CITY OF SAN JUAN BAUTISTA

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City of San Juan Bautista
Emergency Operation Plan

October 2005

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PART ONE: Basic Plan

Forward

This is the Emergency Operations Plan (EOP) for the City of San Juan Bautista. It is designed to provide guidance for City response to the extraordinary emergency situations associated with natural disasters, technological incidents, acts of terrorism, and nuclear defense operations – both war and peacetime. This plan does not address ordinary day-to-day emergencies or the established departmental procedures used to cope with such incidents. Rather, this plan concentrates on operational concepts and response procedures relative to large-scale disasters.

This plan is designed to be read, understood, and exercised prior to an emergency. Entities identified in the Matrix of Responsibility in this plan will develop and maintain current standard operational procedures (SOPs) which will detail how their assigned responsibilities will be performed to support implementation of this plan. Mandatory elements to be addressed in these SOPs are:

- Arrangements for the provision of direction and control within the agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and a means to implement them. This should include a communication system to implement call-down rosters for personnel assigned to the EOC, organization/agency work control/dispatch center(s) and other response personnel teams.
- Designation and establishment of a work/control/dispatch center to manage organizational resources and response personnel and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate its own service's response effort with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency.

Introduction

This Plan is an **ALL HAZARD PLAN.** It is based on emergency response functions such as the enforcement of laws and the protection of health. Each function is described in a separate annex, and each annex covers all hazards. The EOP is organized as follows:

I. **Part One - Basic Plan**. Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. This part explains who's in charge.

II. **Part Two - Functional Annexes**. A series of annexes corresponding to the assignments found in the Matrix of Responsibility. This part explains what each will do.

III. **Part Three** is a separate document called the Resource Directory. It includes personnel, equipment, facilities that might be needed during a disaster and answers the question, "Where can I get help?"

Planning Process

This document is the product of a joint planning effort involving public and private sector entities of the City of San Juan Bautista, the County of San Benito and the Governor's Office of Emergency Services, State of California. The Hazard Analysis was conducted jointly by City, County and State authorities, with technical assistance provided by the Preparedness, Radiological Defense, and Hazardous Materials Divisions of the Governor's Office of Emergency Services, State of California.

The plan evolved through a series of planning meetings attended by city, county, public and private entities assigned a response and recovery role in the Matrix of Responsibility.

Sources for demographic data were the US Census, and State of California Department of Finance statistical data.

Plan Development and Maintenance

This plan will be maintained by the City Manager who will act as the Emergency Services Director, and will be responsible for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

Each organization identified in the Matrix of Responsibility will be involved in the process of updates. The annexes of this plan will be updated as needed, based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.

Revisions will be forwarded to City Manager, who upon concurrence in writing will be included in revisions to all agencies identified in the Matrix.

Approval and Promulgation

Prior to issuance, this plan will be reviewed by all agencies assigned a primary function in the Matrix of Responsibility. Upon completion of review and written concurrence of these agencies, the plan will be submitted to the City Council for review. Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the Title Page.

Goal

The Goal of this Plan is to effectively and efficiently organize and coordinate the City of San Juan Bautista's response to major disasters. It also references working with the County of San Benito during major events.

This plan is to be used with the San Benito County Emergency Operation Plan for all major disasters.

It provides an overview of operational concepts, identifies components of the City Emergency Management Organization, and describes the overall responsibilities of Federal, State, County, and City entities.

Pre-event planning, training, public awareness and education, hazard identification, capability assessment, and hazard mitigation will be emphasized.

Priorities

The priorities are:

1. To save human lives.
2. Protect property.

3. Provide for the needs of survivors.
4. Provide public information.
5. Preserve government.
6. Restore essential services.

Activation of the Plan

This Plan may be activated under any of the following conditions:

- On the order of the City Manager designated by local ordinance, provided that the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with State and City procedures. If a declaration has not been made, the official designated by local ordinance, referred to above, should request assurances, or otherwise determine the need to activate the plan.
- When the CAO of the County of San Benito has proclaimed the existence of a local emergency for the County.
- When the Governor has proclaimed a STATE OF EMERGENCY in an area including the City of San Juan Bautista.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or actual attack on the United States.

Phases of an Emergency

Operational concepts presented in this section are applicable to both peacetime and wartime situations. In cases where similarities in operational concepts exist, these concepts have been combined. Operational concepts peculiar to either peacetime or wartime situations have been so noted.

In some instances, emergencies will be pre-staged by some sort of build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. However, often an emergency occurs with little or no warning, requiring immediate activation of the EOP and commitment of resources. In light of this continuum of possibilities, this plan will be implemented, to the extent possible, in the following three periods and related phases.

I. Before an Emergency

Before the emergency, prepare plans, train personnel, conduct emergency exercises, educate the public, and buy or arrange for the use of resources. Coordinate with other organizations. Keep emergency communications systems, warning systems and the Emergency Operations center ready at all times.

Entities identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists, and periodically be trained in their activation and execution.

II. During the Emergency

A. Warning Phase

This phase will be initiated by the receipt of a warning, or the observation that an emergency situation is imminent, or likely to occur soon. Actions to be accomplished during this phase include, but are not necessarily limited to:

- Review and update of EOP and SOPs.
- Dissemination of accurate, timely, emergency public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Service Workers.
- Mobilization of resources.

B. Impact Phase

This is the phase when there is no warning. The first response is usually by a field unit. The field units then summons more field units, and they establish a field command post with an incident commander in charge. The Incident Commander on Scene may then decide to increase the level of response and notify the City Manager, who will activate this plan. See "Levels of Emergencies" for more detail.

Actions to be accomplished during this phase are precautionary, and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Advise City, County and State OES of the emergency.
- Identify the need for Mutual Aid and request such through the appropriate channels.
- Declaration of a LOCAL EMERGENCY by local authorities.

When City resources are committed to the maximum and additional resources are required, requests for Mutual Aid will be initiated through the proper channels. The City will make these requests through the County Operational Area and/or County EOC. The County EOC will work with State OES to acquire resources.

If required, State OES may coordinate the establishment of one or more Disaster Service Areas (DSA's) where resources can be received, stockpiled, allocated, and dispatched.

Additionally, State OES may activate the State Operations Center (SOC) in Sacramento. The mission of the SOC is coordination and support of operations in affected areas. The SOC may be supported by activation of the State Region 2 Emergency Operations Center in Pleasant Hills, or an alternate location.

The State OES Director will assist the Governor in direction and coordination of response activities of State agencies, as well as coordinate and support response and recovery activities conducted by local government.

Depending on the severity of the emergency, a LOCAL EMERGENCY may be proclaimed. In this case, the City EOC will be activated and County, as well as State OES will be advised. The State OES Director may request a gubernatorial declaration of a STATE OF EMERGENCY. Should a STATE OF EMERGENCY be proclaimed, State agencies will, to the extent possible, respond to requests for assistance.

In the event that the Governor requests and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under the provisions of Public Law 93-288, he will appoint a State Coordinating Officer (SCO). In conjunction with a Federal Coordinating Officer (FCO), the SCO will coordinate State and Federal support efforts.

III. After the Emergency (Recovery)

Recovery from a major disaster can take months, even years. It is a complex process that can include special legislation, financial entanglements, massive construction programs, and of course, lawsuits.

The recovery phase has the following objectives:

A. Reinstatement of family autonomy.

B. Restoration of family unity.

C. Provision of essential public services.

D. Permanent restoration of public and private property.

E. Restoration of public services.

F. Restore normal government operations.

G. Uncover residual hazards, advance knowledge of disasters, and improve future emergency operations to mitigate future hazards.

H. Recovery of costs associated with response and recovery efforts.

As soon as possible, the State OES Director, operating through the State Operating Center (SOC), will bring together representatives of Federal, State, County, and City agencies, as well as representatives of the American Red Cross (ARC), for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

Disaster assistance will be coordinated through "one-stop" Disaster Application Centers (DACS), staffed by representatives of federal state and local governmental agencies, private service organizations, and private companies. If major damage has occurred, a local government recovery group will be formed to coordinate planning and decision making for recovery and reconstruction. These DAC's will be designated after the event. Potential sites have been named in the resource manual of this Plan.

Levels of Emergencies

Generally, emergency response will progress from local to regional to state to federal involvement. To facilitate the planning process, State OES has established the following three levels of response, with respect to peacetime emergencies.

I. Minor to Moderate - Level I

A minor to moderate incident characterized by adequate local response capability and sufficient resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be proclaimed.

II. Moderate to Severe - Level II

A moderate to severe emergency characterized by a need for Mutual Aid to ensure a favorable resolution of the situation. In most cases, a LOCAL EMERGENCY will be proclaimed. A STATE OF EMERGENCY may be proclaimed.

III. Major Disasters - Level III

A major disaster, exemplified by depletion of resources and Mutual Aid response capability area-wide, necessitates extensive Statewide and Federal assistance. Generally, a LOCAL EMERGENCY and STATE OF EMERGENCY will be proclaimed. A Presidential declaration may or may not be proclaimed.

Wartime Emergencies

The impact of wartime emergencies may range from minor inconveniences such as food and petroleum shortages to a worst case scenario involving an attack on the United States utilizing nuclear, biological, or chemical weapons.

Protective measures to be employed in the event of a threatened or actual attack on the United States include:

A. In-place protection utilizing designated shelters.

B. Construction of shelters, given adequate lead time.

C. Upgrading of homes and other buildings to a radiation Protection Factor (PF) of at least 40, given adequate lead-time.

D. Spontaneous evacuation by an informed citizenry. Crisis relocation is not considered a viable option within the context of this plan.

E. Stockpiling appropriate pharmaceuticals.

During war, the statewide emergency management system will be fully activated, and the State will coordinate emergency operations from Sacramento.

Emergency Management Organizations

An emergency management organization can start small and grow as the need arises. Fully activated, the statewide emergency management system consists of all jurisdictions through the state levels.

This Plan incorporates the State Emergency Management System (SEMS), which is based upon the Incident Command System (ICS) and NIMS, the National Incident Management System. This Plan also recognizes the Operational Area Concept and the Multi-Agency Coordination System (MACS), and the Master Mutual Aid Agreement. The Operational Area for this City is set up at the County government level.

I. Statewide Emergency Management System

The Statewide Emergency Management System is comprised of the Emergency Management organizations of cities, Operational Areas (counties), OES Mutual Aid Regions, and State agencies. Within this context, the local jurisdictions are responsible for directing and coordinating emergency response and recovery operations within their respective jurisdictions, while the other agencies serve primarily as support elements.

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 emergency management including ICS, MACS, the operational area concept and established mutual aid systems.

The Incident Command System means 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.

II. County Emergency Management Structure

The County of San Benito utilizes the concept of the Operational Area. SB 1841 defines the parameters of this concept.

An Operational Area acts as the coordinator during countywide emergency operations to support the cities. They collect, disseminate and request mutual aid support through the appropriate channels at the State Office of Emergency Services. They are the primary communications link.

Section 2403 of the California Code of Regulations, Title 19 Division 2, the Office of Emergency Services states the functions of the "Operational Area Level" is to – manage and/or coordinate information, resources and priorities among local governments within the operational area and serve as the coordination and communication link with the local government level and the regional level.

Section 8605 of the California Emergency Services Act further designates each county as an Operational Area. During a STATE OF WAR EMERGENCY, Operational Areas are required to coordinate response and recovery operations and serve as communication links. The utilization of the Operational Area concept during a STATE OF EMERGENCY and a LOCAL EMERGENCY, while optional, is recommended in most cases.

The County may provide emergency management services in one of the three following modes:

A. Decentralized coordination and direction. The County EOC is not activated.

B. Centralized coordination and decentralized direction. The County EOC is activated for purposes of coordination only.

C. Centralized coordination and direction. All activities are directed from the County EOC, as a unified command structure and Operational Area. This would involve a county-wide event.

Unified Command

The County of San Benito will operate under a Unified Command System in the event of a major disaster. The City of San Juan Bautista will coordinate with the County of San Benito Emergency Operation Center and will be responsible for their own decisions pertaining to their jurisdiction.

III. City of San Juan Bautista

The City of San Juan Bautista emergency management organization is comprised of a five member City Council that oversees the policy decisions for the city. It is further broken down into the following sections.

The City will coordinate their operation from City Hall.

A. Management Section

1. Emergency Operation Center Director (City Manager)

   Responsible for coordinating information and resources to support incident activities in the field.

2. Legal Advisor (City Attorney)

   Check the legality of various emergency proclamations, writes emergency ordinances, and watches out for potential legal liabilities.

3. Public Information Officer (To Be Appointed)

   Keeps the public informed; responds to the media.

B. Operations Section

Operations Section Chief (Fire Chief)

The Operations Section Chief is the coordinating link to City Fire, Law Enforcement and Public Works. Additionally, serves to coordinate the functions within the City and the County's Medical Unit, such as Public Health or the Coroner to coordinate the front line response to major emergencies.

1. Operations Chief (Fire Chief/Public Works Supervisor)
   Directs tactical and operation responsibility of incident management activities.

2. Fire and Rescue (Fire Volunteers)

   Puts out fires, rescues trapped and injured persons, and manages hazardous materials response (including radioactive, biological, and chemical material and nuclear fallout).

3. Law Enforcement (Deputy Sheriff)

   Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas. The city may be supplemented by State Department of Parks Law Enforcement.

4. Public Works (Public Works Supervisor/Deputy Public Works Supervisor)

Builds, repairs and restores essential structures and utilities. Removes debris, assists in heavy rescue operations, supports law enforcement and fire service personnel in execution of access and perimeter control.

C. Planning Section

Planning Section Chief (City Planner)

The Planning Unit provides the facts and projections that help others make informed decisions. This section could include Situation Analysis, for the purpose of gathering information such as damage assessments and anticipating further problems or Resource Status, for the purpose of identifying and cataloging available resources.

D. Logistics Section

Logistics Section Chief (Deputy City Clerk)

The Logistics Section Chief supports Operations by procuring necessary supplies, equipment, personnel, etc.

Supply (Administrative Office Assistant)

Procures and coordinates supplies and equipment including food and water.

E. Finance Section

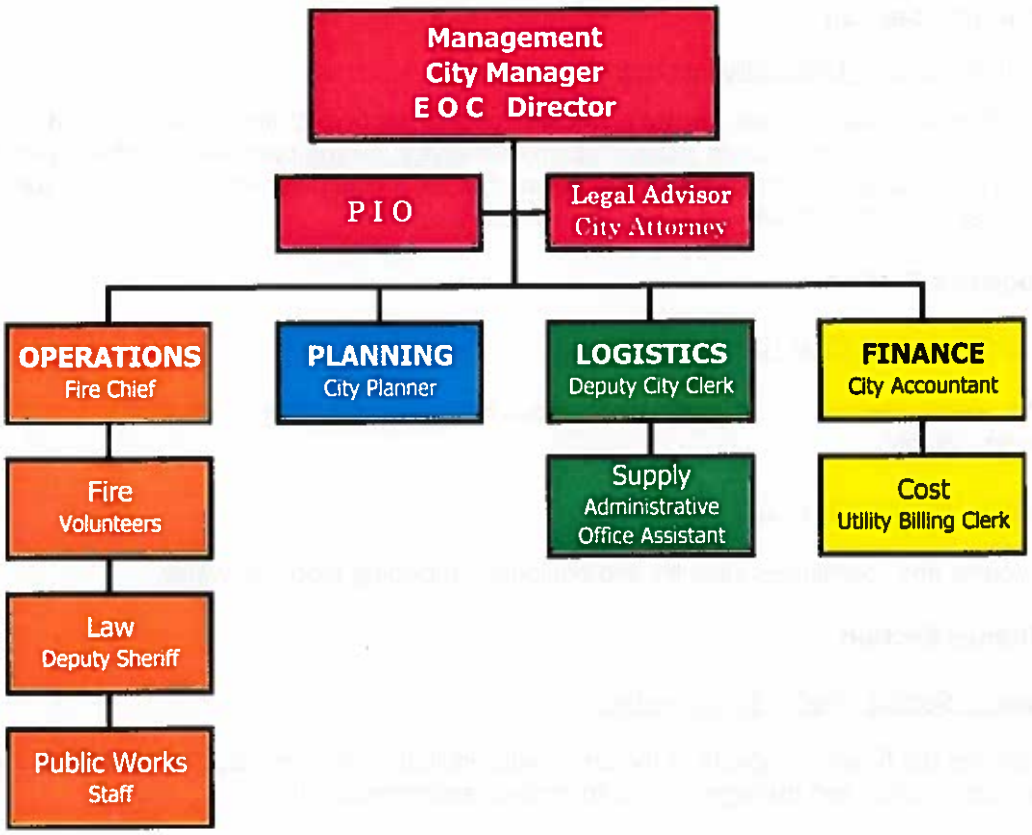
Finance Section Chief (City Accountant)

Manages the financial aspects of the emergency including disaster response and recovery costs, personnel costs, and manages claims to recover associated costs.

Cost (Utility Billing Clerk)

Provides fiscal and cost accounting services to the City Manager and selected city departments and agencies performing emergency management functions on behalf of the City of San Juan Bautista.

City of San Juan Bautista
Emergency Organizational Chart

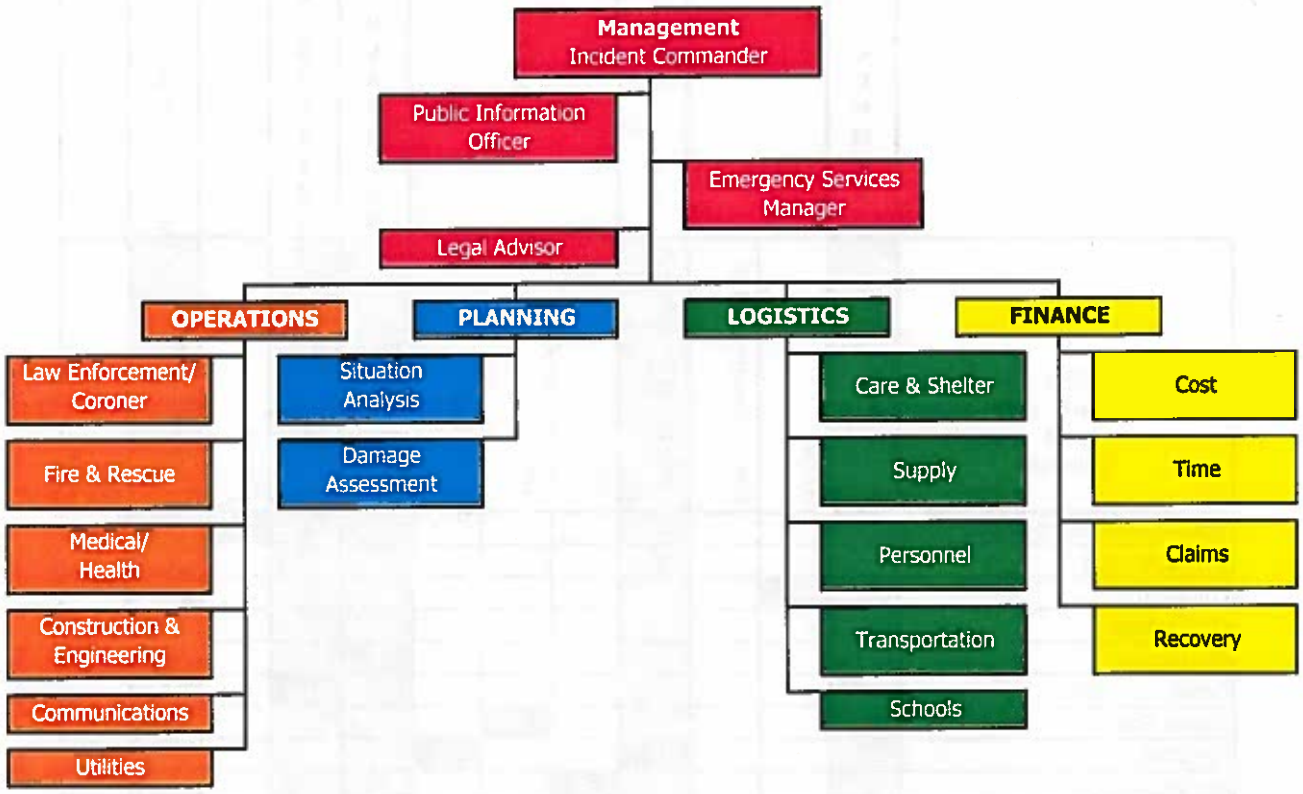


Emergency Functions of City of San Juan Bautista and Non-City Agencies

City Departments and Divisions	COMMAND: EOC Director		Public Information Officer	OPERATIONS: Operations Section		Law	Public works	PLANNING: Planning Section	LOGISTICS: Logistics Section	Supply	FINANCE: Finance Section	Cost
Administrative Office Assistant										P		
City Accountant											P	
City Attorney		P										
City Manager	P											
City Planner								P				
Deputy City Clerk									P			
Deputy Sheriff						P						
Fire Chief				P			P					
Fire Volunteers					P							
Public Works Staff							S					
Utility Billing Clerk												P
Non-City Agencies												
American Red Cross									S			
CA Fire Department (CDF)					S							
California Highway Patrol (CHP)						P						
Council of Governments									P			
County Office of Education												
San Benito County	S	S	S	S	S	S	S	S	S	S	S	S
PG&E							P					
RACES												
Salvation Army									S			
Water Districts												

P	Principal Department
S	Supporting Department

San Benito County
Operational Area Emergency Management
Unified Organizational Chart



Emergency Functions of County and Non-County Agencies

	COMMAND				OPERATIONS							PLANNING			LOGISTICS						FINANCE				
County Departments and Divisions	Incident Commander	Emergency Services Manager	Public Information Officer	Legal Advisor	Operations Section	Law Enforcement/Coroner	Fire & Rescue	Medical/Health	Construction & Engineering	Communications	Utilities	Planning Section	Situation Analysis	Damage Assessment	Logistics Section	Care & Shelter	Supply	Personnel	Transportation	Schools	Finance Section	Cost	Time	Claims	Recovery
Agricultural Commissioner								S																	
Assessor													S												
County Fire (CDF)							P												S						
Child Support Services																S	S								
Communications										P															
Workforce Development																S	P								
County Administrative Officer	P	S		S																					P
County Clerk-Auditor-Recorder			P																						
County Counsel				P																					
District Attorney						S																			
Elections			S																						
Emergency Medical Services								S																	
Emergency Services	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Finance																					P	P	P	P	S
Health								P																	
Human Services Agency																P									
Integrated Waste Management															P										
Library			S																						
Marshal						S																			
Mental Health								S																	
Personnel																		P							
Planning & Building									S			P	P	P											
Probation						S																			
Public Works						S	S		P		S		S								S				S
Sheriff/Coroner					P	P	S																		
Substance Abuse								S								S									
Treasurer-Tax Collector-PA																					S				
Non-County Agencies																									
American Red Cross																S									
California Highway Patrol (CHP)						S																			
Council of Governments																			P						
County Office of Education																				P					
Hollister, City of	P	S	S	S	P	S	S	S	S	S	S	P	S	S	P	S	S	S	S	S	P	S	S	S	S
PG&E											P														
RACES			S							S															
Salvation Army																S	S								
Water Districts											P														

P	Principal Department
S	Supporting Department

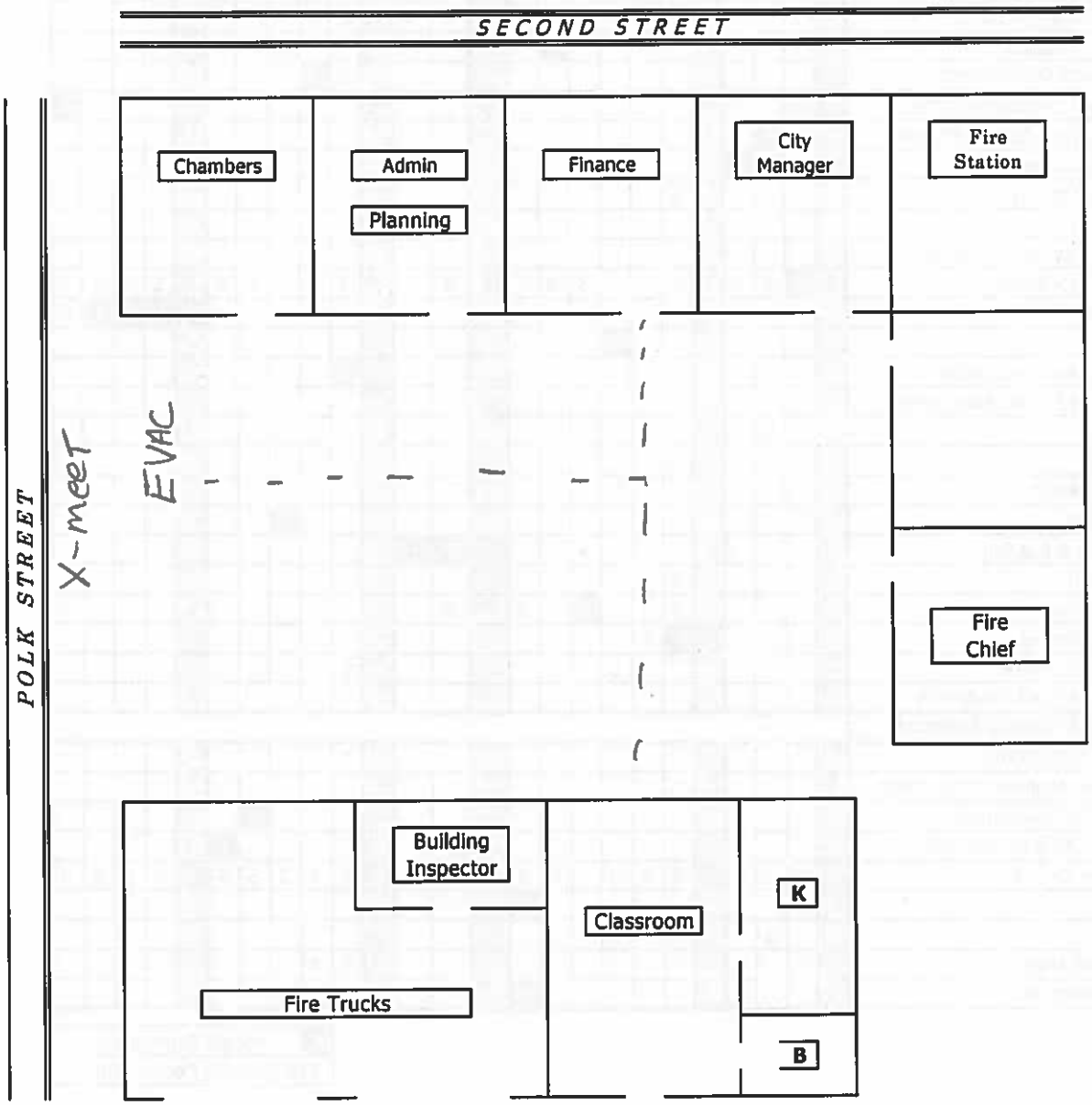
City of San Juan Bautista
Emergency Operation Center

The Emergency Operations Center is located at the following address:

City of San Juan Bautista
City Hall
311 Second Street
San Juan Bautista, CA 95045

If the Emergency Operations Center is unusable, the following location is designated as alternative center:

Fire Station
Second and Polk Streets
San Juan Bautista, CA 95045



Emergency Proclamations

A. Local Emergency

The authority to proclaim a LOCAL EMERGENCY in the City of San Juan Bautista is vested in the City Council, or in their absence, the City Manager or designated alternate. A proclamation of LOCAL EMERGENCY is invalid after seven days, unless ratified by the governing body. In the event that the governing body ratifies the proclamation, and the proclamation extends beyond seven days, the governing body must review the need to continue the proclamation at least every fourteen days until the LOCAL EMERGENCY is terminated. In any case, the governing body must proclaim the termination of the LOCAL EMERGENCY as soon as conditions warrant.

A proclamation of LOCAL EMERGENCY provides the governing body the authority to:

- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.
- Receive mutual aid from State agencies.
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.
- Promulgate orders and regulations necessary to provide for protection of life and property.
- Promulgate orders and regulations imposing curfew.

Additionally, certain immunities from liability are provided for in the Act.

B. State of Emergency

A STATE OF EMERGENCY can be declared by the Governor when conditions warrant, and the proclamation is requested by the Mayor or City Manager of a City, or City Council of the City. Alternately, the Governor may proclaim a STATE OF EMERGENCY in the absence of a request if it is determined that 1) conditions warrant a proclamation, and 2) local authority is inadequate to cope with the emergency.

The proclamation must be in writing, be well publicized, and filed with Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a STATE OF EMERGENCY the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area; and employ State personnel, equipment, facilities, and other resources to mitigate the effects of the emergency.

A STATE OF EMERGENCY must be terminated as soon as conditions warrant.

C. State of War Emergency

Conditions under a STATE OF WAR EMERGENCY are for all intents and purposes the same as during a LOCAL EMERGENCY, or STATE OF EMERGENCY, with the added provision that officers and employees of the various political subdivisions within the State are required to obey all orders and regulations promulgated by the Governor during a STATE OF WAR EMERGENCY. Failure to comply with this provision constitutes a misdemeanor and can result in the discharge of the recalcitrant officer or employee by the Governor. In such cases, the Governor is authorized to designate a replacement for the discharged officer or employee.

Additional State authorities for conducting emergency response and recovery operations include:

1. California Natural Disaster Assistance Act
2. Section 128, California Water Code

Resolution Proclaiming the Existence of a Local Emergency

WHEREAS, Ordinance No. XXX of the City of San Juan Bautista empowers the City Council/City Manager to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the City of San Juan Bautista to proclaim the existence of a local emergency therein; and

WHEREAS, the City Council of the City of San Juan Bautista 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, or other causes on _____, at _____ a.m./p.m.; 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 AND ORDERED that a local emergency now exists throughout said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the City Manager and the emergency organization of this City shall be those prescribed by state law, and the charter, ordinances, resolutions, and approved plans of the City of San Juan Bautista.

Date_____

City Council Members:

_____

_____

_____

_____

_____

Approved as to form:

_____

City Attorney

Proclamation Confirming the City Manager's Proclamation of the Existence of a Local Emergency

WHEREAS, Ordinance No. XXX of the City of San Juan Bautista empowers the City Manager to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council Members is not in session, and;

WHEREAS, the City Manager of the City of San Juan Bautista does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said City, caused by _____ _____(fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the __th day of _____, 20____, and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said City, and;

That the City Council Members of the City of San Juan Bautista is not in session and cannot immediately be called into session;

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City of San Juan Bautista.

Dated:_____

By:_____
City Manager

Print Name_____

Address_____

_____

Approved as to form:

_____
City Attorney

Proclamation of Termination of Local Emergency

WHEREAS, a local emergency existed in the City of San Juan Bautista in accordance with the proclamation thereof by the City Council Members or the City Manager on the___day of _____20_____.

As a result of conditions of extreme peril to the safety of persons and property caused by: _____(fire, flood, storm, epidemic, riot, earthquake, or other cause); and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of San Juan Bautista.

NOW, THEREFORE, the City Council Members of the City of San Juan Bautista, County of San Benito, State of California,

DOES HEREBY PROCLAIM the termination of said local emergency.

Date_____

City Council Members:

_____

_____

_____

_____

_____

Approved as to form:

_____

City Attorney

Continuity of Government

Within the context of this document, the concept of Continuity of Government is comprised of three elements - Standby Officers for the Governing Body, Alternate Seat of Government, and Preservation of Vital Records. Specifics of each element are addressed in this plan.

I. Standby Officers

Article 15, Chapter 7, Division 1, Title 2, California Government Code provides the authority, as well as the procedures to be employed, to assure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three Standby Officers for each member of the governing body, and up to three Standby Officers for the City Manger, if not a member of the governing body. Article 15 permits provision for the succession of officers who head departments having duties in the maintenance of law and order, or in the furnishing of public services relating to health and safety.

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

In accordance with City of San Juan Bautista Ordinance # (~), the City has designated the following order of succession to the office of City Manager:

A. Succession to the City Manager

1. Position Title – Fire Chief/Public Works Supervisor
2. Position Title – City Accountant
3. Position Title – Deputy City Clerk

B. Temporary Seat of Government

The temporary seat of government, in the event the San Juan Bautista City Hall, located at 311 Second Street, San Juan Bautista, has been damaged; the following is an alternate seat of government:

1. First Alternate
   San Juan Bautista Public Library
2. Second Alternate
   San Juan Bautista Community Center
3. Third Alternate
   San Juan Elementary School

C. Preservation of Vital Records

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

1. Protect the rights and interests of individuals. Examples include land, license registers and articles of incorporation.
2. Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, Emergency Operations Plans (EOPs) and personnel rosters.

3. Reestablish normal governmental functions. Included in this group are the charter, statutes, ordinances, court records, and financial records.
4. Each level of government down to the departmental level is responsible for designating a custodian for vital records and ensuring that vital records storage and preservation is accomplished. The City Clerk is the designated custodian of vital records.

Mutual Aid

The statewide mutual aid system is codified in the California Disaster and Civil Defense Master Mutual Aid Agreement. The Agreement was developed in 1950, and has been adopted by all counties and incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each local jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide assistance to local jurisdictions, to the extent possible.

To facilitate the coordination of mutual aid, the state has been divided into three OES Mutual Aid Regions. They are the Northern, the Coastal and Southern Regions. Additionally, Fire and Rescue and Law Enforcement Coordinators are assigned by State OES, and have their own respective mutual aid regions. Attached are maps designating each of these regions.

Responsibilities within the context of the State Emergency Plan Master Mutual Aid Agreement are:

I. Incorporated Cities

A. Develop and maintain EOP's consistent with the County and State EOP's and the Master Mutual Aid agreement.

B. Maintain liaison with neighboring jurisdictions, County OES, and State OES.

C. Designate staging areas for the purpose of providing rally points for incoming mutual aid and a staging area for support and recovery operations.

II. Counties

A. Coordinate intra-county mutual aid.

B. Maintain liaison with State OES personnel.

C. Request mutual aid from the State OES Region 2 Manager.

D. Act as the Operational Area.

III. State OES - Coastal Region

A. Maintain liaison with State, Federal, and Local authorities.

B. Provide planning guidance and assistance to County and local jurisdictions.

C. Respond to requests for mutual aid.

D. Provide a clearinghouse for emergency operation information.

IV. State OES – Headquarters

A. Perform executive functions assigned by the Governor.

B. Coordinate response and recovery operations of State agencies.

C. Provide a clearinghouse for emergency operations information, statewide.

D. Prepare and disseminate proclamations for the Governor.

E. Receive and process requests for mutual aid.

F. Receive and process requests for federal disaster assistance.

G. Direct the allocation of Federal and out-of-state resources.

IV. Mutual Aid Policies and Procedures

Mutual aid resources will be provided and utilized in accordance with the Master Mutual Aid Agreement.

During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual aid Regional level whenever available resources are:

A. Subject to State or Federal control.

B. Subject to military control.

C. Located outside the requesting jurisdiction.

D. Allocated on a priority basis.

Local agencies should, whenever possible, provide incoming mutual aid forces with portable radios, using local frequencies.

Local agencies, receiving mutual aid are responsible for logistical support of reporting personnel.

Requests for, and coordination of, mutual aid support will normally be accomplished through established channels (cities to operational areas to Mutual Aid Regions to State level). Requests should specify, at a minimum:

A. Number and type of personnel needed.

B. Type and amount of equipment needed.

C. Reporting time and location.

D. Authority; to whom forces should report.

E. Access routes.

F. Estimated duration of operations.

V. Authorities and References

A. California Master Mutual Aid Agreement

B. California Fire and Rescue Emergency Plan

C. California Law Enforcement Mutual Aid Plan

D. Federal Disaster Relief Act of 1974 (Public Law 93-288)

Threat Summaries

I. Hazard Identification

A hazard identification survey indicates that the City of San Juan Bautista is subject, in varying degrees, to the effects of the following:

Major Earthquake
Flood
Hazard Material Incident
Fire
Drought
Dam Failure
War
Acts of Terrorism

Actions to be accomplished in response to these incidents are contained in the Emergency Action Checklists of the Annexes to this plan. A synopsis of each hazard and its potential effects follows.

II. Earthquake

San Juan Bautista is located in a highly seismic area. A major earthquake in the City of San Juan Bautista or surrounding areas is highly probable.

The City of San Juan Bautista is located directly across several faults, collectively called the Calaveras Fault Zone. Active movement is now occurring along one fault within this zone. The surface trace of this active fault passes through the middle of San Juan Bautista. Along the active fault trace, the displacement of man-made features has been horizontal or lateral rather than vertical. Although the displacement of man-made features along the active fault trace has been exclusively right lateral, earlier prehistoric movements probably include vertical displacement. There are several sites located throughout the City of San Juan Bautista where evidence of this theory has been observed.

Given the seismic conditions as presented, the major seismic hazards include landslides, soil erosion and disposition, flooding and expansive soils. With these conditions come other problems with communications, electrical power, water supply, sewage treatment, natural gas, petroleum fuels, and potential fires and/or hazardous material incidents.

III. Flood

Floods usually occur from winter storms. At these time intervals warnings are usually given as soon as the news becomes available. Normally emergency responders are the first to be alerted. If the problem appears to be significant the population is warned through the media, or other available sources. Evacuation and sandbagging are other methods used to lesson the flood's impact. Flooding can also be compounded when the Dam is at full capacity.

Floods are considered to be a frequent occurring threat. Flood prone areas are depicted in the Flood Insurance Rate Map set. For an overview of these areas a Floodplain map of the county has been included.

III. Hazardous Materials Incident

A variety of hazardous materials are present in the City of San Juan Bautista. These materials are stored, used, manufactured and moved by train, plane and pipeline. The highways that run through the city add to this risk. The classifications of the materials may be gas, poisonous or

infectious, corrosive, explosive, flammable, radioactive, and/or miscellaneous dangerous substances. Their physical states vary from solid, liquid or gas and the quantities range from a few grams in test tubes to huge amounts in storage tanks.

Complete lists of businesses that store hazardous materials are available at the San Benito County Environmental Health.

IV. Fire

Wildland fires are considered a significant threat in San Benito County. San Juan Bautista's location to the open spaces and propensity for high winds that occur in the area put the city at risk. The dry climate, along with the number of residents and location of businesses add to the scenario.

V. Drought

Drought cycles appear in this area every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

VI. Dam Failure

Failure of the San Justo Dam, located east of the city, could result in flooding within some of the city. Inundation maps are available at the City of San Juan Bautista Public Works office and at the County offices of Public Works, Planning and Emergency Services.

VII. War

War is another threat the city may encounter. Modern weapons can produce devastating results. Targeted areas such as Lockheed, NASA Ames Research Center, Sunnyvale Air Force Base, FMC, Moffet Field and others put this city at moderate risk.

Methods for limiting the exposure of individuals to gamma radiation and hazardous materials will consist of in-place sheltering, determination of accumulated dose rate and threshold limit in consultation with Federal, State, and local authorities and health care professionals, the use of protective clothing and equipment, and in extreme cases, evacuation of the threatened population.

VIII. Acts of Terrorism

Terrorist groups are also a risk given today's economic status and criminal climate. While the City of San Juan Bautista and the County of San Benito are not considered high risk targets for terrorism, our proximity to areas such as San Francisco and the Silicon Valley create potential risks. These risks are most likely associated with the transient nature of biological agents from a high target area to a low target area.

A Terrorism Annex has been developed by the County of San Benito. The County Terrorism Annex is the county-wide plan to respond to a terrorist event.

Hazard Mitigation

I. Purpose

The purpose of hazard mitigation is to lessen the impact of a disaster, avoid the consequences of a disaster, or remove the threat.

It is also a requirement of Section 406 (minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288). It is further defined under the Hazard Mitigation Act of 2000.

II. The Case for Hazard Mitigation

Every disaster can teach us valuable lessons about building construction, land use, and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to the poor construction, unsafe land use, and other shortsighted practices that caused the disaster in the first place. That's why the Federal Disaster Relief Act of 1974 requires safe land use and construction practices as condition of receiving federal disaster aid.

III. Hazard Mitigation Actions

A. Avoid the hazard.

1. Authority to Zone.

Zoning is usually a function of local government, except where state or federally owned lands are exempt from local zoning laws. Other interests may propose zoning regulations, but only local government can adopt them.

By mutual agreement, state or federal restrictions may be locally adopted and enforced.

Limitations

Zoning can be useful, but its powers are limited. Therefore, zoning usually reflects, rather than dictates, current land use trends. Zoning is also particularly vulnerable to political pressure; this is particularly true if an area is very attractive for development but rarely has experienced major disasters.

Zoning is generally best suited to restrict the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

2. Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as adding a fireproof roof or it can mean tearing the building down and starting over.

Local Standards

Building codes are usually a function of local government, except where state or federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling; but some recent laws require hazard related inspections for existing buildings that are considered at risk. The idea is that inspections will produce knowledge of liability, which will motivate the owners to improve their buildings.

B. State Standards

For state owned facilities outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible state agency. In some cases, these standards may serve as models for local governments.

1. Conditions for Assistance

As a condition for state approval or grant assistance as a result of a major disaster or emergency declaration, the Governor's Authorized Representative may recommend to the Federal Emergency Management Agency Regional Director that the Associate Director prescribe certain construction standards for Federal Management Agency assisted projects for hazard mitigation purposes.

2. Conditions for Assistance

The Federal Emergency Management Agency Regional Director may suspend or refuse to approve any project application until he/she is satisfied that the work will result in a facility or structure that is safe for its intended use.

A federal agency may require local or state governments to adopt and enforce certain hazard mitigation regulations as a condition for federal assistance or participation in federally assisted programs.

Section 406, Public Law (93-288 1-2-B)

"As a condition of any disaster loan or grant made under the provisions of the Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan or grant made under the provisions of this Act, the State of local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action taken to mitigate such hazards, including safe land use and construction practices, in accordance with standards prescribed or approved by the President after adequate consultation with the appropriate elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation."

3. Reduce the Hazard

The hazard itself can be reduced. Of course, this depends on the type of hazard. Double containment of a storage tank, for example, will reduce the hazard from the chemical inside, but we cannot stop an earthquake or a storm.

4. Public Education

If the general public knows what to do before, during, and after a disaster, the impact of the disaster can be greatly reduced. Public education is largely a local function, although the state and federal governments do make a variety of educational materials available.

5. Insurance

Although insurance cannot reduce the impact of a disaster, it does spread that impact over a larger group of people over a longer period of time. Some insurance programs are private, and some, such as the federal flood insurance program, are government funded. Insurance programs may have construction standards that must be met before insurance is sold.

IV. After A Disaster

A. Agreements

Following each Presidentially declared emergency or major disaster, the Regional Director of the Federal Emergency Management Agency and the Governor execute a document called the Federal/State agreement. This Agreement includes hazard mitigation. This is an area where local government is involved.

B. The Mitigation Team

Federal, state and local Hazard Mitigation Coordinators will be appointed to work together to:

1. Look for Hazards

   The Team will review reports, visit the site and talk to concerned parties.

   The Team will review land use laws, construction standards, mitigation measures, damage assessments, Damage Survey Reports, and other information.

   As a result of its findings, the Team may change the boundaries of high hazard areas and recommend mapping or re-mapping of these areas.

2. Review Emergency Plans

   For each hazard prone area, the Team will review local and state emergency plans. Where plans for hazard mitigation are inadequate, the team will recommend improvements.

   The Federal Emergency Management Agency Regional Director and the Governor's Authorized Representative may decide to require that these improvements be made. They will consider:

   a. If hazard mitigation could be effective.
   b. The size and composition of the jurisdiction.
   c. Local government's authority to regulate land use and constructive practices.
   d. The local government's exercise of such authority.
   e. They may also help governments write or update their plans.

3. Write a Mitigation Plan

   The Plan will make recommendations and will include procedures for carrying out the recommendations. It is up to each local agency to submit a Plan to the State within six months of a Presidential declaration.

4. Follow up contracts with the state or local government as appropriate.

5. Review Standards

   The Team will inventory and evaluate the applicant's existing standards for the type of repairs, reconstruction, or restorative work for which federal loan or grant assistance is being requested.

   The Team may recommend upgrading existing construction standards or adopting new standards.

The Team will also encourage local adoption and enforcement of hazard mitigation standards for all projects, including non-federally assisted projects.

6. Suggest Models

The team will make model state or federal standards available to applicants. Such standards for new construction may be different from those for repairs or alterations to existing facilities or structures.

C. Roles and Responsibilities

1. Federal

The Director of the Federal Emergency Management Agency is responsible for hazard mitigation actions under the Federal/State Agreement. The Regional Director, in coordination with the Governor's Authorized Representative, shall:

a. Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the affected area plan for hazard mitigation.
b. Appoint a Hazard Mitigation coordinator to serve on the team.
c. Discuss hazard mitigation with local, state and federal officials.
d. Coordinate with the State Hazard Mitigation Coordinator.
e. Administrate Section 406.
F. Make sure hazard mitigation is actually done.
g. Provide technical advice and assistance.
h. Encourage state and local governments to adopt safe zoning and construction standards.
I. Ensure that federal efforts are in addition to local and state efforts.
j. Encourage initiative by state and local governments.
k. After floods, follow Federal Management Agency Floodplain Management Regulations.

2. State

a. Office of Emergency Services

The Governor will appoint a representative of the Office of Emergency Services to be the Governor's Authorized Representative. This person will be responsible for state hazard mitigation activities under the Federal/State Agreement. The Governor's Authorized Representative will also work with federal agencies to ensure state and local participation in hazard mitigation planning.

b. State Hazard Mitigation Coordinator

The State Hazard Mitigation Coordinator shall:

1. Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and state hazard mitigation actions are taken.
2. Provide funding or technical assistance to eligible applicants.
3. Arrange for state inspection or audit to verify compliance with approved hazard mitigation measures.
4. Prepare a Final Report

Upon completion of approved hazard mitigation activities in accordance with the Federal/State Agreement, submit a final report of compliance with hazard mitigation requirements through the Governor's Authorized Representative to the Federal Emergency Management Agency Regional Director for review and acceptance.

5. Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.

6. Provide advice and assistance on hazard mitigation measures to applicants, private organizations, and individuals.

7. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make mitigation recommendations.

8. Follow up with applicants to ensure that, as a condition for any grant or loan under the Act, hazard mitigation actions are indeed taken.

9. Follow up with applicants to ensure that hazard mitigation plans are submitted (no later than 180 days after the emergency declaration) to the Federal Emergency Management Agency Regional director for concurrence.

10. Review and update disaster mitigation portions of emergency plans as needed.

3. Local

a. Applicant (Local Jurisdiction)

The Applicant's Authorized Representative is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The Applicant's Authorized Representative, in coordination with the Governor's Authorized Representative shall:

1. Appoint a Local Hazard Mitigation Coordinator to work with the Federal/State Hazard Mitigation Team.

2. With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or which are to be completed.

3. To the extent of legal authority, implement and enforce land use regulations and stage construction practices which are agreed upon as conditions for Federal Emergency Management Agency grants or loans. Applicants may request state or federal advice or assistance in taking these actions.

Authorities and References

I. Federal Authorities

Federal Disaster Relief Act of 1974 (PL 93-288)

Federal Civil Defense Act of 1950 (PL 920)

Public Law 84-99

II. Homeland Security Presidential Directive-5, Management of Domestic Incidents State Authority

The California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code), provides the basic authority for conducting response and recovery operations, provided a declaration of LOCAL EMERGENCY, STATE OF EMERGENCY, or STATE OF WAR EMERGENCY is made, consistent with the provisions of the Act.

The California Emergency Plan is promulgated in accordance with the provisions of the Act, and provides statewide authority and responsibility, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary; to carry out the provisions thereof". Consistent with this language, the City of San Juan Bautista Emergency Operations Plan should be considered an extension of the State Emergency Operations Plan, and works in conjunction with the County of San Benito Emergency Operations Plan.

III. City Authority

City of San Juan Bautista Ordinance No.~

IV. References

A. City of San Juan Bautista Emergency Operations Plan

B. County of San Benito Emergency Operations Plan

C. California Emergency Plan

D. Disaster Assistance Procedure Manual (State OES)

E. California Emergency Resources Management Plan

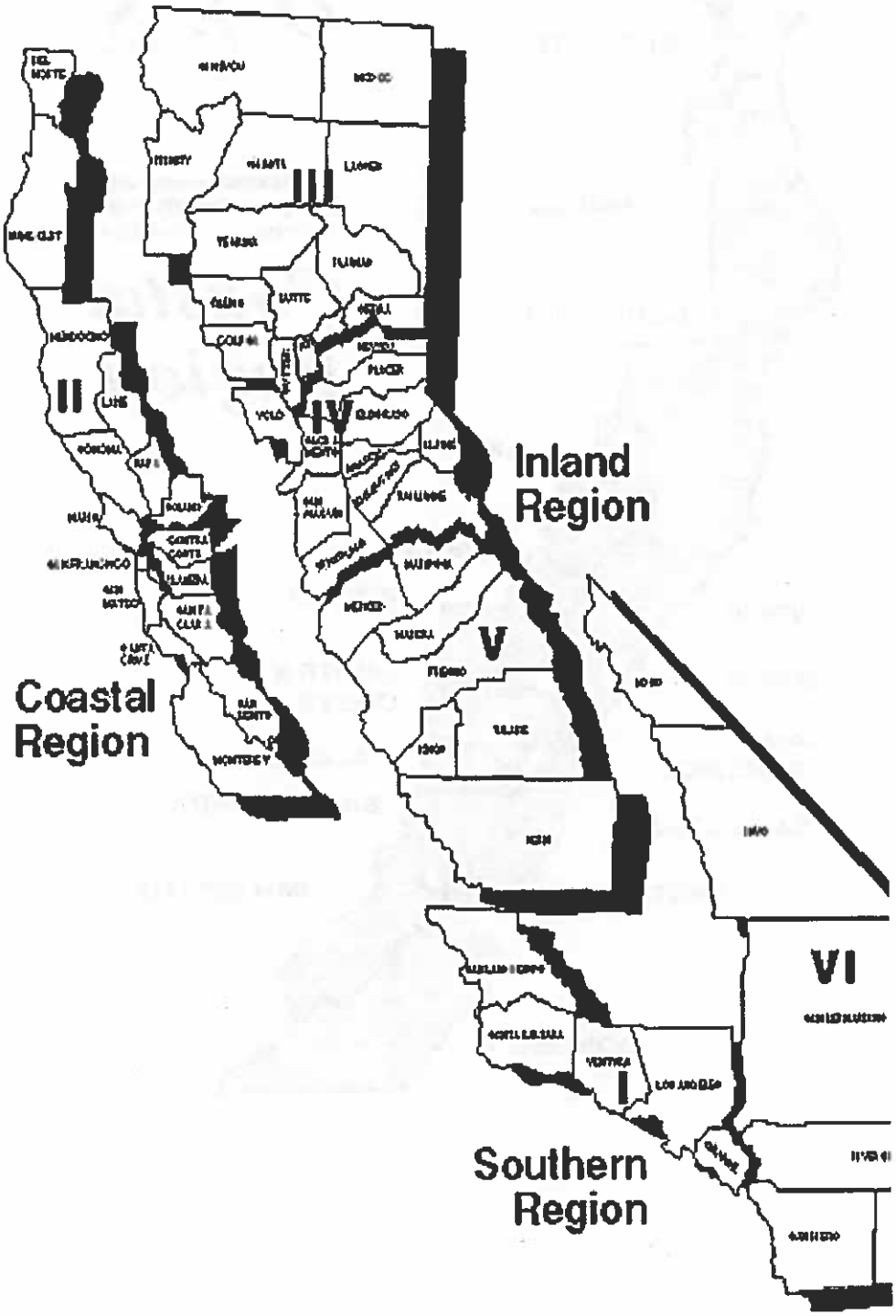
F. California Master Mutual Aid Agreement

G. California Law Enforcement Mutual Aid Plan

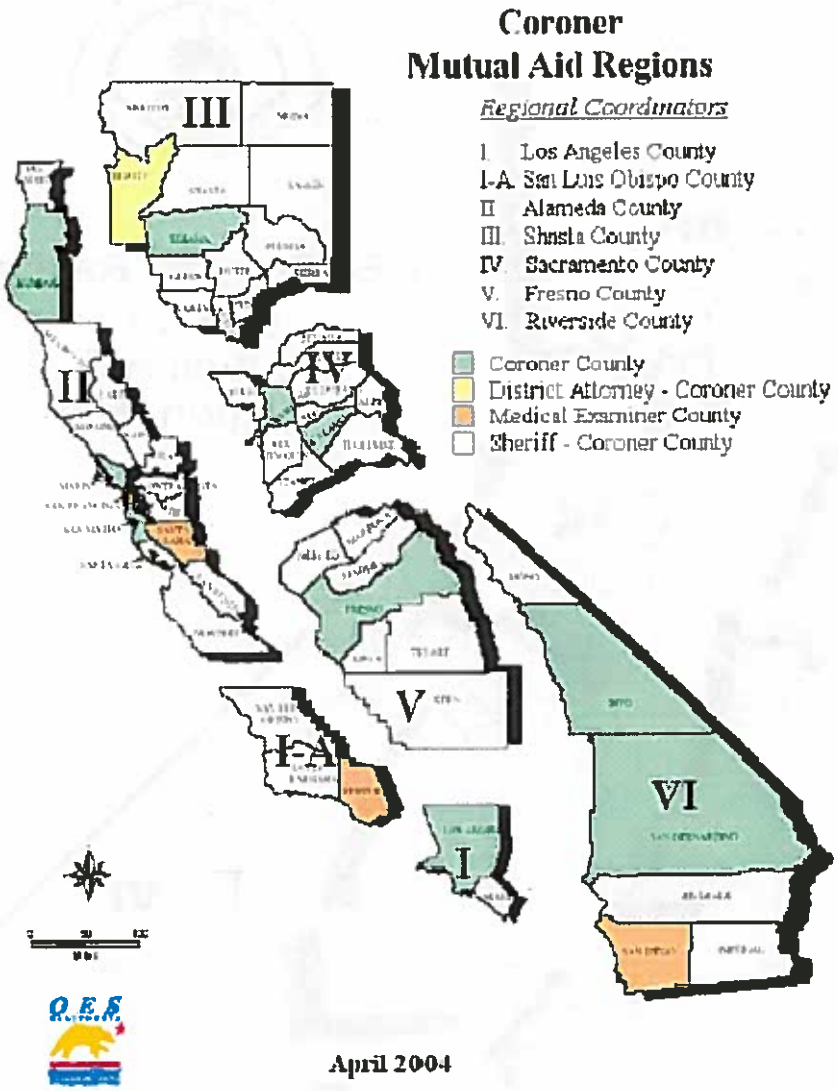
H. California Fire and Rescue Operations Plan

State OES Coastal Region

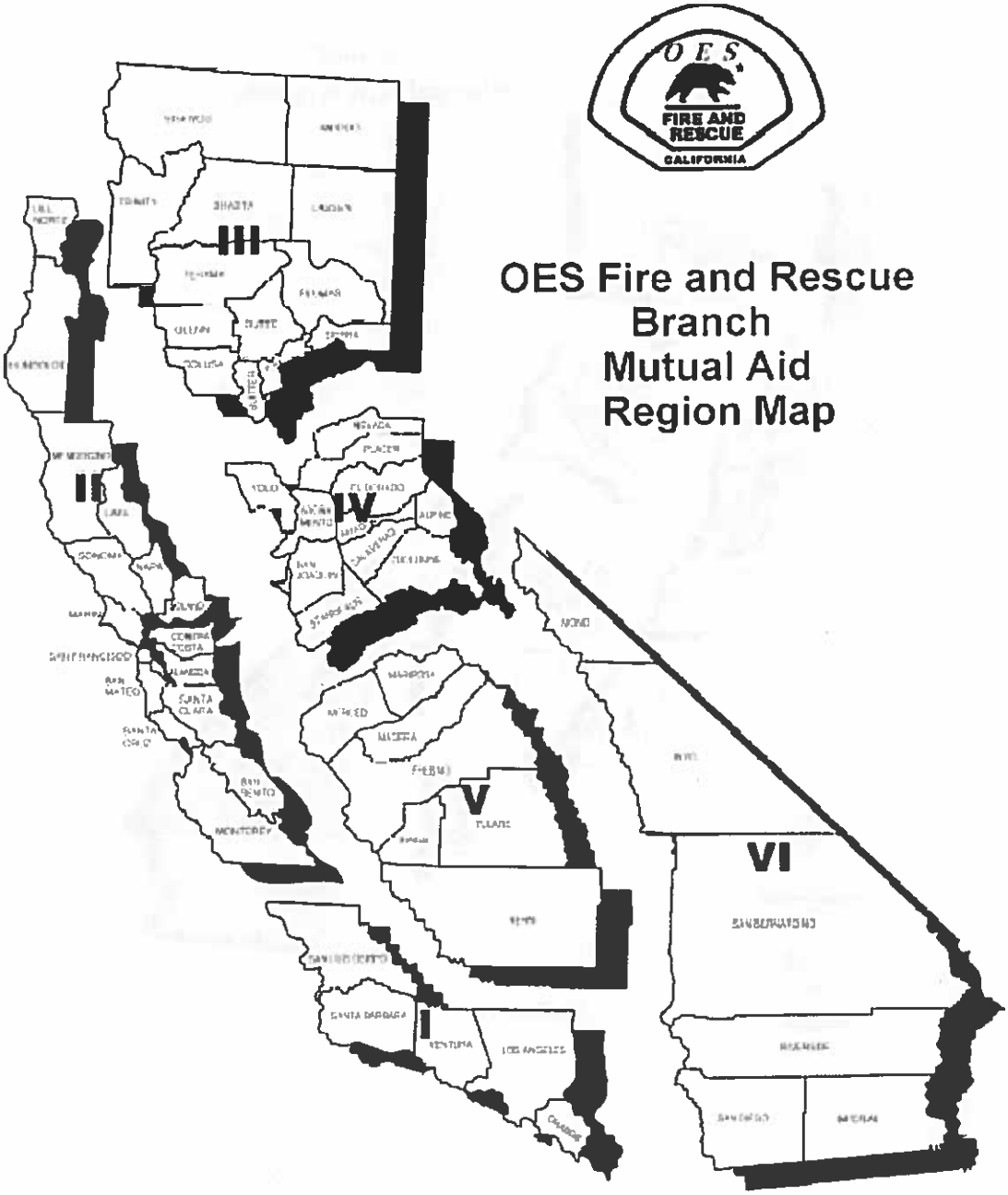
State OES Administrative and Mutual Aid



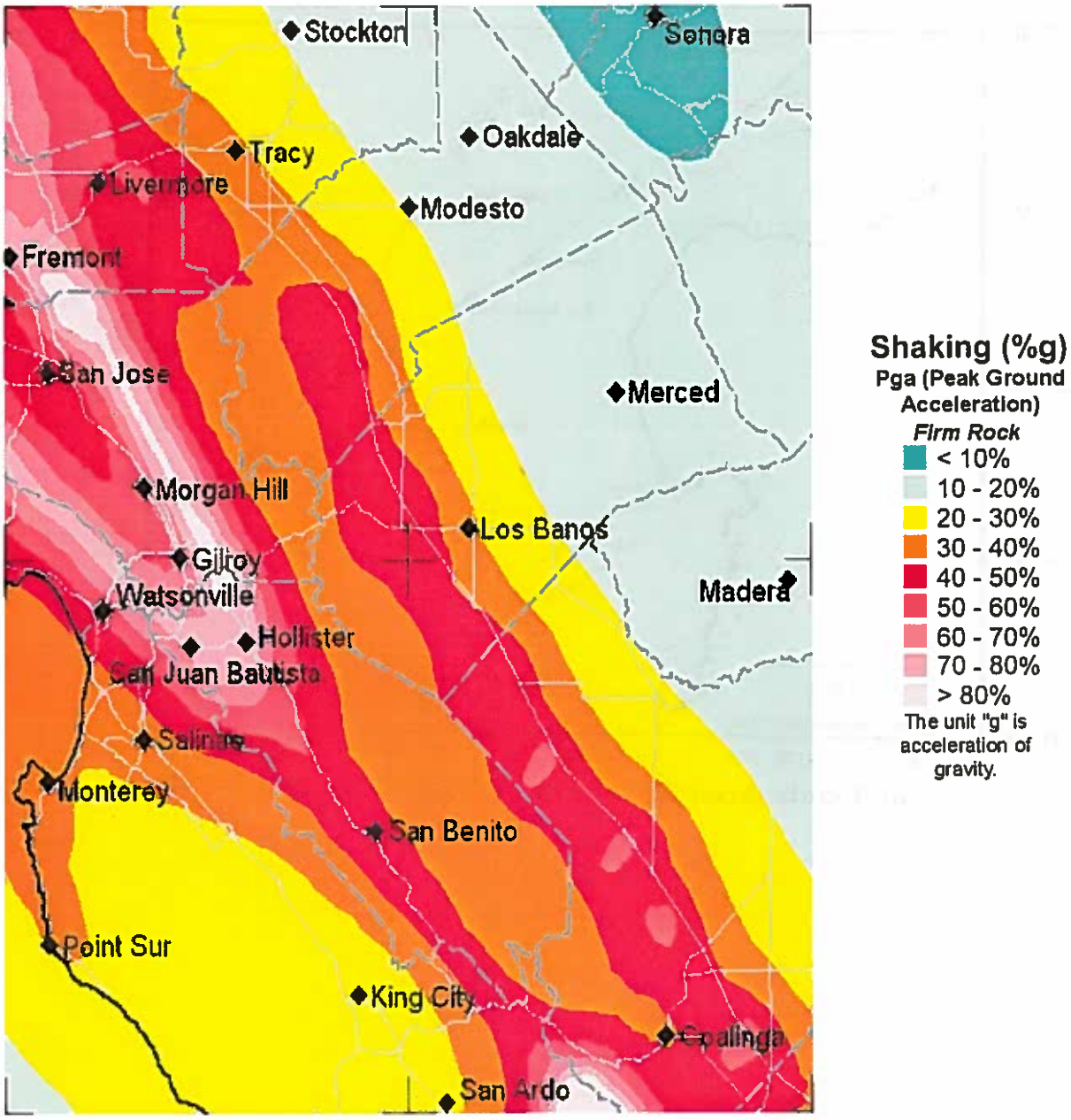
State of OES Law Enforcement Mutual Aid



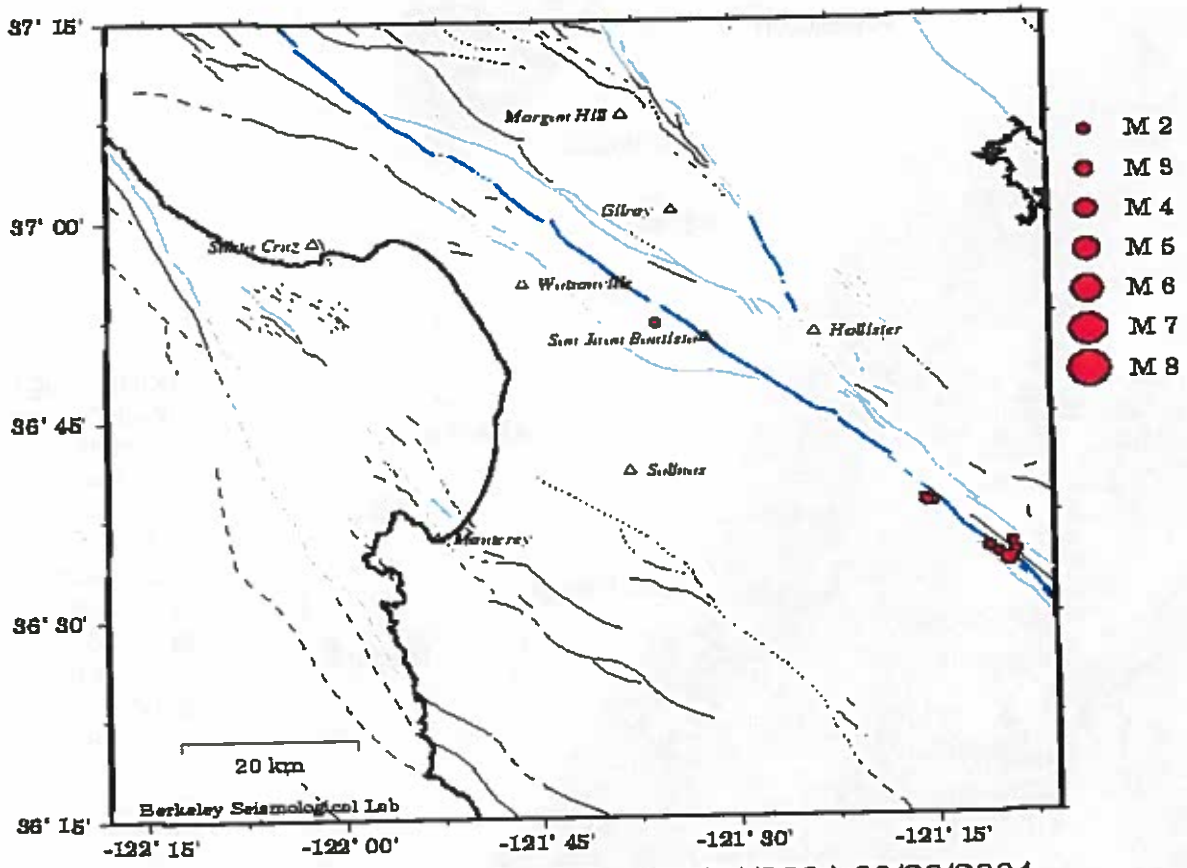
State OES Fire & Rescue Division



Seismic Hazards Map

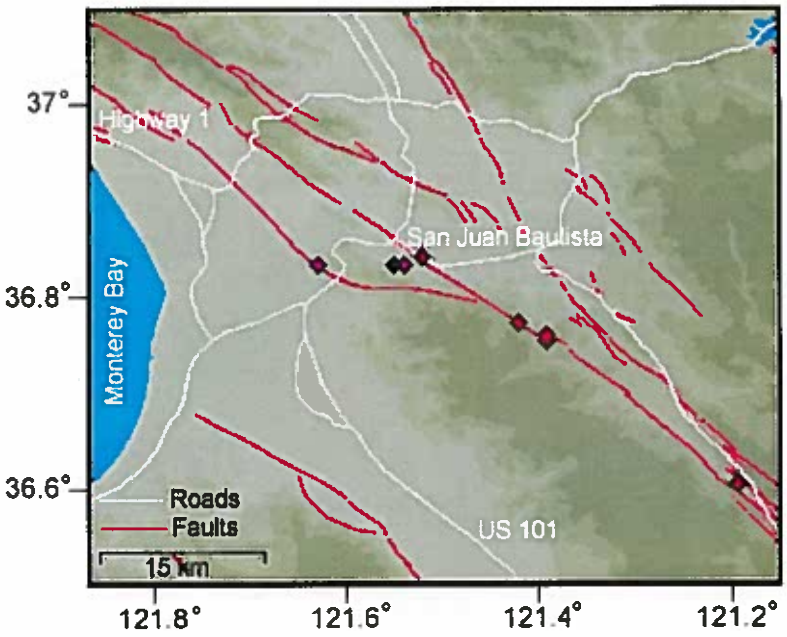


Seismic Street Map Showing Calaveras Fault Zone
Map of City and Faults

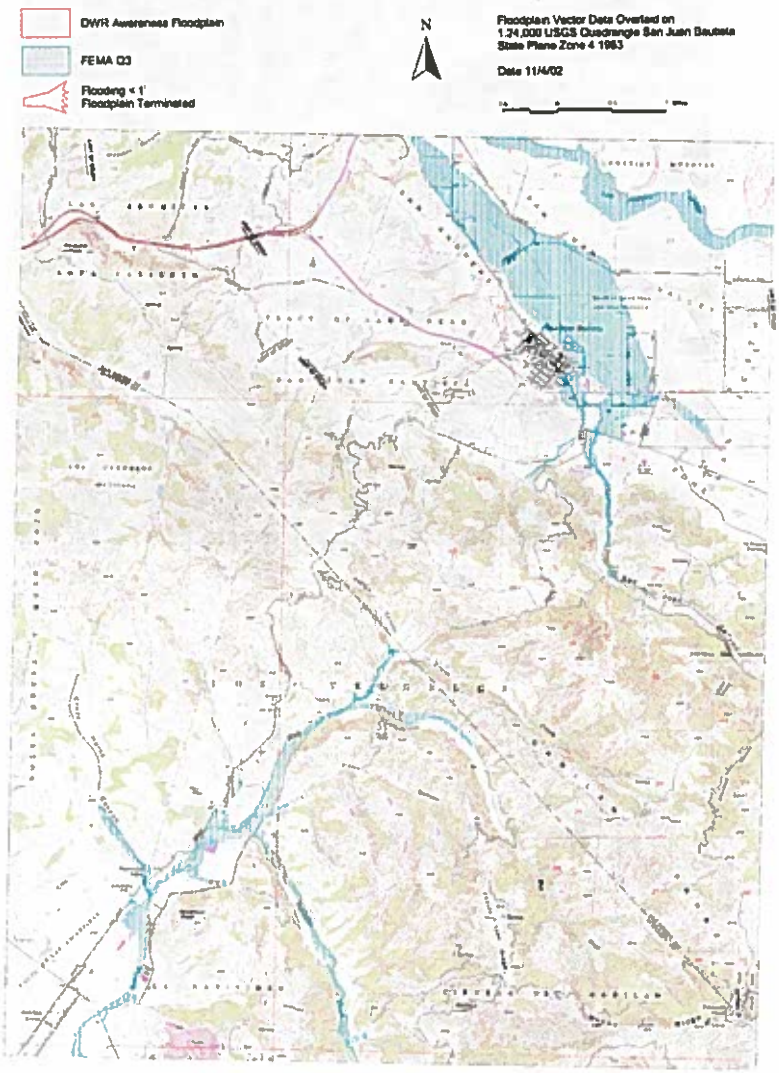


Loma Prieta Area Seismicity - 09/24/2004-09/30/2004

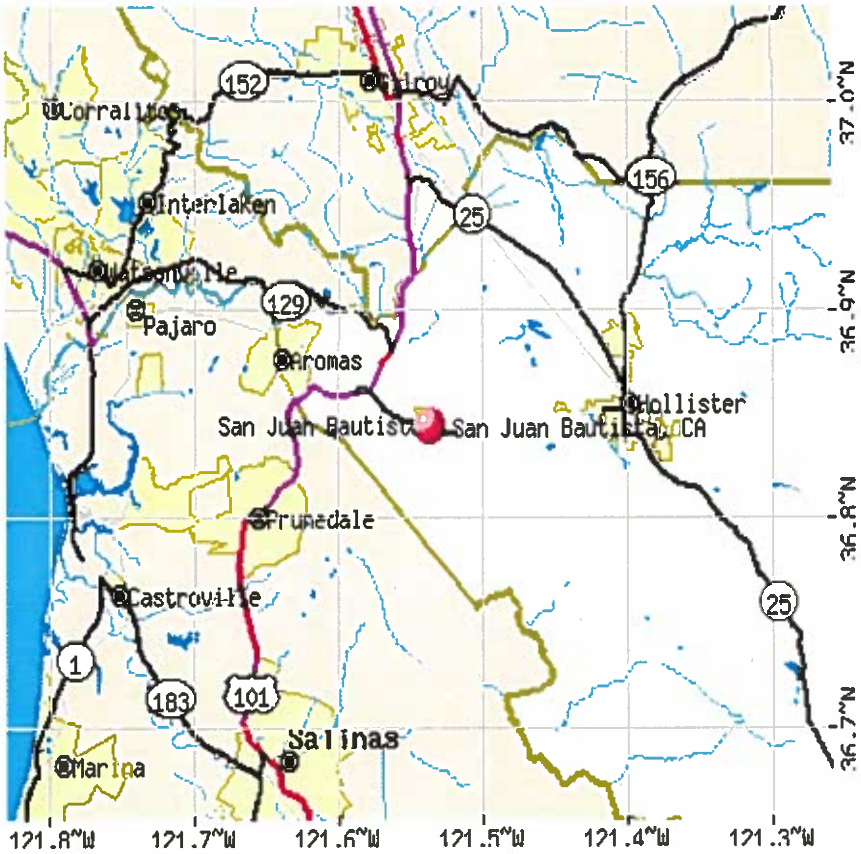
Floodplain Map



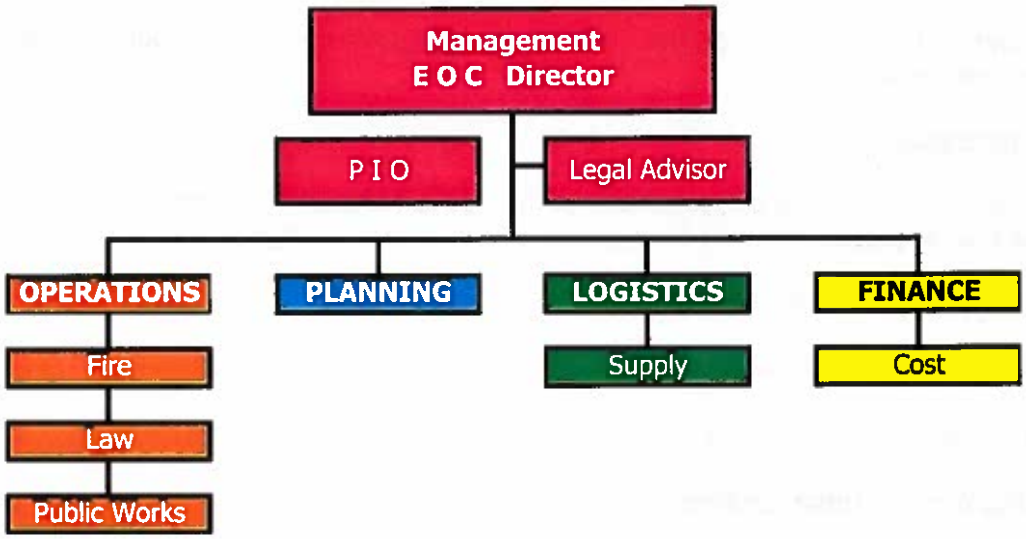
Water Bodies and Rivers Map



Major Transportation Routes Map



Management Section



The management staff provides overall direction and various staff services. The management staff includes the following annexes:

- **EOC Director:** City Manager
  From the EOC, supports the on-scene Incident Commander by coordinating information and resources.

- **PIO:** To Be Appointed
  Keeps the public informed; responds to the media.

- **Legal Advisor:** City Attorney
  Monitors the legality of emergency actions; watches for legal liabilities.

The City of San Juan Bautista recognizes the Standardized Emergency Management System (SEMS). The City Manager will act as the EOC Director. This chain of command will adapt to emergency events both large and small. It provides for mission oriented, management checklists and provides for a common management terminology during times of stress. This is a system that incorporates the Incident Command System, which has had a high degree of success and has been adopted by the several emergency services agencies in the State of California.

Each section has a specific scope of responsibility in order to focus on his/her assignments. These assignments are listed in checklists form. The organizational chart clearly delineates the chain of command.

The City Manager is the person in charge of the Emergency Operations Center who supports the on-scene Incident Commander by coordinating information and resources.

The City Council is the policy makers should policy changes need to be made for the City. The Council members participate in decisions that have major consequences regarding liability, public outcry, or loss of lives or property. However, they do not get involved with the operational aspects of an emergency response.

EOC DIRECTOR
CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to the specific Management checklists for earthquakes and war. (There is no set order to these checklist items.)

Before an Emergency

- ☐ Prepare disaster preparedness proposals now, so that you can place them on the City Council's agenda as soon as possible after the emergency (while interest is still high).

During an Emergency - Warning Phase

- ☐ Place the City Council on standby.
- ☐ Place City Management personnel on standby.

During an Emergency - Impact Phase

- ☐ Identify yourself by putting on the vest with your title.
- ☐ Notify the City Council.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log.
- ☐ Obtain briefing from Section Chiefs already in the Emergency Operations Center.
- ☐ Appoint and brief additional Section Chiefs as needed:
  - ☐ Operations Chief
  - ☐ Planning Chief
  - ☐ Logistics Chief
  - ☐ Finance Chief
- ☐ Ensure that the Section Chiefs have read their checklists.
- ☐ Have Section Chiefs place emergency services on standby.
- ☐ Have Section Chiefs move emergency vehicles from facilities in hazard areas.
- ☐ Meet with Section Chiefs to develop an Incident Action Plan that includes:
  - ☐ Overall strategy (Offensive/Defensive)
  - ☐ Need for evacuation.
  - ☐ Estimate of incident duration.
  - ☐ "State of Emergency" declaration.
  - ☐ Priorities for the procurement and allocation of available resources.
- ☐ Post (or photocopy and distribute) the Incident Action Plan.
- ☐ Verify activation of on-scene Incident Command System.
- ☐ Ensure that the County Office of Emergency Services is notified of incident.

- ☐ If required, declare a LOCAL EMERGENCY.
- ☐ Report situation (including any areas evacuated) and support requirements to the Office of Emergency Services Coastal Region Office.

MAJOR DISASTER

If the event rises to the level of a major disaster, the San Benito County Operational Area will activate the County Emergency Operations Center.

The City of San Juan Bautista, EOC, will work with the County EOC to provide information and request resources needed.

The County will coordinate the overall response and resources request with the State Office of Emergency Services.

CHECKLIST FOR EARTHQUAKES, FLOODS AND FIRE

- ☐ Ensure mobile survey units are dispatched to survey damage, as a result of an earthquake, flooding, fires or other hazards.
- ☐ Have Section Chiefs verify reports and poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ Have Section Chiefs protect emergency equipment from possible aftershock.
- ☐ Advise key personnel of results of damage survey.

  If little or no damage is reported, prepare to support more heavily damaged Jurisdictions.
  If extensive damage is reported, take the following actions as appropriate.

- ☐ Have Section Chiefs mobilize all emergency forces.
- ☐ Provide or broadcast emergency self-help instructions to the public.

CHECKLIST FOR WAR OR TERRORIST ATTACK

NOTE: Use this checklist as a supplement to the basic Management "checklist for all disasters". Also, review the County Terrorism Annex concerning a terrorist attack.

Increased Readiness Operations: Early Crisis

- ☐ Monitor crisis developments and keep key officials informed.
- ☐ Check with the County of San Benito EOC for updates of the following:
  - ☐ War emergency plans and related procedures:
  - ☐ Mutual aid agreements with other jurisdictions, state agencies.
  - ☐ Enabling legislation and local ordinances.
- ☐ If evacuation or shelter-in-place appears imminent, review and update plans for:
  - ☐ Augmenting lifeline services in evacuation areas.

Increased Readiness Operations: Worsening Crisis

- ☐ Accelerate all readiness actions.

- ☐ Establish controls over the allocation, distribution, and use of available resources.
- ☐ Coordinate with the County Emergency Operations Center, as necessary, for the protection of the Emergency Operations Center, relocate to a protected facility.

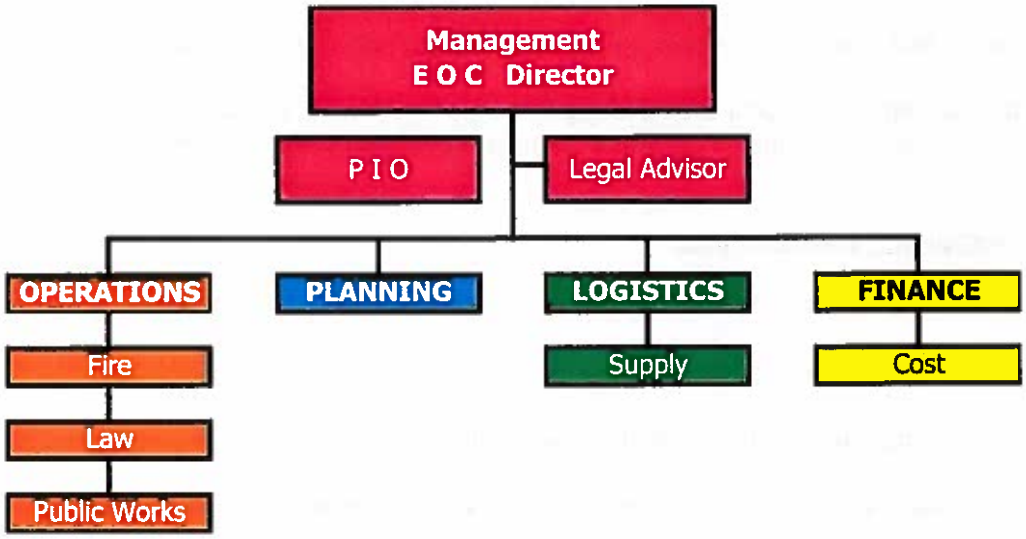
Attack Operations

- ☐ Refer to the Terrorism Annex for information and follow-up involving a terrorist attack.

After an Emergency

- ☐ Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- ☐ Re-check this checklist.
- ☐ Ensure that staff and volunteers receive de-briefing and counseling as needed.
- ☐ Have unsightly debris cleaned up as soon as possible.
- ☐ When appropriate, issue a Proclamation of Termination of Local Emergency.
- ☐ Appoint a Hazard Mitigation Coordinator to follow through with hazard mitigation.
- ☐ As soon as possible, while interest in emergency preparedness is still high:
- ☐ Place emergency preparedness and hazard mitigation proposals on the Council agenda. Suggestions for these proposals are listed below:
  - ☐ Critique the emergency response effort.
  - ☐ Follow through with public education programs.
  - ☐ Recruit volunteers for longer term preparedness projects.
  - ☐ Review standard operating procedures.
  - ☐ Critique the emergency recovery effort.
  - ☐ Review this Plan.
- ☐ Assemble and check financial records; forward to Finance.

Public Information Officer Annex



CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Public Information checklists for hazardous materials incidents, floods, and war. (There is no set order to these checklist items.)

Before An Emergency

- ☐ Maintain an updated media contact list. Date last reviewed:_____.
- ☐ Check Emergency Operations Center supplies. Date last checked:_____.
- ☐ Check Media Center supplies. Date last checked:_____.

During An Emergency - Warning Phase

- ☐ Review and update this plan.
- ☐ Alert emergency public information staff to the situation and make tentative shift assignments.
- ☐ Check with the Logistics Unit to ensure that the Radio Amateur Civil Emergency Services (RACES) Team has been alerted.
- ☐ Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards at the Emergency Operations Center and Media Center.
- ☐ Respond to media and public calls.
- ☐ Review appropriate stock of bilingual emergency public information material, including Emergency Alert System messages.
- ☐ Review emergency public information priorities.

- ☐ Make initial contact with Public Information Officers in other jurisdictions and at other government levels.
- ☐ Warn the public and provide instructions on how to avoid the hazard or reduce its impact.
- ☐ Should a threatening international crisis develop that may lead to war, prepare for in place sheltering and attack operations. If an attack warning is received, take shelter in designated facilities.

<u>During An Emergency - Impact Phase</u>

- ☐ Public Information Officer reports to the Emergency Operations Center, if activated.
- ☐ Check in upon arrival to the EOC.
- ☐ Get briefing from Incident Commander and establish priorities.
- ☐ Report to designated stations at the Emergency Operations Center and the Media Center.
- ☐ Identify yourself by putting on the vest with your title.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log *(example: 6/14/88, 4:10 p.m.: phone calls from KGO TV (channel 7) re: shelter status).*
- ☐ Assign staff as necessary.
- ☐ Evaluate if Media Center needs to be activated.
- ☐ Provide at least one (1) telephone lines exclusively for media inquires, at the Media Center.
- ☐ Release instructions that could save lives (top priority):
  - ☐ Information for parents on the status and actions of the schools
  - ☐ Hazardous/contaminated/congested areas to avoid
  - ☐ Curfews
  - ☐ Road, bridge, freeway overpass, and dam conditions
  - ☐ Evacuation:
    - ☐ Routes
    - ☐ Instructions (including what to do if vehicle breaks down).
    - ☐ Arrangements for persons without transportation.
  - ☐ Location of shelter/medical/coroner facilities, food, safe water
  - ☐ Status of hospitals
  - ☐ First aid information
  - ☐ Fire fighting instructions
  - ☐ Emergency telephone number (stress to out-of-area media that people should NOT telephone into the area)
  - ☐ Instructions/precautions about utility use, sanitation, how to turn off utilities
  - ☐ Essential services available-hospitals, grocery stores, banks, pharmacies, etc.
  - ☐ Weather hazards (if needed)
- ☐ See hazard-specific checklists for samples of releases to be made during specific emergencies.
- ☐ Obtain periodic situation updates from Emergency Operations Center Staff members.

- ☐ Monitor Emergency Operations Center status board and provide information to the Media Center.
- ☐ Make situation reports and provide hard copy of new releases to the Public Information Officer at the Office of Emergency Services Coastal Region.
- ☐ Update recorded telephone messages hourly or as situation changes.
- ☐ Release emergency status information (second priority):
  - ☐ Media hotline number. Public hotline number.
  - ☐ Description of the emergency situation, including number of deaths and injuries, property damage, person displaced.
  - ☐ Description of government and private response efforts(shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
  - ☐ Status of local and Governor's Proclamation, Presidential Declaration.
  - ☐ Where people should report or call to volunteer.
  - ☐ Damage assessment figures when available.
- ☐ Monitor published and broadcast emergency public information for accuracy. Correct serious mistakes whenever possible.
- ☐ Provide enough staff and telephones to handle incoming media and public calls and to gather status information.
- ☐ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- ☐ Keep the Incident Commander informed of all actions taken or planned.
- ☐ Keep a file of all information, instructions and advice released to the public.
- ☐ Fully mobilize the emergency public information organization, determine shift assignments, and brief emergency public information staff on the current situation.
- ☐ Request staff support, as needed, from the EOC Director.
- ☐ Release general survival/self-help information as appropriate. Dispatch On-Scene Public Information Team, if necessary.
- ☐ Determine the status of local media outlets and telephone service. If telephones are not in service, set up an amateur radio (RACES) relay system for use by public information staff at Media Center, and local Radio Station KMPG 1520 a.m.
- ☐ Follow Emergency Alert System procedures if system is activated.
- ☐ Post hard copy of news releases and distribute.
- ☐ Attend periodic Emergency Operations Center briefings and policy meetings.
- ☐ Consider additional methods of distributing emergency instructions as required.
- ☐ Arrange media briefings and press conferences on a regular or "as needed" basis. Arrange for official spokesperson. Announce briefing times. Arrange tours/filming for media crew of the area.

- ☐ If the State Office of Emergency Services is involved, make situation reports to the Region Public Information Officer (three times per day) and provide hard copy of news releases (fax).
- ☐ Provide emergency public information in languages other than English, as required.
- ☐ Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.
- ☐ Periodically check information staff for signs of agitation or fatigue and reassign or relieve them if possible.

After An Emergency

- ☐ Update media contact lists.
- ☐ Assemble and check financial records; forward to Finance.
- ☐ Continue to release status information on request.
- ☐ Release information on restoration of utilities and any travel restrictions still in effect.
- ☐ Release other useful information:
  - ☐ State/Federal assistance available
  - ☐ Disaster Assistance Center opening dates/times
  - ☐ Historical events of this nature
  - ☐ Charts/photographs/statistics from past events
  - ☐ Human interest stories
  - ☐ Acts of heroism
  - ☐ Historical value of property damaged/destroyed
  - ☐ Prominence of those killed/injured
- ☐ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquires made, and responses given. Collect newspaper clippings and TV videotapes, if available.
- ☐ Survey staff and local media for suggestions on how to improve the public information response to future emergencies.

CHECKLIST FOR HAZARD MATERIALS INCIDENTS

SAMPLE RADIO MESSAGE

Unidentified spill/release in heavy traffic area

This is _____at the _____. An unidentified substance which may be hazardous has been (spilled/released) at (specific location). Please avoid the area, if possible, which crews are responding. The best alternate routes are_____. If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible. Thank you for your cooperation.

SAMPLE RADIO MESSAGE

Low hazard/confined spill/release (no general evacuation)

This is _____at the _____. A small amount of_____, a hazardous substance, has been spilled/released at_____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate block area to evacuate. Please avoid the area.

The material is slightly/highly toxic to humans and can cause the following symptoms:

If you think you may have come in contact with this material, you should (give health instructions and hot line number, if available). For your safety, please avoid the area if at all possible. Alternate routes are identified and traffic is being diverted. If you are now near the spill/release, please follow directions of emergency response personnel. Cleanup crews are on the scene. Thank you for your cooperation.

SAMPLE RADIO MESSAGE

High hazard spill/release

General evacuation - requested/mandatory

This is _____, at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are (requesting/requiring) all residents within_____(blocks/miles) of the area to evacuate (give evacuation zone boundaries). You and your family (should/must) leave (as soon as possible/now). Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelter). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call_____. Children attending the following schools: (list) will be evacuated to_____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions. The material is highly toxic to humans and can cause the following symptoms:

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area or at the evacuation center at _____. To repeat, if you are in the area of _____you should/must leave, for your own safety. Do not use your telephone unless you need help.

SUMMARY STATEMENT FOR MEDIA

(To be adapted to the situation)

At approximately___(a.m./p.m.) today a (spill/release) of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.) (Police/fire) were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____(describe), a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of_____. Precautionary evacuation of the (immediate _____block) area surround the spill was (requested/required) by (agency). Approximately _____persons were evacuated. (number) clean-up crews from _____ were dispatched to the scene, and normal traffic had (agency/company) resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported -OR- person, including (fire, police) personnel, were treated at area hospitals for and (all, number) were later released. Those remaining in the hospitals are in_____condition. Response agencies involved were_____.

CHECKLIST FOR FLOOD AND DAM FAILURE

NOTES: Use this checklist as a supplement to the basic Public Information "checklist for all disasters".

- ☐ All releases must be cleared through the Incident Commander/Scene Manager and technical adviser at the scene or the Director of Emergency Services at the Emergency Operations Center.
- ☐ Increased Readiness Phase
- ☐ Monitor dam authority and engineers' reports.
- ☐ Provide prepared maps(s) and script to local television stations(s) for broadcast when authorized.

- ☐ Provide prepared radio message(s) to local radio stations for broadcast when authorized.

Warning Phase: Evacuation Ordered

- ☐ Monitor water levels and weather advisories.
- ☐ Monitor dam authority and engineers' report.
- ☐ Provide prepared map(s) and script to local television stations(s). Include release instructions.
- ☐ Provide prepared radio message(s) to local radio stations. Include release instructions.
- ☐ Release information on where to buy sandbags and sand.
- ☐ Issue message(s) to Emergency Digital Information System (EDIS).
- ☐ Authorize EDIS broadcast message(s) or access the Emergency Alert System.
- ☐ Coordinate with law enforcement agencies to release evacuation instructions through patrol and car and door to door contact, as needed.
- ☐ Release information about school evacuation (in coordination with school authorities and public information officers.)
- ☐ Authorize television broadcast of evacuation map(s) and script.
- ☐ Encourage people to visit, if possible, friends or relatives outside the potential hazard area.
- ☐ Release instructions for evacuating pets. (Animals will not be allowed in shelters).
- ☐ Broadcast and post information on the website (www.san-benito.ca.us):
  - ☐ Locations of shelters and emergency medical aid stations.
  - ☐ What to do if dam failure occurs during evacuation.
  - ☐ Gas stations remaining open.
  - ☐ Potential dangers and traffic controls or other restrictions.
  - ☐ The number of persons being housed and fed at shelters.
  - ☐ Curfews and travel restrictions in the evacuated area.
- ☐ Advise the public not to return to the evacuated area until told to do so.
- ☐ Impact Phase: Sudden flooding occurs.
- ☐ Activate the public information function at the Emergency Operations Center or other location as determined by the Director of Emergency Services.
- ☐ Request public information mutual aid if needed.
- ☐ Use local radio stations (and other means as needed) to convey emergency instructions. Use regional stations if local ones are not broadcasting.

After The Flood: Return Home Authorized

- ☐ Announce return home and any traffic controls in effect.
- ☐ Announce mass transportation pickup points for those without vehicles.
- ☐ Announce instructions for cleanup and telephone number for those (elderly or disabled) needing cleanup assistance.
- ☐ Announce procedures for reporting public and private damage (for damage assessment report).

SAMPLE RADIO/TV MESSAGE: Road Closed

This is _____from the _____. The recent storm has caused [severe/moderate] flooding in [several/many] areas of the [city/county]. As of _____today, the following [roads/streets] have been closed by law enforcement officials:

Please avoid these [roads/streets]. If you must travel, use alternate routes.

Please stay tuned to station for more road closure information.

SAMPLE RADIO/TV MESSAGE: Approved Viewing Spots

This is _____from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided:

Please do not try to sightsee in these areas. You could be hurt. If you feel you must observe the storm damage, the following are approved viewing spots:

Again, please avoid the storm-damaged areas. You may place your life and the lives of others in danger.

Thank you for your cooperation.

SAMPLE RADIO/TV MESSAGE: Evacuation Ordered Due To Flood Danger

This is _____(official). The flooding situation continues in parts of _____(county/city) and may worsen. For your safety, I am asking that you leave the area as soon as possible (give boundaries of local area, evacuation routes).

Take items you may need, such as medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Lock your home before you leave. Turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas. Be sure to check on any neighbors who may need help.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at: _____

Pets are not allowed in Red Cross shelters. Make arrangements for someone outside the evacuated area to take care of your pet. Do not allow your pet to run loose.

If you have no means of transportation or if you are physically unable to evacuate on your own ask a neighbor to help you or call_____. Otherwise, please do not use your telephone except to report an emergency.

Stayed tuned to this station for more information and instructions. Thank you for your cooperation.

SAMPLE RADIO/TV MESSAGE: Small Crack In Dam

This is _____at the _____. We have reports of a small crack in the _____ Dam. At this time this information is unconfirmed._____units is responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

Stayed tuned to this station for emergency instructions and information on the situation.

SAMPLE RADIO/TV MESSAGE: Evacuation Ordered Due To Cracked Dam

(To be announce by Chairman, Board of Supervisors or other local authority)

This is _____. The crack in the _____Dam appears to be growing larger. _____ have warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of area and evacuation routes). The Red Cross is setting up shelters at _____. If you can not stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers. Do not overload your car. Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect electrical appliances except refrigerators/freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. Make arrangements for someone outside the area to take care of your pets. Do not allow your pet to run loose.

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points:

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call_____. Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation. Stay tuned to this station. Remain calm. Your cooperation will help in a safe and quick evacuation. Thank you.

CHECKLIST FOR WAR

NOTE: Use this checklist as a supplement to the basic Public Information "checklist for all disasters".

- ☐ All releases must be cleared through the Incident Commander/Scene Manager and technical advisor at the scene or the City Manager at the Emergency Operations Center.

Increased Readiness Phase

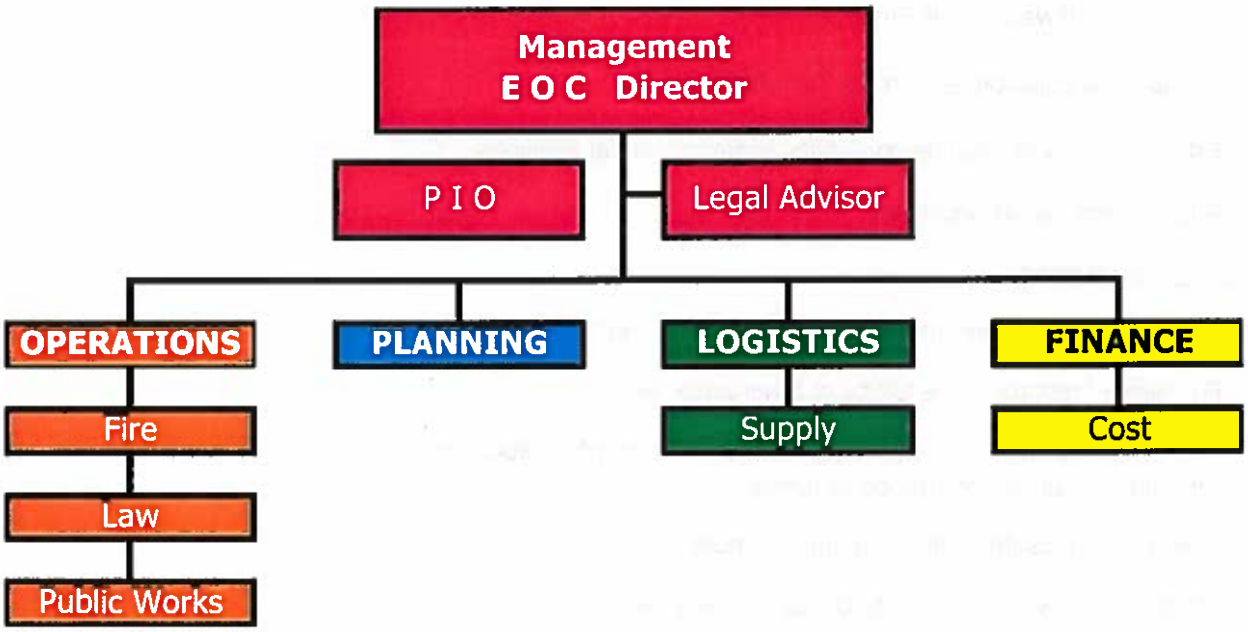
- ☐ Tell the public, both through broadcast, internet and print media, to monitor radio and/or television broadcasts for up-to-the-minute information.
- ☐ If the Emergency Alert System is activated, tell the public (through the press) to tune to their local Emergency Alert station. (Stations will repeatedly broadcast instructions on where to tune.)
- ☐ Release instructions on construction of home shelters.
- ☐ Arrange for printing of camera ready news supplements.
- ☐ Determine distribution points for news supplements (libraries, fire, stations, schools, other public places) and request cooperation from management.
- ☐ Arrange for delivery of printed supplements in bulk to distribution points.
- ☐ If local newspaper offices are printing the supplements, arrange for delivery (when authorized) along with or instead of regular newspaper delivery. If possible, arrange for delivery to all residences within a specified area, rather than just to subscribers.
- ☐ Complete map of hard hit areas for TV use and deliver to stations.
- ☐ Encourage individuals to develop appropriate family emergency plan.
- ☐ Begin broadcasting and publishing general health, safety, and survival information and continue unless more critical and specific emergency information takes precedence.
- ☐ Familiarize the public with the local attack warning signal (by description, NOT by sounding the signal which might cause undue alarm).
- ☐ If evacuation is ordered, tell the public:
  - ☐ Why they must evacuate.
  - ☐ Routes to take, including conditions of roads, bridges, and freeway overpasses

- ☐ What to do if their car breaks down.
- ☐ The locations of assembly points for those without cars.
- ☐ Where to go for shelter until the emergency situation has passed.

Impact Phase

- ☐ Move the public information function to designated fallout shelter and continue to broadcast situation reports and health and safety information as long as possible.
- ☐ If communications transmitter is working, broadcast:
  - ☐ Situation reports
  - ☐ Safe times for shelter emergency.
  - ☐ Instructions for remedial movement, if any.
  - ☐ Government plans for recovery, if and when known.

Legal Advisor Annex



CHECKLIST FOR ALL DISASTERS

NOTE: (There is no set order to these checklist items.)

Before an Emergency

- ☐ Identify sources of potential liability.
- ☐ Ensure all required legal documents are available in the Emergency Operations Center.
- ☐ Ensure City emergency ordinances are up to date with regard to roles, titles, etc.

During an Emergency

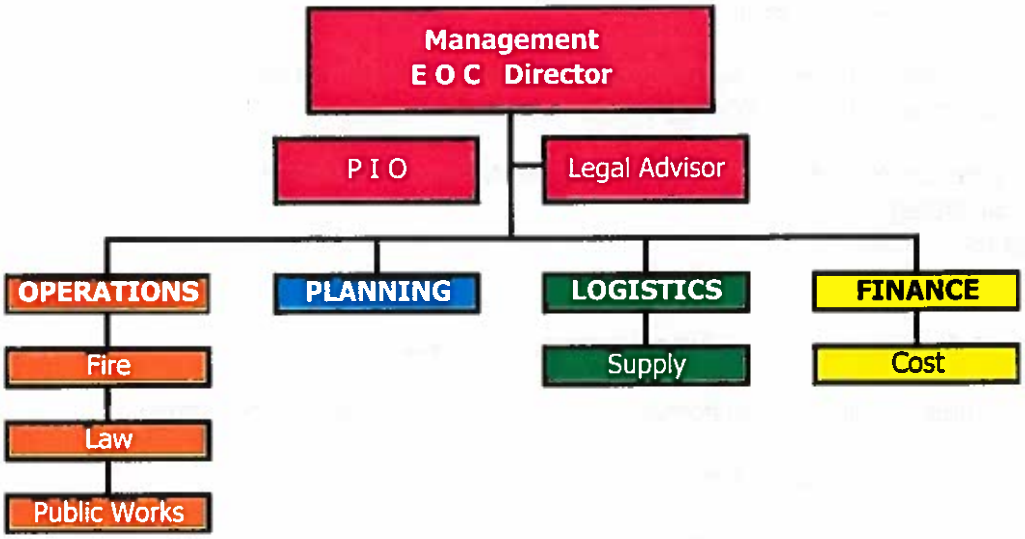
- ☐ Check in with the EOC Director upon arrival.
- ☐ Obtain situation briefing from Incident Commander.
- ☐ Identify yourself as the Legal Advisor (on the organization chart in the Emergency Operations Center and by putting on your vest with your title).
- ☐ Read this entire checklist.
- ☐ Maintain activity log.
- ☐ Assess the situation.
- ☐ Appoint and brief staff, as needed.
- ☐ Ensure that a declaration of local emergency is made within 10 days of the disaster.

- ☐ Ensure that application for financial aid is made within 60 days of the emergency declaration.
- ☐ Review City laws and this Emergency Plan.
- ☐ Consult and collaborate with Section Chiefs.
- ☐ Establish areas of legal responsibility and/or potential liabilities.
- ☐ Attend meetings as necessary.

After an Emergency

- ☐ When ordered, secure operations and replenish supplies.
- ☐ Forward all reports to the Office of Emergency Services.
- ☐ Work with the Incident Commander and the Public Information Officer to keep staff from releasing sensitive information to media.
- ☐ Provide legal justification for mitigation measures.
- ☐ Act as legal advisor to the City concerning any lawsuits.
- ☐ Deactivate your assigned position and close out logs when authorized by EOC Director.

Operations Section



The Operations Section comprises the "front lines" of the emergency response, and is often staffed by trained emergency responders. The Operations Section includes the following annexes:

- **Operations Section Chief:** Fire Chief
  They also oversee the Operations Section.
- **Fire & Rescue:** Fire Volunteers
  Fights fires, controls hazardous materials clouds and spills; finds and rescues persons who are trapped or unable to flee.
- **Law Enforcement/Coroner:** Deputy Sheriff
  Enforces laws, controls traffic, directs evacuations, and controls access to restricted areas.
- **Public Works:** Public Works Staff/Public Works Supervisor
  Inspects, repairs, and builds essential facilities and structures; clears debris.

CHECKLIST FOR ALL DISASTERS

NOTE: Also, refer to specific Operations Section Chief checklists for earthquake, hazardous materials incident, flood, dam failure, fire and war.)

Before an Emergency

- ☐ Ensure the "before" checklist items are updated.
- ☐ Ensure call-up lists are up to date.

During an Emergency

- ☐ The Operations Section Chief will report to the EOC.
- ☐ Identify yourself by putting on the vest with your title.
- ☐ Read this entire checklist.

- ☐ Maintain Unit Event Log.
- ☐ Appoint and brief staff as needed.
- ☐ Ensure the Incident Command System is being used for on-scene management in the field and that the field personnel is keeping EOC informed.
- ☐ Meet with the City Manager to develop an Incident Action Plan that includes:
  - ☐ Overall strategy.
  - ☐ Need for evacuation
  - ☐ Priorities.
- ☐ Have Law Enforcement warn and evacuate hazardous areas.
- ☐ Have Law Enforcement establish access controls into damaged or hazardous areas.
- ☐ Have Law Enforcement control traffic.
- ☐ Request needed supplies, equipment and support services.
- ☐ Establish contact with County EOC if necessary.
- ☐ Ensure that hazardous material unit(s) respond as needed.
- ☐ Have Fire and Rescue provide radiological monitoring and decontamination.

CHECKLIST FOR EARTHQUAKES

NOTES: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters". (There is no set order to these checklist items.)

- ☐ Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- ☐ If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- ☐ Check with City Public Works and evaluate the possibility of dam failures.
- ☐ Protect emergency equipment from possible aftershock.
- ☐ Ensure that rescue operations of trapped people is underway.
- ☐ Have Public Works clear routes as needed.

CHECKLIST FOR FLOODS

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters". (There is no set order to these checklist items.)

Warning Phase: Flooding Expected

- ☐ Have Public Works initiate sandbagging, levee reinforcement, and flood fighting activities.
- ☐ Have Public Works direct agencies to stockpile additional sandbags, shovels, and other needed resources.

- ☐ Move emergency vehicles from facilities in areas subject to immediate flooding.
- ☐ If flood appears imminent, have Law Enforcement warn and evacuate potential inundation area.

Warning Phase: Flooding Occurs

- ☐ Have Law Enforcement activate evacuation procedures.
- ☐ Activate search and rescue teams.
- ☐ Have Public Works direct the placement of sandbags.

CHECKLIST FOR DAM FAILURE

NOTES: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters". (There is no set order to these checklist items.)

Impact Phase: Dam Failure Occurs

- ☐ If not already accomplished, have Law Enforcement warn people in inundation area and order evacuation.
- ☐ Initiate search and rescue in affected areas.

CHECKLIST FOR FIRES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters". (There is no set order to these checklist items.)

- ☐ Ensure adequate fire personnel staffing of Emergency Operations Center.
- ☐ Determine perimeters of fire and projected containment, control and extinguishment.
- ☐ Request mutual aid if necessary.

CHECKLIST FOR WAR OR TERRORISM ATTACK

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters". (There is no set order to these checklist items.) Also, review the County Terrorism Annex for other checklists concerning a terrorist attack.

Early Crisis

- ☐ Monitor crisis developments and keep key officials informed.
- ☐ If evacuation appears imminent, review and update plans for:
  - ☐ Evacuation.
  - ☐ Controlling and coordinating traffic.
  - ☐ Re-deploying fire equipment and coordinating mutual aid fire operations.

Worsening Crisis

- ☐ Have Public Works inspect buildings that can be upgraded to provide shelter.
- ☐ Expand fire prevention programs and abate fire hazards, modifying or confirming fire contingency plans as needed.
- ☐ Have Public Works begin shelter upgrading and construction.

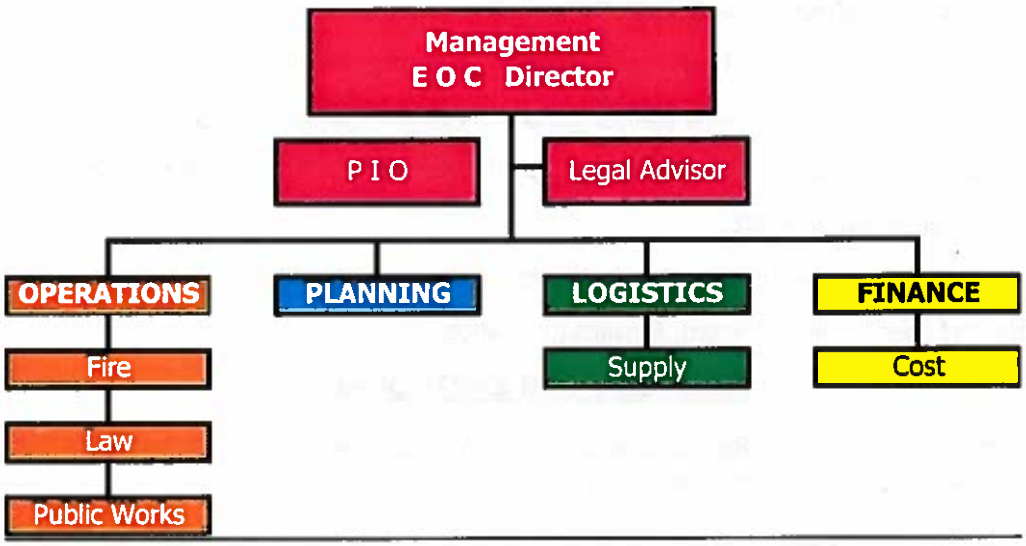
Attack Operations

- ☐ Suspend all operations outside shelters, except those required for safety of shelter occupants.
- ☐ Have everyone take shelter.

After An Emergency

- ☐ Ensure an orderly de-escalation of the emergency.
- ☐ Ensure first responders under your authority participate in a de-briefing.
- ☐ Ensure your Unit Chiefs complete their "after" checklists.
- ☐ Poll your staff for suggestions on how to improve emergency operations.
- ☐ Assemble and check financial records; forward to Finance.
- ☐ Identify and correct response deficiencies.
- ☐ Re-check this checklist.

Planning Section



CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to Planning Section Chief checklists for earthquakes and war. For floods, dam failures and fires, use this checklist only. (There is no set order to these checklist items.)

Before an Emergency

- ☐ Ensure call-up lists are up to date.

During an Emergency

- ☐ Go the Emergency Operations Center.
- ☐ Identify yourself by putting on the vest with your title.
- ☐ Set up your workstation and review position responsibilities.
- ☐ Report to the City Manager for briefing.
- ☐ Read this entire checklist.
- ☐ Appoint and supervise staff as needed.
- ☐ Maintain a Unit Event Log.
- ☐ Meet with City Manager and Section Chiefs to develop an Incident Action Plan including:
  - ☐ Information requirements.
  - ☐ Overall strategy (offensive/defensive).
  - ☐ Need for evacuation.
  - ☐ Estimate of incident duration.
  - ☐ Priorities for the procurement and allocation of available resources.
  - ☐ Ensure action plan is completed and distributed.
  - ☐ Ensure documentation unit maintains files in all activities relative to the unit and provides to EOC as requested.

After an Emergency

- ☐ Work with the City Manager to develop a recovery plan.
- ☐ Consider speeding up the permit process to allow for faster reconstruction.
- ☐ Take mitigation measures, including zoning changes, to prevent similar emergencies in the future.
- ☐ If extensive reconstruction is necessary, take steps to preserve the character of neighborhoods.
- ☐ Participate in after action report.
- ☐ Poll section units for suggestions on how to improve emergency operations.
- ☐ Assemble and check financial record; forward to Finance.

CHECKLIST FOR EARTHQUAKES

- ☐ Check with the County of San Benito to ensure that mobile and aerial survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- ☐ Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ Protect emergency equipment from possible aftershock.
- ☐ Evaluate the possibility of dam failures.
- ☐ Work with Public Works to plan for the inspection of buildings and other structures. Plan for:
  - ☐ Priorities for inspection
  - ☐ Who will inspect what
  - ☐ Timetable for inspections
  - ☐ Re-entry policy.

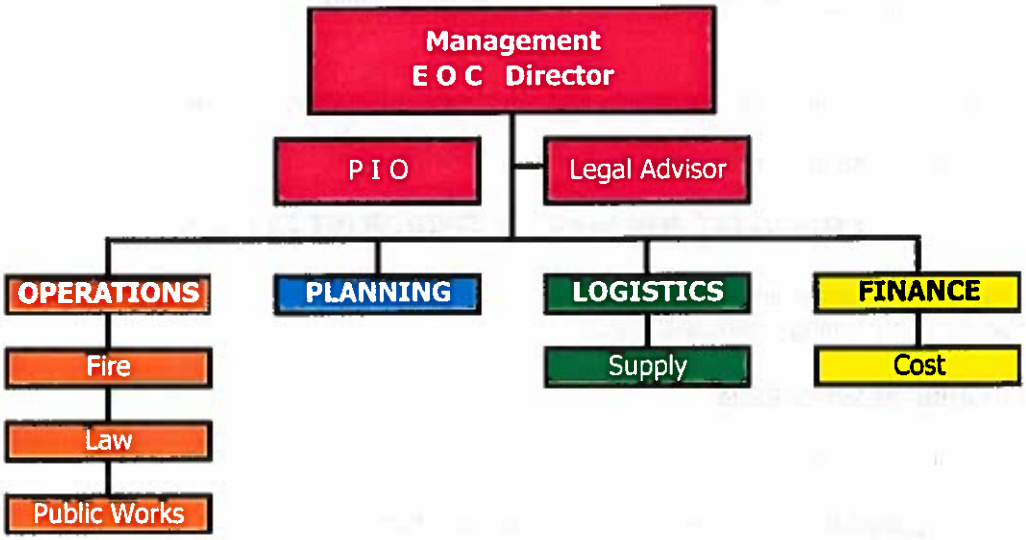
CHECKLIST FOR WAR OR TERRORIST ATTACK

Use this checklist as a supplement to Planning Section Chief checklist for all disasters. Also, review the County Terrorism Annex for other checklists concerning a terrorism attack.

Increased Readiness Operations:

- ☐ Monitor crisis development and keep key officials informed.
- ☐ Review and, if necessary, update the following:
  - ☐ Resource information (personnel, equipment, and supplies,) key facilities, and communications. See listings in Resource Directory.
- ☐ If evacuation appears imminent, review and update the following:
  - ☐ Predesignated essential industries, facilities, and services that would have to remain in operation.
  - ☐ Evacuation sites that have been reserved for specific organizations.
  - ☐ Monitor spontaneous evacuation from hazard areas.

Logistics Section



- **Logistics Section Chief:** Deputy City Clerk
  The Logistics Section Chief is directly responsible for supervising all operational functions of the Logistics Section.

CHECKLIST FOR ALL DISASTERS

NOTE: (There is no set order to these checklist items.)

Before an Emergency

- ☐ Ensure call-up lists are up to date.

During an Emergency - Warning Phase

- ☐ Go to the Emergency Operations Center if activated.
- ☐ Check in with the City Manager upon arrival.
- ☐ Identify yourself by putting on the vest with your title.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log.
- ☐ Obtain briefing from the City Manager.

During an Emergency - Impact Phase

- ☐ Develop an Incident Action Plan that includes:
  - ☐ Overall strategy (offensive/defensive).
  - ☐ Priorities for the procurement and allocation of available resources.
- ☐ Have Resource Directory available.

- ☐ Coordinate with appropriate segments of the private sector.
- ☐ Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ Obtain transportation, supplies, personnel, and equipment needed by emergency forces.
- ☐ Protect emergency equipment from hazards, such as aftershocks.

CHECKLIST FOR WAR OR TERRORIST ATTACK

Use this checklist as a supplement to the basic Logistic Section. Also, review the County Terrorism Annex for other checklists concerning a terrorist attack.

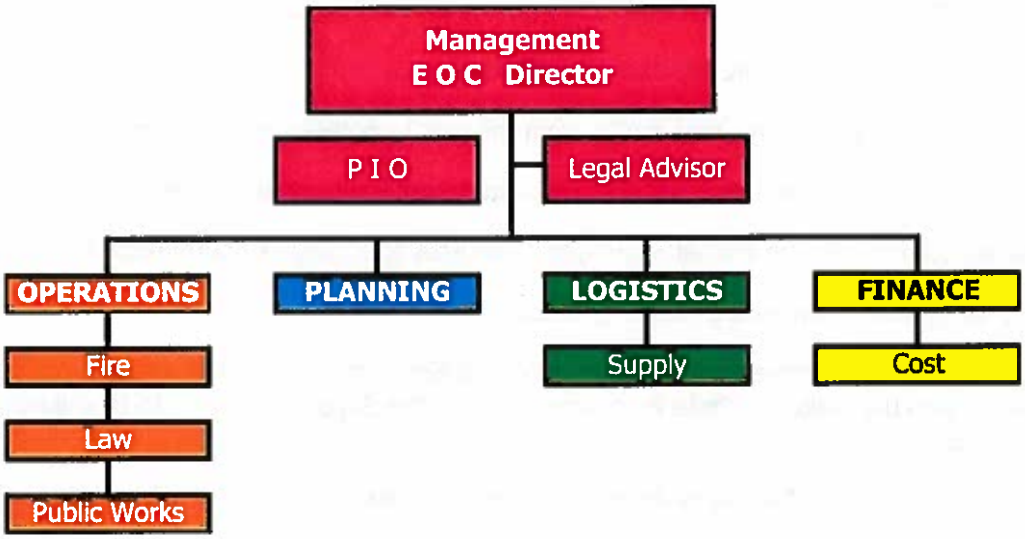
Increased Readiness Operations

- ☐ Review Resource Directory.
- ☐ If evacuation appears imminent, review and update plan for:
- ☐ Evacuation sites that have been reserved for specific organizations.
- ☐ Mobilizing transportation resources for evacuating and supplying hazard area populations.
- ☐ Procure needed equipment and supplies. See Resource Directory.
- ☐ Establish controls over the allocation, distribution, and use of available resources.

After an Emergency

- ☐ Work with the City Manager and the Planning Section to develop a recovery plan.
- ☐ Forward all non-financial records to Planning Section Chief.
- ☐ Assemble and check financial records; forward to Finance.
- ☐ Update Resource Directory.

Supply Annex



CHECKLIST FOR ALL DISASTERS

NOTE: If needed, also see the Supply checklist for war. (There is no set order to these checklist items.)

Before an Emergency

- ☐ Keep an updated list of the kinds of resources that you would not be able to find in the yellow pages.
- ☐ If possible, purchase and store certain essential supplies, such as sandbags.

During an Emergency - Warning Phase

- ☐ Check availability and location of equipment, and essential supplies.
- ☐ Review plans and status of sanitation and water supply measures and equipment. (Management)
- ☐ Prepare to stock shelters. (Care and Shelter)
- ☐ Review status of supplies of food, fuel, and other essential resources. (Management)
- ☐ Place supply personnel on standby.

During an Emergency - Impact Phase

- ☐ Go to the Emergency Operations Center.
- ☐ Check in with the City Manager upon arrival.
- ☐ Have staff identify themselves by putting on their vest with their titles.
- ☐ Read this entire checklist.
- ☐ Maintain Unit Event Logs.
- ☐ Locate, procure, store, maintain, and distribute supplies and equipment.

- ☐ Allocate resources and supplies according to established priorities.
- ☐ Maintain records on all transactions and certify payment to vendors.
- ☐ Render assistance when required to other jurisdictions.
- ☐ During a local emergency, procure supplies from the usual wholesale and retail outlets.
- ☐ Make maximum use of local sources before requesting supplies from other jurisdictions.
- ☐ Request assistance from the Mutual Aid Region Resources and Support Coordinator, as required.
- ☐ Respond to requests from each emergency function.
- ☐ During an emergency declared by the State or Federal Government, supplies will be procured in accordance with the California State Procurement Plan. The Supply Division is to be guided by State policies.
- ☐ Check with the City EOC Director to determine emergency resource and support requirements.
- ☐ Mobilize supply personnel.
- ☐ Activate multipurpose staging areas.
- ☐ Determine material needs and stockpile essential items in accessible areas.
- ☐ Help move resources and supplies from hazard area.
- ☐ Coordinate distribution of food and water.
- ☐ Contact WARN to help other agencies procure and transport pipe for distribution of potable water.
- ☐ Distribute and install chemical toilets at shelters and other key facilities as needed.

After an Emergency

- ☐ Recover as many resources as possible.
- ☐ Assemble and check financial records; forward to Finance.

CHECKLIST FOR WAR

NOTE: Use this checklist as a supplement to the basic Supply "Checklist for all disasters".

Sheltering Operations

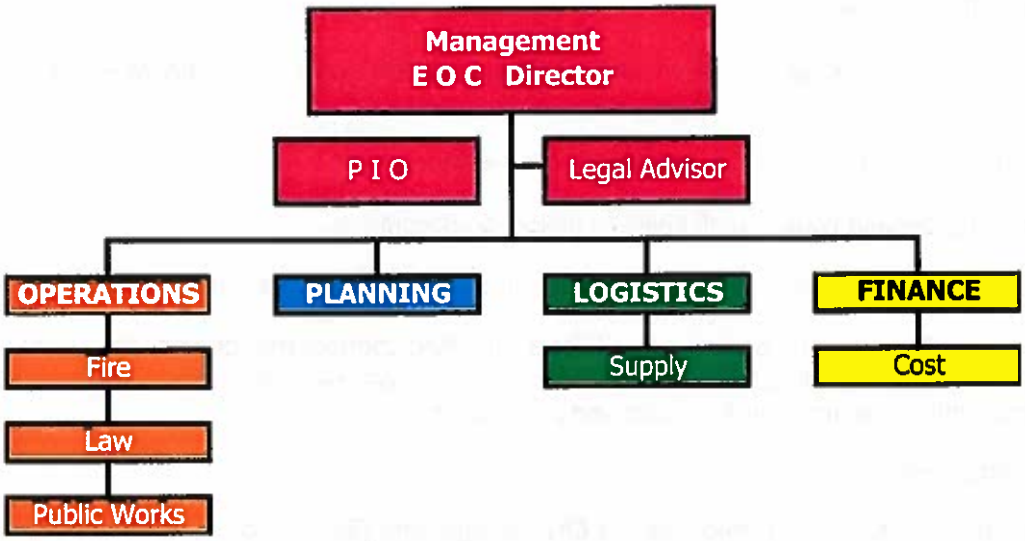
- ☐ Contact major suppliers of essential materials (including food, building materials, etc.) and arrange for redistribution should in place sheltering be ordered.
- ☐ Advise all food distributors to realign their distribution systems.
- ☐ Assist in the distribution of food, clothing, health and hygiene items, and other essential supplies to retail outlets, lodging and feeding facilities and when directed to fallout shelters.
- ☐ As required, procure, allocate, and utilize essential resources.

- ☐ Arrange for water, electrical power, food, fuel and other support to essential workers and other persons remaining in hazard areas.

After Blast

- ☐ Assess surviving resources.
- ☐ Provide available resources for the restoration of essential services.
- ☐ Fully implement the California Emergency Resources Management Plan, (available through the State Office of Emergency Services) to include supporting plans, to control resources during the recovery period.

Finance Section



The City's Accountant will serve as the Finance Section Chief.

- **Finance Section Chief:** City Accountant
  Responsible for supervising all operational functions of this section. The City Accountant or their alternate serves as the command staff and reports directly to the City Manager/EOC Director.

CHECKLIST FOR ALL DISASTERS

NOTE: There is no set order to these checklist items.

Before an Emergency

- ☐ Become familiar with the procedures for Disaster Assistance.
- ☐ Ensure necessary forms are developed.

During an Emergency

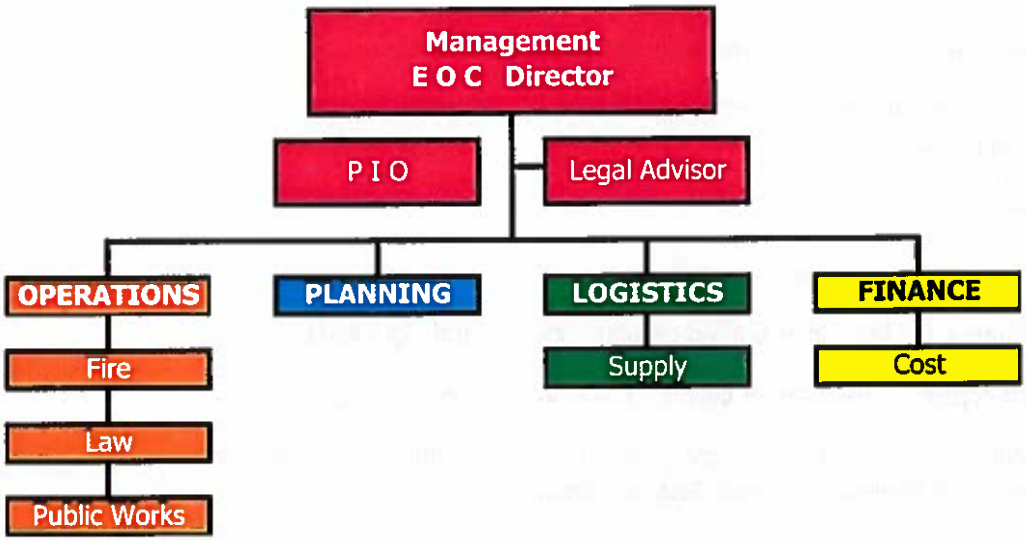
- ☐ Go to the Emergency Operations Center if activated.
- ☐ Identify yourself by putting on the vest with your title.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log.
- ☐ Obtain briefing from City Manager.
- ☐ Attend planning meeting to gather information on overall strategy.
- ☐ Activate Finance Section units as needed:
  - ☐ Cost
  - ☐ Time
  - ☐ Claims
  - ☐ Recovery

- ☐ Keep accurate records of all financial costs of the incident.
- ☐ Re-check this checklist.
- ☐ Work with the City Manager to ensure the Incident Action Plan provides for financial and cost analysis.
- ☐ Maintain contact with agencies regarding financial matters.
- ☐ Properly prepare and complete all financial obligation documents.
- ☐ Before demobilization establish a plan to follow through with all business management issues.
- ☐ Develop standby plans and agreements. (Use a simplified contract that outlines the scope of work and provide plans, specifications and requisition forms for material, equipment and labor, as well as standard contract terms regarding costs and procedures).

After an Emergency

- ☐ Prepare and maintain a cost report for the City Manager and City Council. The report should provide cumulative analyses, summaries, and total expenditures for the Operational Area for event or disaster. For information purposes, the report should also provide cumulative totals for each eligible agency within the Operational Area.
- ☐ Ensure the Finance Section Chief submits a final report to the City Manager.
- ☐ For those departments involved in the recovery from the emergency, the requirement time recording extends through the recovery.
- ☐ Before demobilization establish a plan to follow through with all business management issues.
- ☐ Before demobilizing, ensure that all logs and forms are:
  - ☐ Complete
  - ☐ Current
  - ☐ Routed correctly for post-incident processing
- ☐ Check financial and non-financial records; forward to the City Manager.

Cost Annex



CHECKLIST FOR ALL DISASTERS

Before an Emergency

- ☐ Become familiar with the procedures for Disaster Claims.
- ☐ Develop necessary forms.

During an Emergency

- ☐ Report to Emergency Operations Center.
- ☐ Check in with the Personnel Unit upon arrival.
- ☐ Identify yourself by putting on your vest with your title.
- ☐ Set-up your workstation and review your position responsibilities.
- ☐ Maintain a Unit Event Log.
- ☐ Obtain situation briefing from the Finance Section Chief and EOC Director.
- ☐ Read this entire checklist.
- ☐ Assess the situation.
- ☐ Appoint and brief staff, as needed.
- ☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- ☐ Meet with each Unit and review EOC Position logs, journals, all status reports and action plans to determine additional cost recovery items that may have been overlooked.
- ☐ Assist the City Manager, City Planner and Fire Chief preparation of the After-action report.

- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- ☐ Document all potential claims resulting from the emergency.
- ☐ Periodically review logs and forms produced by your unit to ensure:
  - ☐ Completeness
  - ☐ Accuracy
  - ☐ Timeliness
- ☐ Compliance with procedures and policies.
- ☐ Keep Finance Section Chief briefed on unit activities and significant issues.
- ☐ Forward copies of the disaster claims to the Finance Section Chief.
- ☐ The Finance Section will work closely with the County Office of Emergency Services in assisting and preparation of Federal and State Disaster Claims.

After an Emergency

- ☐ Resolve all potential claims resulting from the emergency.
- ☐ Deactivate your assigned position and close out logs when authorized by the Incident Commander.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the Finance Section Chief, as appropriate, prior to your departure.
- ☐ Be prepared to assist with the after-action report.