. 2447, § 1, 04/05/2011

(11) A representative of AT&T; ord. 2447, § 1, 04/05/2011

(12) A representative of Pacific Gas and Electric Company (PG&E); (Ord. 2447, § 1, 04/05/2011)

(Ord. 961 § 3, 1/16/74; Ord. 2203, 3/21/2000)

2210-5. DISASTER COUNCIL POWERS AND DUTIES.

It shall be the duty of the Humboldt County Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairman or, in his/her absence from the County or inability to respond to call such meeting, upon call of the Vice Chairman and shall meet at least twice in each calendar year. (Ord. 961, § 4, 1/16/74; Ord. 2203, 3/21/2000)

2210-6. DIRECTOR, DEPUTY DIRECTOR, ASSISTANT DIRECTOR AND COORDINATOR.

(a) There is hereby created the office of Director of Emergency Services. The Sheriff of the County of Humboldt shall be the Director of Emergency Services for the County of Humboldt Operational Area.

(b) There is hereby created the office of Deputy Director of Emergency Services of the County of Humboldt and the Humboldt Operational Area who shall be a deputy sheriff of the rank of Undersheriff, appointed by the Director of Emergency Services. (Ord. 2447, § 1, 04/05/2011)

(c) There is hereby created the office of Assistant Director of Emergency Services for the County of Humboldt and the Humboldt Operational Area who shall be a deputy sheriff of the rank of Lieutenant or higher, appointed by the Director of Emergency Services.
(d) There is hereby created the position of Emergency Services Coordinator for the County of Humboldt and the Humboldt Operational Area who shall be a civilian employee of the Sheriff's Office appointed by the Director of Emergency Services. (Ord. 961, § 5, 1/16/74; Ord. 2203, 3/21/2000; Ord. 2447, § 2, 04/05/2011)

2210-7. POWERS AND DUTIES OF DIRECTOR, DEPUTY DIRECTOR, ASSISTANT DIRECTOR AND COORDINATOR.

(a) The Director of Emergency Services is hereby empowered to:

(1) Request the Board of Supervisors to proclaim the existence or threatened 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. Whenever a local emergency is proclaimed by the Director, the Board of Supervisors shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.

(A) Once the proclamation is made or ratified, the Board of Supervisors shall review, at least every thirty (30) days until such local emergency is terminated, the need for continuing the local emergency, and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant the termination. The frequency of review shall be in accordance with Government Code Section 8630 or successor statute. (Ord. 2447, § 1, 04/05/2011)

(2) Recommend that the Chairman of the Board of Supervisors 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 effort of the emergency organization of this County for the accomplishment of the purposes of this ordinance.

(4) Direct cooperation between and coordination of services and staff of the emergency organization of this County, and the Humboldt Operational Area and to 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 herein.

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Secretary of the California Emergency Management Agency, or the existence of a "state of war emergency," the Director is hereby empowered: (Ord. 2447, § 1, 04/05/2011)

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 obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property, and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use;

C. To require emergency services of any County officer or employee and, in the event of the proclamation of a "state of emergency" in the County or the existence of a "state of war emergency," to command the aid of as many citizens of this County as he/she deems necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by State law for registered Disaster Service Workers; (Ord. 2447, § 1, 04/05/2011)

D. To requisition necessary personnel or material of any County department or agency; and

E. To execute all of his/her ordinary power as Director of Emergency Services, all special powers conferred upon him/her by this ordinance 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/her duties during an emergency.

(c) The Deputy Director shall assist the Director of Emergency Services as directed and may act in the Director's absence.

(d) The Assistant Director of Emergency Services shall act as Director in the absence of the Director and the Deputy Director.

(e) The Emergency Services Coordinator shall, under the supervision of the Director and with the assistance of emergency services chiefs, develop emergency plans and manage the emergency programs of this County and shall have other such powers and duties as may be assigned by the Director. (Ord. 203, § 203, 3/21/2000)

2210-8. COUNTY HEALTH OFFICER DECLARATION OF LOCAL HEALTH EMERGENCY.

The County Health Officer may declare a "local health emergency" in the County or any area thereof affected by a threat to public health pursuant to Health and Safety Code Section 101890 or successor statute, including, but not limited to an imminent and proximate threat of the introduction of any contagious, infectious or communicable disease, chemical agent, noncommunicable biologic agent, toxin or radioactive agent. (Ord. 2447, § 1, 04/05/2011)
(a) If the County Health Officer declares a local health emergency, it shall not remain in effect for a period in excess of seven (7) days unless it has been ratified by the Board of Supervisors. The Board of Supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination. The frequency of review shall be in accordance with Health and Safety Code Section 101080 or successor statute. (ord. 2447, § 1, 04/05/2011)

(b) During a local health emergency, the County Health Officer shall have the power to: (ord. 2447, § 1, 04/05/2011)

1. Require the emergency services of any officer or employee of the County or any other political subdivision, and to requisition the aid of as many citizens within the County as he/she deems necessary in the execution of his/her duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered Disaster Service Workers. (ord. 2447, § 1, 04/05/2011)

2. Order into service necessary property or material from any County department or agency or any other political subdivision, and in addition, requisition private property or material deemed by him/her necessary in carrying out his/her responsibilities for which the County shall pay a reasonable value thereof. (ord. 2447, § 1, 04/05/2011)

3. Take necessary prevention measures including issue orders following due process for isolation and quarantine. (ord. 2447, § 1, 04/05/2011)

4. Issue any rules or emergency regulations including, but not limited to, the imposition of curfew, when essential to the immediate protection of life and property. Such rules or regulations shall be confirmed at the earliest practicable time by the Board of Supervisors. (ord. 2447, § 1, 04/05/2011)

(c) If the local health emergency situation is such that conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of Humboldt County, requiring the combined forces of other political subdivisions, the County Health Officer may recommend to the Director of Emergency Services or to the Board of Supervisors that a local emergency be proclaimed. (ord. 2447, § 1, 04/05/2011)

during any emergency as defined by Government Code Section 8558 or successor statute, the County Health Officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard within his/her jurisdiction pursuant to Health and Safety Code Section 101040 or successor statute. (ord. 2447, § 1, 04/05/2011)
2210-9. COUNTY AGRICULTURAL COMMISSIONER AUTHORITY TO REQUEST UNITED STATES DEPARTMENT OF AGRICULTURE SECRETARIAL DISASTER DESIGNATION FOR AGRICULTURAL LOSSES.

The Agricultural Commissioner in coordination with the County Director of Emergency Services may request a United States Department of Agriculture Secretarial Disaster Designation for Humboldt County when the Commissioner has determined that an unusual incident has occurred which caused severe physical property or production losses and has adversely affected local farmers, ranchers and/or aquaculturists. When requesting a Secretarial Disaster Designation, the Commissioner shall follow the County Secretarial Disaster Designation Coordination Plan as outlined in the Humboldt County Emergency Operations Plan. (Ord. 2447, § 1, 04/05/2011)

2210-10. EMERGENCY ORGANIZATION.

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 7(a)(6)(C) of this ordinance, be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the emergency organization of the County of Humboldt. (Ord. 2447, § 1, 04/05/2011)

2210-11. EMERGENCY PLAN.

The Humboldt County Disaster Council shall be responsible for the development of the Humboldt County Emergency Operations Plan, which plan 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, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plans shall take effect upon adoption by resolution of the Board of Supervisors. (Ord. 2447, § 1, 04/05/2011)

2210-12. COUNTY WORKERS DEEMED DISASTER SERVICE WORKERS.

All County employees are deemed Disaster Service Workers pursuant to Government Code Section 3100. (Ord. 2447, § 1, 04/05/2011)

2210-13. COUNTY DEPARTMENTAL DISASTER PLANS.

Each County department shall prepare a Departmental Emergency Plan (DEF) for internal departmental response to an emergency and ensure each employee is trained in their individual assignment under the plan. This plan shall include a notification to County employees detailing the requirements and responsibilities of being Disaster Service Workers, methods for all-hours call-up and accountability during an emergency and require general overview training in the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). The DEF shall be updated by the departments as needed on an annual basis. (Ord. 2447, § 1, 04/05/2011)
§ 2210-14. EXPENDITURES.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the County of Humboldt. (Ord. 961, 1/16/74; Ord. 2447, § 1, 04/05/2011)

2210-15. PUNISHMENT OF VIOLATIONS.

It shall be a misdemeanor punishable by a fine not to exceed Five Hundred Dollars ($500.00), or by imprisonment not to exceed six (6) months or both for any person, during a state of war emergency, state of emergency or local emergency, to:

(a) Wilfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him/her by virtue of this ordinance.

(b) Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, 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 State. (Ord. 961, § 10, 1/16/74)

2210-16. SEVERABILITY.

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable. (Ord. 2203, 3/21/2000; Ord. 2447, § 1, 04/05/2011)
5.2.4 National Incident Management System Resolution

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified Copy of Portion of Proceedings, Meeting of Tuesday March 21, 2006

RESOLUTION NO. 06-32

IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, the President, in Homeland Security Directive 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

WHEREAS, California pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslides; and

WHEREAS, in the early 1970’s, the California fire service, in partnership with the federal government, developed the seminal emergency incident command system that has become the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, California emergency management professionals have contributed their expertise to the development of the new National Incident Management System; and

WHEREAS, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide, and
RESOLUTION NO. 06-32

WHEREAS, the Governor of the State of California has directed his Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, to develop a program to integrate the National Incident Management System, to the extent appropriate, into the State’s emergency management system.

NOW, THEREFORE, BE IT RESOLVED that the County of Humboldt will integrate the National Incident Management System, to the extent appropriate, into the emergency management system; and

BE IT FURTHER RESOLVED that the County of Humboldt utilizes the National Incident Management System, which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California; and

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the Governor’s Office of Emergency Services.

Adopted on motion by Supervisor Smith, second by Supervisor Neely, and the following vote:

AYES: Supervisors Smith, Rodoni, Woolley, Neely, and Geist
NAYS: None
ABSENT: None
ABSTAIN: None

STATE OF CALIFORNIA
County of Humboldt

I, LORA CANZONERI, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a true, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

LORA CANZONERI, Clerk of the Board of Supervisors of the County of Humboldt, State of California—March 21, 2006

JOHN WOOLLEY, Chair of the Board Humboldt County Board of Supervisors

March 2015
IN THE MATTER OF EXECUTING THE CALIFORNIA
DISASTER AND CIVIL DEFENSE MASTER MUTUAL
AID AGREEMENT:

Upon the motion of Supervisor Cole, seconded by Supervisor Peterson, this
Board of Supervisors hereby confirms and adopts the California Disaster and Civil
Defense Master Mutual Aid Agreement on behalf of the County of Humboldt as a polit-
ical subdivision of the State of California and authorizes the Chairman of the Board
to execute the form of resolution as follows, to-wit:

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF HUMBOLDT

WHEREAS, EARL WARREN, Governor of the State of California, on the 15th day
of November, 1950, executed the California Disaster and Civil Defense Master Mutual
Aid Agreement on behalf of the State of California and all its Departments and
Agencies;

NOW, THEREFORE, The Board of Supervisors of the County of Humboldt does, by
resolution, hereby approve and agree to abide by said California Civil Defense Mutual
Aid Agreement; and the Clerk of this Council is hereby authorized and directed to
send TWO certified copies of this resolution to the State Disaster Council for filing
with said State Disaster Council.

Adopted and approved this 1st day of December, 1950.

IN THE MATTER OF REACTIVATING THE
5.2.6 Resolution No. 370

RESOLUTION NO. 370

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF HUMBOLDT RELATIVE TO
WORKMEN’S COMPENSATION INSURANCE FOR
REGISTERED VOLUNTEER "DISASTER SERVICE
WORKERS".

WHEREAS, Section 1599.1 of the Military and Veterans Code,
Chapter 104, Statutes 1946, 1st Extraordinary Session, provides:

"The California State Disaster Council
shall establish by rule and regulation
various classes of disaster service
workers and the scope of the duties of
each class. The California State Dis-
aster Council shall also adopt rules
and regulations prescribing the manner
in which disaster service workers of
each class are to be registered. All
such rules and regulations shall be
designed to facilitate the paying of
workmen's compensation", and

WHEREAS, The California State Disaster Council on April 4,
1946, adopted rules and regulations establishing classes of dis-
aster service workers, the scope of duties of each class and the
manner of registration of such volunteer workers; and

WHEREAS, Section 1599.2 of the Military and Veterans Code,
Chapter 104, Statutes 1946, 1st Extraordinary Session, provides:

"Any disaster council which both agrees
to follow the rules and regulations es-
tablished by the California State Dis-
aster Council pursuant to the provisions
of Section 1599.1 of this code and sub-
stantially complies with such rules and
regulations shall be certified by the
California State Disaster Council. Upon
making such certification, and not before,
the disaster council becomes an accredited
disaster council", and

WHEREAS, the County of Humboldt has registered and will
hereafter register volunteer Disaster Service Workers, and

WHEREAS, the County of Humboldt desires to become an
"Accredited Disaster Council" organization in order that injured
Disaster Service Workers registered with it may benefit by the
provisions of Chapter 104, Statutes 1946, 1st Extraordinary Session,

NOW, THEREFORE, the Board of Supervisors of the County of
Humboldt hereby agree to follow the rules and regulations established
by the California State Disaster Council under date of April 4,
1946, pursuant to the provisions of Section 1599.1 of the Military
and Veterans Code, Chapter 104, Statutes 1946, 1st Extraordinary
Session.

PASSED, APPROVED AND ADOPTED this 27th day of June, 1949,
by the following vote to-wit:

AYES: Supervisors Lindley, McLeod, Peterson, Cole & Yocom

NOES: Supervisors None

ABSENT: Supervisors None

[Signature]

Chairman of the Board of Supervisors
of the County of Humboldt, State of
California.

ATTEST:

[Signature]

County Clerk and ex-officio clerk
of the Board of Supervisors of the
County of Humboldt, State of Calif-
ornia.

[Signature]

LORA CANZONE, Jr.

Chief of the County of Humboldt in and for the
County of Humboldt, State of California.
5.3 SAMPLE RESOLUTIONS

5.3.1 RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
By the Director of Emergency Services or designee

RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt empowers the Director of the Office of Emergency Services, or the Director’s authorized representative, 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 Board of Supervisors are not in session; and

WHEREAS, the {Deputy} {Assistant} Director of the Office of Emergency Services of the County of Humboldt does hereby find:

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

{fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes}

commencing on or about _________.m. on the ____ day of ________, 201__; and

That the Board of Supervisors of the County of Humboldt 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 (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:________________ By:___________________________________________
{Deputy} {Assistant} Director of Emergency Services
County of Humboldt

• Section 8630 of the Government Code provides:

"...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 (7) days unless it has been ratified by the governing body...."

• Proclamation of Local Emergency must be made within ten (10) days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.
5.3.2 RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
By the Board of Supervisors

RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt 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 does hereby find:

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

__________________________
(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

commencing on or about _____ __.m. on the _____ day of ____________, 201__; 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 FURTHER PROCLAIMED that a Local Emergency now exists throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:__________________________

Board of Supervisors Chairperson

ATTEST:__________________________

County of Humboldt Clerk

- Proclamation of Local Emergency must be made within ten (10) days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.
RESOLUTION CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt empowers the {Deputy} {Assistant} Director of Emergency Services, or the Director’s authorized representative, 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 Board of Supervisors is 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

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

commencing on or about _____ __.m. on the _____ day of ____________, 201__; at which time the Board of Supervisors of the County of Humboldt 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 {Deputy} {Assistant} Director of Emergency Services of the County of Humboldt did proclaim the existence of a Local Emergency within the county on the _____ day of ____________, 201__;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:__________________________  Board of Supervisors Chairperson

ATTEST:__________________________

County of Humboldt Clerk

- Proclamation of Local Emergency must be made within ten (10) days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.

- Ratification of a proclamation of Local Emergency by an official designated by ordinance must be made within seven (7) days by the governing body.
RESOLUTION EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY
By the Board of Supervisors

RESOLUTION EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt 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, conditions of extreme peril to the safety of persons and property did arise within this county, caused by

[fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes]

commencing on or about _____ ___m. on the _____ day of ____________, 201__; and

WHEREAS, the Board of Supervisors of the County of Humboldt did proclaim the existence of a Local Emergency within the county on the _____ day of ____________, 201__; and

WHEREAS, the aforesaid conditions of extreme peril continue to exist and necessitate the continued proclamation of the existence of a Local Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:_________________ ____________________________

Board of Supervisors Chairperson

ATTEST:____________________________________

County of Humboldt Clerk

• Proclamation of Local Emergency must be reviewed every thirty (30) days until such Local Emergency is terminated.
RESOLUTION REQUESTING THE DIRECTOR OF THE CALIFORNIA OFFICE OF EMERGENCY SERVICES’ CONCURRENCE IN LOCAL EMERGENCY

By the Board of Supervisors

RESOLUTION REQUESTING THE DIRECTOR OF THE CALIFORNIA OFFICE OF EMERGENCY SERVICES’ CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on _________________, 201___, the Board of Supervisors of the County of Humboldt found that due to ____________________________, a condition of extreme peril to life and property did exist in the County of Humboldt during the period of __________________________; 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 California Office of Emergency Services with a request that he/she find it acceptable in accordance with provisions of the California Disaster Assistance Act; and

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

Dated:__________________________

____________________________________________
Board of Supervisors Chairperson

ATTEST:____________________________________

County of Humboldt Clerk

• Proclamation of Local Emergency must be made within ten (10) days of the disaster occurrence in order to qualify for assistance under the California Disaster Assistance Act.
RESOLUTION REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY
By the Board of Supervisors

WHEREAS, on _________________, 201___, the Board of Supervisors of the County of Humboldt found that due to ___________________________________________, (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist in the County of Humboldt; 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; and

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

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Secretary of the California Emergency Management Agency; and

IT IS FURTHER RESOLVED that (individual name) (title) is hereby designated as the authorized representative for public assistance of the County of Humboldt for purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State assistance.

Dated:________________     ___________________________________________ Board of Supervisors Chairperson

ATTEST:______________________________________
County of Humboldt Clerk
IT IS FURTHER RESOLVED that (individual name), (title), is hereby designated as the authorized representative for public assistance of the County of Humboldt for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State assistance.

Dated: ___________________                               ___________________
        Board of Supervisors Chairperson

ATTEST: ___________________
        County of Humboldt Clerk

March 2015
5.3.7 RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY
By the Board of Supervisors

RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR PROCLAIM A STATE OF EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt 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 does hereby find:

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

[fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes]

commencing on or about ____ __.m. on the ____ day of _____, 201__; 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 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 (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

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

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

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Director of the California Office of Emergency Services; and
IT IS FURTHER RESOLVED that ___(individual name)___, ___(title)___, is hereby designated as the authorized representative for public assistance of the County of Humboldt for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State assistance.

Dated: _____________________  ______________________________________

Board of Supervisors Chairperson

ATTEST:  __________________________________

County of Humboldt Clerk
RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY: AND TO REQUEST A PRESIDENTIAL DECLARATION

By the Board of Supervisors

WHEREAS, Ordinance No. 2447 of the County of Humboldt empowers the Director of the Office of Emergency Services, or the Director’s authorized representative, 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, the {Deputy} {Assistant} Director of the Office of Emergency Services of said county proclaimed the existence of a Local Emergency on ______________, 201___; and

WHEREAS, the 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 ____________________________________________________; and

{fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes}

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 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 (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California; and

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

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

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Director of the California Office of Emergency Services; and
IT IS FURTHER RESOLVED that (individual name), (Title), County of Humboldt, is designated as the local Hazard Mitigation Coordinator of the County of Humboldt for the purpose of assessing damage within said county and consulting with State and Federal survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that (individual name), (Title), is hereby designated as the authorized representative for public assistance of the County of Humboldt for purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

Dated:________________     _____________________________________________
Board of Supervisors Chairperson

ATTEST:____________________________________
County of Humboldt Clerk
5.3.9 RESOLUTION PROCLAIMING TERMINATION OF A LOCAL EMERGENCY

RESOLUTION PROCLAIMING THE TERMINATION OF A LOCAL EMERGENCY

USE:

WHEREAS, a Local Emergency existed in the County of Humboldt in accordance with the proclamation thereof by the {Deputy} {Assistant} Director of Emergency Services on the ___ day of ____________, 201__, and its ratification by the Board of Supervisors on the ___ day of ______________, 201__, as a result of conditions of extreme peril to the safety of persons and property caused by ____________________________; and

OR USE:

WHEREAS, a Local Emergency existed in the County of Humboldt in accordance with the resolution thereof by the Board of Supervisors on the ___ day of ______________, 201__, as a result of conditions of extreme peril to the safety of persons and property caused by ____________________________; and

PLUS USE:

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 Humboldt;

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

Dated:________________    _____________________________________________

Board of Supervisors Chairperson

ATTEST:______________________________________

County of Humboldt Clerk
5.3.10 RESOLUTION CONFIRMING EXISTENCE OF A LOCAL HEALTH EMERGENCY
By the Board of Supervisors confirming the Proclamation by the County Health Officer

RESOLUTION CONFIRMING THE EXISTENCE OF A LOCAL HEALTH EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt empowers the County Health Officer to proclaim the existence or threatened existence of a Local Health Emergency in the county or any area thereof, including but not limited to an imminent and proximate public health threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, 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

(disease; chemical, biologic, toxic, or radioactive agent; or other causes)

commencing on or about _____ __.m. on the _____ day of ____________, 201__; 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 Health Emergency; and

WHEREAS, the County Health Officer of the County of Humboldt did proclaim the existence of a Local Health Emergency within the county on the ____ day of _____, 201__;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Local Health Emergency shall be deemed to continue to exist throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:__________________________________ Board of Supervisors Chairperson

ATTEST: __________________________________
County of Humboldt Clerk

- Ratification of a proclamation of Local Health Emergency by an official designated by ordinance must be made within seven (7) days by the governing body.
5.3.11 RESOLUTION EXTENDING THE EXISTENCE OF A LOCAL HEALTH EMERGENCY
By the Board of Supervisors

RESOLUTION EXTENDING THE EXISTENCE OF A LOCAL HEALTH EMERGENCY

WHEREAS, Ordinance No. 2447 of the County of Humboldt empowers the Board of Supervisors to proclaim the existence or threatened existence of a Local Health Emergency when said county is affected or likely to be affected by an imminent and proximate public health threat of, including but not limited to, the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent; and

WHEREAS, conditions of extreme peril to the safety of persons and property did arise within this county, caused by

(disease; chemical, biologic, toxic, or radioactive agent; or other causes)

commencing on or about _____ __.m. on the _____ day of ____________, 201__; and

WHEREAS, the Board of Supervisors of the County of Humboldt did proclaim the existence of a Local Health Emergency within the county on the _____ day of ____________, 201__; and

WHEREAS, the aforesaid conditions of extreme peril continue to exist and necessitate the continued proclamation of the existence of a Local Health Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Local Health Emergency shall be deemed to continue to exist throughout said county as prescribed by state law, by (charter) ordinances, and resolutions of this county, and by the County of Humboldt Emergency Operations Plan, as approved by the Board of Supervisors on 7 April 2015, until its termination is proclaimed by the Board of Supervisors of the County of Humboldt, State of California.

Dated:________________         __________________________________________
Board of Supervisors Chairperson

ATTEST:______________________________________
County of Humboldt Clerk

• Proclamation of Local Health Emergency must be reviewed every fourteen (14) days until such Local Health Emergency is terminated.
RESOLUTION PROCLAIMING TERMINATION OF A LOCAL HEALTH EMERGENCY

WHEREAS, a Local Health Emergency existed in the County of Humboldt in accordance with the proclamation thereof by the County Health Officer 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

(disease; chemical, biologic, toxic, or radioactive agent; or other causes)

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 Humboldt;

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt, State of California, does hereby proclaim the termination of said Local Health Emergency.

Dated:_________________________  ____________________________
Board of Supervisors Chairperson

ATTEST:_________________________
County of Humboldt Clerk
5.4 MEMORANDA OF UNDERSTANDING (MOUs)

5.4.1 California Master Mutual Aid Agreement

CALIFORNIA
DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, it is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, it is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, it is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, countywide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly
provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the “California Disaster Act” and other applicable provisions of law, and except as otherwise provided by law that: “The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans.” (Section 1564, Military and Veterans Code.)

6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government, the parties to this agreement shall abide by such mutual aid agreements in accordance with the law.

7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

a. Countywide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties thereto in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and effected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
b. Statewide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

c. The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

d. Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

e. The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

f. The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, the County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after
receipt thereof unless within that time the party by resolution or notice given to
the State Disaster Council, in the same manner as notice of termination of
participation in this agreement, declines to participate in any particular
operational plan. The State Disaster Council shall keep every party currently
advised of who the other parties to this agreement are and whether any of them
has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:

a. The Governor shall execute a copy of this agreement on behalf of the State
   of California and the various departments and agencies thereof. Upon
   execution by the Governor a signed copy shall forthwith be filed with the
   State Disaster Council.

b. Counties, cities, and other political subdivisions and public agencies
   having a legislative or governing body shall by resolution approve and
   agree to abide by this agreement, which may be designated as
   “CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL
   AID AGREEMENT.” Upon adoption of such a resolution, a certified copy
   thereof shall forthwith be filed with the State Disaster Council.

c. The executive head of those political subdivisions and public agencies
   having no legislative or governing body shall execute a copy of this
   agreement and forthwith file a signed copy with the State Disaster
   Council.

10. Termination of participation in this agreement may be effected by any party as
    follows:

a. The Governor on behalf of the State and its various departments and
   agencies, and the executive head of those political subdivisions and public
   agencies having no legislative or governing body, shall file a written
   notice of termination of participation in this agreement with the State
   Disaster Council and this agreement is terminated as to such party 20 days
   after the filing of such notice.

b. Counties, cities, and other political subdivisions and public agencies
   having a legislative or governing body shall by resolution give notice of
   termination of participation in this agreement and file a certified copy of
   such resolution with the State Disaster Council, and this agreement is
   terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and
operative as to each of the parties as herein provided.
Signed by: EARL WARREN
GOVERNOR

On behalf of the State of California and all its
Departments and Agencies

ATTEST:

November 15, 1950

Signed by: FRANK M. JORDAN
SECRETARY OF STATE

March 2015
Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.
### 5.5 ACRONYMS and ABBREVIATIONS

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<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<tr>
<td>ACI</td>
<td>Approved Course of Instruction</td>
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<tr>
<td>ACP</td>
<td>Area Contingency Plan; or Access Control Point</td>
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<tr>
<td>ACS</td>
<td>Auxiliary Communications Service</td>
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<tr>
<td>AFB</td>
<td>Air Force Base</td>
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<td>AFC</td>
<td>Air Force Command</td>
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<td>AFRCC</td>
<td>Air Force Rescue Coordination Center</td>
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<td>ALNOT</td>
<td>Alert Notice</td>
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<td>ARB</td>
<td>Air Resources Board</td>
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<td>ARC</td>
<td>American Red Cross</td>
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<td>ARES</td>
<td>Amateur Radio Emergency Service (trade organization)</td>
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<td>ARS</td>
<td>Air Rescue Service</td>
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<td>ATC</td>
<td>Applied Technology Council</td>
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<td>ATSDR</td>
<td>Agency for Toxic Substances and Disease Registry</td>
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<td>BC</td>
<td>Base Camp</td>
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<td>BIA</td>
<td>Bureau of Indian Affairs</td>
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<td>BLM</td>
<td>Bureau of Land Management</td>
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<td>CAISO</td>
<td>California Independent System Operator (utilities)</td>
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<td>CalARP</td>
<td>California Accidental Release Prevention</td>
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<td>CALBO</td>
<td>California Building Officials (trade organization)</td>
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<td>CalEPA</td>
<td>California Environmental Protection Agency</td>
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<td>CalIESAR</td>
<td>California Explorer Search and Rescue Team</td>
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<td>CAL FIRE</td>
<td>California Department of Forestry and Fire Protection</td>
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<td>Cal OES</td>
<td>California Office of Emergency Services (formerly Cal EMA)</td>
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<td>CalIREP</td>
<td>California Radiological Emergency Preparedness</td>
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<td>Caltrans</td>
<td>California Department of Transportation</td>
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<tr>
<td>CAMEO</td>
<td>Computer Aided Management of Emergency Operations (EPA/NOAA software)</td>
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<td>CAO</td>
<td>County Administrative Officer</td>
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<tr>
<td>CAP</td>
<td>Civil Air Patrol</td>
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<tr>
<td>CARDA</td>
<td>California Rescue Dog Association</td>
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<tr>
<td>CB</td>
<td>Citizens Band</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, Explosive</td>
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<tr>
<td>CCC</td>
<td>California Conservation Corps; California Coastal Commission</td>
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<td>CCP</td>
<td>Casualty Collection Point</td>
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<td>CCR</td>
<td>California Code of Regulations</td>
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<td>California Disaster Assistance Act</td>
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<td>California Department of Boating and Waterways</td>
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<td>CDC</td>
<td>Centers for Disease Control and Prevention; California Department of Corrections</td>
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<td>California Department of Fish &amp; Wildlife</td>
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<td>California Department of Insurance</td>
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<td>CDMG</td>
<td>California Division of Mines and Geology</td>
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March 2015
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>CDP</td>
<td>Center for Domestic Preparedness (FEMA)</td>
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<td>CDPR</td>
<td>California Department of Pesticide Regulation</td>
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<tr>
<td>CDSS</td>
<td>California Department of Social Services</td>
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<tr>
<td>CEC</td>
<td>California Energy Commission</td>
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<td>CEPEC</td>
<td>California Earthquake Prediction Evaluation Council</td>
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<tr>
<td>CERCLA</td>
<td>Comprehensive Environmental Response, Compensation, and Liability Act (federal)</td>
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<td>CERT</td>
<td>Community Emergency Response Team</td>
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<td>CESRS</td>
<td>California Emergency Services Radio System</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CGS</td>
<td>California Geological Survey</td>
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<td>CHEMTREC</td>
<td>Chemical Manufacturers Association Chemical Transportation Emergency Center</td>
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<td>CHMIRS</td>
<td>California Hazardous Material Incident Reporting System</td>
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<td>CHP</td>
<td>California Highway Patrol</td>
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<td>CIRT</td>
<td>Critical Incident Response Team</td>
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<td>CISD</td>
<td>Critical Incident Stress Debriefing</td>
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<td>CLEMARS</td>
<td>California Law Enforcement Mutual Aid Radio System</td>
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<td>California Law Enforcement Radio System</td>
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<td>CLETS</td>
<td>California Law Enforcement Telecommunications System</td>
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<td>California National Guard</td>
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<td>COG</td>
<td>Continuity of Government</td>
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<td>COOP</td>
<td>Continuity of Operations; Continuity of Operations Plan</td>
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<td>CP</td>
<td>Command Post</td>
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<td>CPG</td>
<td>Comprehensive Preparedness Guide</td>
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<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
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<td>California State Fire Marshal</td>
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<td>CSTI</td>
<td>California Specialized Training Institute</td>
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<td>Disaster Assistance Center</td>
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<td>DAT</td>
<td>Damage Assessment Team; Disaster Action Team (Red Cross)</td>
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<td>DC</td>
<td>Disaster Council (County)</td>
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<tr>
<td>DF</td>
<td>Direction Finding; Direction Finder</td>
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<td>DFO</td>
<td>Disaster Field Office</td>
</tr>
<tr>
<td>DGS</td>
<td>Department of General Services</td>
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<tr>
<td>DHCS</td>
<td>Department of Health Care Services (CA)</td>
</tr>
<tr>
<td>DHHS</td>
<td>Department of Health &amp; Human Services (County and federal)</td>
</tr>
<tr>
<td>DI</td>
<td>Department of Insurance</td>
</tr>
<tr>
<td>DMAT</td>
<td>Disaster Medical Assistance Team</td>
</tr>
<tr>
<td>DMORT</td>
<td>Disaster Mortuary Operational Response Team</td>
</tr>
<tr>
<td>DMP</td>
<td>Debris Management Plan</td>
</tr>
<tr>
<td>DO</td>
<td>Duty Officer</td>
</tr>
<tr>
<td>DOC</td>
<td>Department of Operations Center; Dept. of Corrections; Dept. of Commerce</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense (federal)</td>
</tr>
<tr>
<td>DOJ</td>
<td>Department of Justice</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>DPSS</td>
<td>County Department of Public Social Services</td>
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<tr>
<td>DSA</td>
<td>Division of the State Architect</td>
</tr>
<tr>
<td>DPH</td>
<td>Department of Public Health</td>
</tr>
<tr>
<td>DSR</td>
<td>Damage Survey Report</td>
</tr>
<tr>
<td>DSW</td>
<td>Disaster Service Worker</td>
</tr>
<tr>
<td>DTSC</td>
<td>Department of Toxic Substances Control (CA)</td>
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<td>DUA</td>
<td>Disaster Unemployment Assistance</td>
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<td>DWR</td>
<td>Department of Water Resources</td>
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<tr>
<td>EAP</td>
<td>Emergency Action Plan</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EDD</td>
<td>Employment Development Department (CA)</td>
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<td>EDIS</td>
<td>Emergency Digital Information Service</td>
</tr>
<tr>
<td>EEOC</td>
<td>Equal Employment Opportunity Commission (federal)</td>
</tr>
<tr>
<td>EERI</td>
<td>Earthquake Engineering Research Institute</td>
</tr>
<tr>
<td>EERU</td>
<td>Environmental Emergency Response Unit (EPA)</td>
</tr>
<tr>
<td>EF</td>
<td>Emergency Function (California)</td>
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<tr>
<td>ELT</td>
<td>Emergency Locator Transmitter</td>
</tr>
<tr>
<td>EM</td>
<td>Emergency Management; Emergency Manager</td>
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<tr>
<td>EMAC</td>
<td>Emergency Management Assistance Compact</td>
</tr>
<tr>
<td>EMI</td>
<td>Emergency Management Institute</td>
</tr>
<tr>
<td>EMMA</td>
<td>Emergency Managers Mutual Aid</td>
</tr>
<tr>
<td>EMP</td>
<td>Electromagnetic Pulse</td>
</tr>
<tr>
<td>EMPG</td>
<td>Emergency Management Performance Grant (FEMA)</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Services</td>
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<tr>
<td>EMSA</td>
<td>Emergency Medical Services Authority</td>
</tr>
<tr>
<td>EMT</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>EMWIN</td>
<td>Emergency Managers Weather Information Network</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>EPCRA</td>
<td>Emergency Planning and Community Right-to-Know Act</td>
</tr>
<tr>
<td>EPG</td>
<td>Emergency Planning Guide</td>
</tr>
<tr>
<td>EPI</td>
<td>Emergency Public Information</td>
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<tr>
<td>EPIC</td>
<td>Emergency Public Information Council; or Emergency Public Information Center</td>
</tr>
<tr>
<td>EPIRB</td>
<td>Emergency Position Indicating Radio Beacon</td>
</tr>
<tr>
<td>ERPG</td>
<td>Emergency Response Planning Guidelines</td>
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<td>ESA</td>
<td>Emergency Services Act (CA)</td>
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<td>ESC</td>
<td>Emergency Services Coordinator</td>
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<td>ESF</td>
<td>Emergency Support Function (FEMA)</td>
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<td>FAA</td>
<td>Federal Aviation Administration</td>
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<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<tr>
<td>FCC</td>
<td>Federal Communications Commission</td>
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<tr>
<td>FCO</td>
<td>Federal Coordination Officer</td>
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<td>FDA</td>
<td>Food &amp; Drug Administration</td>
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<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>FERC</td>
<td>Federal Energy Regulatory Commission</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>FIR</td>
<td>Final Inspection Report</td>
</tr>
<tr>
<td>FIRESCOPE</td>
<td>Firefighting Resources of California Organized for Potential Emergencies</td>
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<tr>
<td>FIRM</td>
<td>Flood Insurance Rate Map (FEMA)</td>
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<td>FIS</td>
<td>Flood Insurance Study (FEMA)</td>
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<tr>
<td>FTO</td>
<td>Field Training Officer</td>
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<tr>
<td>FY</td>
<td>Fiscal Year</td>
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<tr>
<td>GIS</td>
<td>Geographic Information System</td>
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<tr>
<td>HazMat</td>
<td>Hazardous Material</td>
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<tr>
<td>HAZUS</td>
<td>Hazards-United States (an earthquake damage assessment prediction tool)</td>
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<tr>
<td>HCSO</td>
<td>Humboldt County Sheriff’s Office</td>
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<td>HEICS</td>
<td>Hospital Emergency Incident Command System</td>
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<tr>
<td>HMGP</td>
<td>Hazard Mitigation Grant Program (FEMA)</td>
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<tr>
<td>HSGP</td>
<td>Homeland Security Grant Program</td>
</tr>
<tr>
<td>HSU</td>
<td>Humboldt State University</td>
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<tr>
<td>HUD</td>
<td>United States Department of Housing &amp; Urban Development</td>
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<tr>
<td>IA</td>
<td>Individual Assistance</td>
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<tr>
<td>IAEM</td>
<td>International Association of Emergency Managers</td>
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<tr>
<td>IAP</td>
<td>Incident Action Plan</td>
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<tr>
<td>IC</td>
<td>Incident Commander</td>
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<tr>
<td>ICP</td>
<td>Incident Command Post</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>IDE</td>
<td>Initial Damage Estimate</td>
</tr>
<tr>
<td>IFGP</td>
<td>Individual &amp; Family Grant Program</td>
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<td>IMAT</td>
<td>Incident Management Assistance Team (FEMA)</td>
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<td>JEOC</td>
<td>Joint Emergency Operations Center</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>JIS</td>
<td>Joint Information System</td>
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<td>JPA</td>
<td>Joint Powers Agreement</td>
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<td>JTTF</td>
<td>Joint Terrorism Task Force</td>
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<td>LAC</td>
<td>Local Assistance Center</td>
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<td>LE</td>
<td>Law Enforcement</td>
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<td>LEMA</td>
<td>Law Enforcement Mutual Aid</td>
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<td>LHMP</td>
<td>Local Hazard Mitigation Plan</td>
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<td>MA</td>
<td>Mutual Aid</td>
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<td>MACS</td>
<td>Multi-Agency Coordination System</td>
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<td>MARAC</td>
<td>Mutual Aid Regional Advisory Council (CA)</td>
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<td>MCI</td>
<td>Mass Casualty Incident</td>
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<td>MHOAC</td>
<td>Medical Health Unit Operational Area Coordinator</td>
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<td>MMAA</td>
<td>Master Mutual Aid Agreement</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>NAWAS</td>
<td>National Warning System (FEMA)</td>
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<td>NDMS</td>
<td>National Disaster Medical System</td>
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<tr>
<td>NEMA</td>
<td>National Emergency Management Agency</td>
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<tr>
<td>NFA</td>
<td>National Fire Academy</td>
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<tr>
<td>NFIP</td>
<td>National Flood Insurance Program</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>NGO</td>
<td>Non-Governmental Organization</td>
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<tr>
<td>NIH</td>
<td>National Institutes of Health</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NMFS</td>
<td>National Marine Fisheries Service (federal)</td>
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<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<td>NOHSPC</td>
<td>National Oil and Hazardous Substances Pollution Contingency Plan (EPA)</td>
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<tr>
<td>NPS</td>
<td>National Park Service</td>
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<tr>
<td>NRC</td>
<td>National Response Center (EPA); or Nuclear Regulatory Commission (federal)</td>
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<tr>
<td>NRDA</td>
<td>Natural Resources Damage Assessment (NOAA)</td>
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<td>NRF</td>
<td>National Response Framework</td>
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<tr>
<td>NTAS</td>
<td>National Terrorism Advisory System</td>
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<td>NTSB</td>
<td>National Transportation Safety Board</td>
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<tr>
<td>NTWC</td>
<td>National Tsunami Warning Center</td>
</tr>
<tr>
<td>NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>OA</td>
<td>Operational Area</td>
</tr>
<tr>
<td>OASIS</td>
<td>Operational Area Satellite Information System</td>
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<td>OEHHA</td>
<td>Office of Environmental Health Hazard Assessment (CA)</td>
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<td>OES</td>
<td>Office of Emergency Services</td>
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<tr>
<td>OPR</td>
<td>Office of Planning and Research</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
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<tr>
<td>OSPR</td>
<td>Office of Spill Prevention and Response (California Department of Fish and Game)</td>
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<tr>
<td>PA</td>
<td>Public Assistance; or Public Address; or Public Affairs</td>
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<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
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<tr>
<td>PL</td>
<td>Public Law; or Pacific Lumber</td>
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<tr>
<td>POD</td>
<td>Point of Distribution</td>
</tr>
<tr>
<td>POST</td>
<td>Police Officer Standards and Training</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<td>PSA</td>
<td>Public Service Announcement</td>
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<tr>
<td>PTWC</td>
<td>Pacific Tsunami Warning Center</td>
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<tr>
<td>PUC</td>
<td>Public Utilities Commission</td>
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<td>RACES</td>
<td>Radio Amateur Civil Emergency Service</td>
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<td>RCRA</td>
<td>Resource Conservation and Recovery Act (federal)</td>
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<td>RCTWG</td>
<td>Redwood Coast Tsunami Work Group</td>
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<tr>
<td>RDHMC</td>
<td>Regional Disaster Medical Health Coordinator</td>
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<tr>
<td>REOC</td>
<td>Regional Emergency Operation Center (Cal OES)</td>
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<tr>
<td>REPP</td>
<td>Radiological Emergency Preparedness Program</td>
</tr>
<tr>
<td>RFA</td>
<td>Request for Federal Assistance</td>
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<tr>
<td>RMP</td>
<td>Risk Management Plan</td>
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<td>RPM</td>
<td>Remedial Project Manager</td>
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<td>RPU</td>
<td>Radiological Preparedness Unit (Cal OES)</td>
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<td>RWQCB</td>
<td>Regional Water Quality Control Board</td>
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<tr>
<td>SAR</td>
<td>Search and Rescue</td>
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<tr>
<td>SBA</td>
<td>Small Business Administration</td>
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<td>SEMS</td>
<td>Standardized Emergency Management System</td>
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<td>SERC</td>
<td>State Emergency Response Commission</td>
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<tr>
<td>Acronym</td>
<td>Definition</td>
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<tr>
<td>SITREP</td>
<td>Situation Report</td>
</tr>
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<td>SOC</td>
<td>State Operations Center (Cal OES)</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<td>SWRCB</td>
<td>State Water Resources Control Board</td>
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<td>TENS</td>
<td>Telephone Emergency Notification System</td>
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<td>THIRA</td>
<td>Threat and Hazard Identification and Risk Assessment</td>
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<tr>
<td>TLO</td>
<td>Terrorism Liaison Officer</td>
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<tr>
<td>TTT or T3</td>
<td>Train the Trainer</td>
</tr>
<tr>
<td>UPS</td>
<td>Uninterrupted Power Source</td>
</tr>
<tr>
<td>USAF</td>
<td>United States Air Force</td>
</tr>
<tr>
<td>USAR</td>
<td>Urban Search and Rescue (also US&amp;R)</td>
</tr>
<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
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<tr>
<td>USFS</td>
<td>United States Forest Service</td>
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<tr>
<td>USGS</td>
<td>United States Geological Survey</td>
</tr>
<tr>
<td>VA</td>
<td>Department of Veterans Affairs</td>
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<tr>
<td>VOAD</td>
<td>Voluntary Organizations Active in Disaster</td>
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<tr>
<td>WEA</td>
<td>Wireless Emergency Alert</td>
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<tr>
<td>WMD</td>
<td>Weapons of Mass Destruction</td>
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<tr>
<td>WMD-CST</td>
<td>Weapons of Mass Destruction Civil Support Team (National Guard)</td>
</tr>
<tr>
<td>WSSPC</td>
<td>Western States Seismic Policy Council</td>
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</tbody>
</table>
5.6 GLOSSARY OF TERMS

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

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

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

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

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

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

CONTINGENCY PLAN
A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

DAMAGE SURVEY REPORT (DSR)
Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified. A Damage Survey Report Data Sheet (FEMA Form 90-01) is prepared for each site with damage over a specified amount established by regulation.

DECONTAMINATION/CONTAMINATION CONTROL
Radioactive Materials:
The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting material stand.
Other Hazardous Materials:
Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

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

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

DISASTER SERVICE WORKER (DSW)
Any persons registered with a disaster council or CalEMA to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

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

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

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

EMERGENCY MANAGEMENT
The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.
EMERGENCY MANAGER
An individual duly appointed by State agencies, counties, cities and counties, and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code, who is responsible for administering State law and local ordinances relating to emergency management.

EMERGENCY OPERATIONS
Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

EMERGENCY OPERATIONS CENTER (EOC)
A centralized location from which emergency operations can be directed and coordinated.

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

EMERGENCY RESPONSE AGENCY
Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

EMERGENCY RESPONSE PERSONNEL
Personnel involved with an agency’s response to an emergency.

FEDERAL AGENCY (Federal definition)
Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

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

FEDERAL COORDINATING OFFICER (Federal definition)
The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

FEDERAL-STATE AGREEMENT
A legal document entered into between the State and the federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provision of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.
FIELD TREATMENT SITE
Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

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

HAZARDOUS MATERIAL (HazMat)
A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

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

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

INCIDENT ACTION PLAN (IAP)
The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

INCIDENT COMMANDER (IC)
The individual responsible for the command of all functions at the field response level.

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

JOINT INFORMATION CENTER (JIC)
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.
JOINT INFORMATION SYSTEM (JIS)
Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

LOCAL EMERGENCY (State definition)
The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

LOCAL GOVERNMENT
Local agencies as defined in Government Code §8680.2 – Any city, city and county, county, county office of education, community college district, school district, or special district.

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

MAJOR DISASTER (Federal) – see also Emergency
Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the federal Stafford Disaster Relief and Emergency Assistance Act.

MASS CARE
The function of providing food, clothing, and shelter for populations displaced or affected by a disaster or emergency.

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

MEDIA
All means of providing information and instructions to the public, including radio, television, and newspapers.
MITIGATION
Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

MULTI-AGENCY OR INTER-AGENCY COORDINATION
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.

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

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

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment. Compliance with NIMS was mandated by Homeland Security Presidential Directive 5 for all federal departments and agencies and is a requirement for federal preparedness assistance funding to states, territories, local jurisdictions, and tribal entities.

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

POLITICAL SUBDIVISION
Any city, city and county, county, district, or other local governmental agency or public agency authorized by law.
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)
That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et seq). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of SEMS.

STATE OF EMERGENCY
The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency”, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.
5.7  ICS FORMS

5.7.1  ICS 201 – Incident Briefing

<table>
<thead>
<tr>
<th>INCIDENT BRIEFING</th>
<th>1. Incident Name</th>
<th>2. Date Prepared</th>
<th>3. Time Prepared</th>
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</thead>
<tbody>
<tr>
<td>4. Map Sketch</td>
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</tbody>
</table>

ICS 201
Page 1 of 4

5. Prepared by (Name and Position)
6. Summary of Current Actions
### 8. Resources Summary

<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>On Scene</th>
<th>Location/Assignment</th>
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</table>
5.7.2 ICS 202 – Incident Objectives

<table>
<thead>
<tr>
<th>INCIDENT OBJECTIVES</th>
<th>1. INCIDENT NAME</th>
<th>2. DATE</th>
<th>3. TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. OPERATIONAL PERIOD (DATE/TIME)</td>
<td></td>
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<tr>
<td>5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</td>
<td></td>
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<tr>
<td>6. WEATHER FORECAST FOR OPERATIONAL PERIOD</td>
<td></td>
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<tr>
<td>7. GENERAL SAFETY MESSAGE</td>
<td></td>
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</tbody>
</table>

8. Attachments (☑ if attached)

- ☐ Organization List (ICS 203)
- ☐ Assignment List (ICS 204)
- ☐ Communications Plan (ICS 205)
- ☐ Medical Plan (ICS 206)
- ☐ Incident Map
- ☐ Traffic Plan
- ☐ Weather Forecast

9. PREPARED BY (PLANNING SECTION CHIEF)

10. APPROVED BY (INCIDENT COMMANDER)
<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>4. OPERATIONAL PERIOD (DATE/TIME)</th>
<th>9. OPERATIONS SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. INCIDENT COMMAND AND STAFF</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>INCIDENT COMMANDER</td>
<td>CHIEF</td>
<td></td>
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<tr>
<td>DEPUTY</td>
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<tr>
<td>SAFETY OFFICER</td>
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<tr>
<td>INFORMATION OFFICER</td>
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<td></td>
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<tr>
<td>LIAISON OFFICER</td>
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</tbody>
</table>

| 6. AGENCY REPRESENTATIVES |                        |                                   |                       |
| AGENCY                   | NAME                   |                                   |                       |

| 7. PLANNING SECTION       |                        |                                   |                       |
| CHIEF                     |                        |                                   |                       |
| DEPUTY                    |                        |                                   |                       |
| RESOURCES UNIT            |                        |                                   |                       |
| SITUATION UNIT            |                        |                                   |                       |
| DOCUMENTATION UNIT        |                        |                                   |                       |
| DEMOBILIZATION UNIT       |                        |                                   |                       |
| TECHNICAL SPECIALISTS     |                        |                                   |                       |

| 8. LOGISTICS SECTION      |                        |                                   |                       |
| CHIEF                     |                        |                                   |                       |
| DEPUTY                    |                        |                                   |                       |
| a. SUPPORT BRANCH         |                        |                                   |                       |
| DIRECTOR                  |                        |                                   |                       |
| SUPPLY UNIT               |                        |                                   |                       |
| FACILITIES UNIT           |                        |                                   |                       |
| GROUND SUPPORT UNIT       |                        |                                   |                       |
| b. SERVICE BRANCH         |                        |                                   |                       |
| DIRECTOR                  |                        |                                   |                       |
| COMMUNICATIONS UNIT       |                        |                                   |                       |
| MEDICAL UNIT              |                        |                                   |                       |
| FOOD UNIT                 |                        |                                   |                       |

| 10. FINANCE/ADMINISTRATION SECTION |                        |                                   |                       |
| CHIEF                            |                        |                                   |                       |
| DEPUTY                           |                        |                                   |                       |
| b. SERVICE BRANCH                |                        |                                   |                       |
| DIRECTOR                         |                        |                                   |                       |
| PROCUREMENT UNIT                 |                        |                                   |                       |
| COMPENSATION/CLAIMS UNIT         |                        |                                   |                       |
| COST UNIT                        |                        |                                   |                       |
## ICS 204 – Division Assignment List

<table>
<thead>
<tr>
<th>1. BRANCH</th>
<th>2. DIVISION/GROUP</th>
<th>ASSIGNMENT LIST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. INCIDENT NAME</th>
<th>4. OPERATIONAL PERIOD</th>
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<tbody>
<tr>
<td></td>
<td>DATE       TIME</td>
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</table>

<table>
<thead>
<tr>
<th>5. OPERATIONAL PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATIONS CHIEF</td>
</tr>
<tr>
<td>BRANCH DIRECTOR</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. RESOURCES ASSIGNED TO THIS PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRIKE TEAM/TASK FORCE/RESOURCE DESIGNATOR</td>
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<thead>
<tr>
<th>7. CONTROL OPERATIONS</th>
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<tr>
<th>8. SPECIAL INSTRUCTIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. DIVISION/GROUP COMMUNICATIONS SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNCTION</td>
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<tr>
<td>COMMAND</td>
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<tr>
<td>DIV./GROUP TACTICAL</td>
</tr>
</tbody>
</table>

PREPARED BY (RESOURCE UNIT LEADER) | APPROVED BY (PLANNING SECT. CH.) | DATE | TIME |
### 5.7.5 ICS 205 – Incident Radio Communications Plan

<table>
<thead>
<tr>
<th>CH</th>
<th>Function</th>
<th>Channel Name/Tag</th>
<th>Priority</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>COMMAND</td>
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<td>2</td>
<td>TACTICAL</td>
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The convention calls for frequency lists to show four digits after the decimal place, followed by either an ‘A’ or ‘B’, indicating analog or digital (e.g. Project 25). Subsequent digits indicate mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeaters and base stations must be programmed with the Rx and Tx reversed.
## 5.7.6 ICS 206 – Medical Plan

<table>
<thead>
<tr>
<th>MEDICAL PLAN</th>
<th>1. Incident Name</th>
<th>2. Date Prepared</th>
<th>3. Time Prepared</th>
<th>4. Operational Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Aid Stations</td>
<td>Location</td>
<td>Paramedics</td>
<td>Yes</td>
<td>No</td>
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### 5. Incident Medical Aid Station

**A. Ambulance Services**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Paramedics</th>
<th>Yes</th>
<th>No</th>
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**B. Incident Ambulances**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Paramedics</th>
<th>Yes</th>
<th>No</th>
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### 7. Hospitals

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Travel Time</th>
<th>Phone</th>
<th>Heliport</th>
<th>Burn Center</th>
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<tr>
<td></td>
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<td>Air Ground</td>
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<td>Yes No</td>
<td>Yes No</td>
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### 8. Medical Emergency Procedures

Prepared by (Medical Unit Leader)

10 Reviewed by (Safety Officer)

ICS 206
5.8 Disaster Service Worker Volunteer Registration Form

DISASTER SERVICE WORKER VOLUNTEER REGISTRATION

LOCAL AND STATE INFORMATION
Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div. 2, Chap. 2, Sub-Chap. 3, §2573.1

TYPE OR PRINT IN INK (SHADeD AREAS REQUIRED BY PROGRAM REGULATIONS)

This block completed ONLY by Accredited Disaster Council, designated government agency or jurisdiction.

CLASSIFICATION: __________________颜值：__________________________

REGISTERING AGENCY OR JURISDICTION: _________________________

SIGNATURE OF AUTHORIZED PERSON: ______________________________

REGISTRATION DATE: _______________ RENEWAL DATES: ________________

EXPIRATION DATE*: _______________ DOES CARD EXIST?: NO? YES? ______

PROCESSED BY: __________________ DATE: _______________ TO CENTRAL FILES:

NAME: ___________________________ FIRST: ______________________ M: ______________

ADDRESS: _________________________ CITY: ______________________ STATE: ______________ ZIP: ______________

COUNTY: __________________________ HOME PHONE: ______________________ WORK PHONE: ______________________

PAGER: ___________________________ E-MAIL: __________________________

DRIVER LICENSE NUMBER: (if applicable) __________________________


OTHER DRIVING PRIVILEGES: __________________________

LICENSE EXPIRATION DATE: _______________

PROFESSIONAL LICENSE: (if applicable) __________________________

FCC LICENSE: (if applicable) __________________________

LICENSE EXPIRATION DATE: _______________

IN CASE OF EMERGENCY, CONTACT: __________________

EMERGENCY PHONE: __________________

PHYSICAL IDENTIFICATION:

HAIR: __________________ EYE: __________________ WEIGHT: __________________ HEIGHT: __________________

WEIGHT: (optional) __________________ BLOOD TYPE: (optional)

COMMENTS: __________________________

Government Code §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I, ____________________________, do solemnly swear (or affirm) that I will support and defend the

PRINTNAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

DATE: _______________ SIGNATURE: __________________________

IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN: __________________________

SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH: __________________________

Registration for the active DSW Volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is set at the discretion of the Accredited Disaster Council but not to exceed one year. (See Govt. Code §3101)

Cal EMA DSW Registration Rev. 1/2013

March 2015