



CITY OF ROSEVILLE

Emergency Operations Plan

Letter of Promulgation

June 2011

To: Officials and Employees of the City of Roseville

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Roseville must provide safeguards that will save lives and minimize property damage through prior planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of Roseville Emergency Operations Plan (EOP) establishes an Emergency Management Organization (EMO) and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts of multiple jurisdictions. This plan was reviewed and approved by representatives from each City of Roseville department, local special districts with emergency services responsibilities in the city, and the Placer Operational Area Office of Emergency Services. The content is based upon guidance approved and provided by the State of California and the Federal Emergency Management Agency. The intent of the EOP is to provide direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process.

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

The City of Roseville City Council gives its full support to this Emergency Operations Plan (EOP), and urges all public employees and individuals to prepare for times of emergency before they occur.

Mayor
City of Roseville

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City of Roseville

Emergency Operations Plan

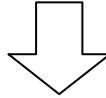
Quick Plan



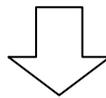
This "Quick Plan" is intended to serve as a quick reference to refresh the user in the key elements of the Emergency Operations Plan. All members of the Emergency Operations Center Team should be thoroughly familiar with and trained in the use of this four-page document.

EMERGENCY EVENT – FLOW CHART

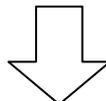
Disaster Event Occurs



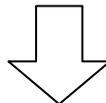
Emergency Operations Center (EOC) Activated



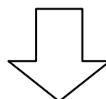
**Director of Emergency Services
Convenes the EOC Team and Conducts Briefing**



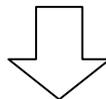
Initial EOC Response



Extended Emergency Operations



Financial Recovery Application



After Action Review and Report

EMERGENCY OVERVIEW CHECKLIST

- An event occurs or is imminent.
- Make appropriate notifications.
- Verify the safety and status of the employees/public in the immediate area.
- Secure the facility.
- Retrieve a copy of the Emergency Operations Plan.
- Read the “Quick Plan”.
- Open the assigned Annex and review the checklists.
- Assign staff tasks and distribute appropriate position checklists.
- If activated, report to the Emergency Operations Center (EOC).
- Convene the EOC Management Team and General Staff.
- READ – “Getting Started with the EOC Activation and Transition” - the following two (2) pages

Frequently review the pre-assigned function checklist in the appropriate Annex!

GETTING STARTED IN THE EOC ACTIVATION AND TRANSITION

Read this entire Quick Plan first!

The EOC has been activated because a developing incident is occurring where either a major disaster has occurred or a field Incident Commander has upgraded the event to a major incident and has requested, with management support, EOC activation. The following is a checklist of issues/opportunities designed to help stabilize and focus the SEMS/NIMS structure and the EOC Management Team on key issues during the transition to complete EOC activation.

1.0 BASIC ASSUMPTIONS

- ◆ All EOC Staff have already read the Quick Plan, the Basic Plan and the appropriate Annex.
- ◆ EOC Staff understands the City of Roseville's Emergency Operations Plan, forms, and supplies.
- ◆ The field Incident or Unified Commander(s) has been identified.
- ◆ Briefing on the general conditions of the incident received.
- ◆ The incident is not in total chaos.

2.0 FACILITY ACTIVATION

- See setup manual located in EOC.

3.0 GETTING STARTED

- The first person in the EOC contacts the scene Incident Commander and obtains a briefing on the situation.
- Assess the nature, scope and estimated impact of the event and response, including the identification of any life threatening issues that need immediate attention.
- Be sure other EOC staff have been notified and are en-route to the EOC.
- Identify all agencies with either jurisdictional or functional responsibility for the incident. If unsure, think the worst case and include the appropriate staff.
- Identify additional internal and external notifications that need to be made. Advise the Director of Emergency Services and Public Information Officer (PIO), as needed.
- Determine the level of additional response warranted.
- Identify the additional support that the EOC can provide to the Incident Commander, and communicate it with the appropriate EOC staff for response.
- Gather a copy of the Response Information System (RIMS) Major Incident (page 2-17) and Situation Report Form (page 2-19) in Part Two of the EOP. This is the initial EOC Action Plan (EAP) and should be used to document initial actions, organizational structure, and a list of committed and/or ordered resources. Two critical issues must be completed:
 - Current incident objectives and focus; and
 - Allocated resources and personnel for the incident.

-
- ❑ Identify on a map the area involved, areas that may be exposed, and critical areas of concern. Include a copy of the map with the EOC Action Plan.
 - ❑ Compile an initial assessment of damages to-date, and establish any additional damage assessment priorities.
 - ❑ List all issues/concerns for each incident. Inquire about any potential social, environmental, political, cultural or economic issues. List them. This list will come from input by the initial IC and field Operations Section Chief. Post these issues and discuss them during the initial EOC transition meeting. Once posted, start delegating issues to EOC team members, making a notation of the name of person and time delegated.
 - ❑ Keep all EOC staff abreast of updated information.
 - ❑ Identify all assisting and cooperating agencies on the incident and ensure that an Agency Representative has been requested for each.
 - ❑ Forecast the potential duration for each incident (days, weeks, etc.) to ensure personnel and resource ordering is staying 24-48 hours ahead.
 - ❑ Review current EOC staffing to ensure appropriateness for the potential size and needs of the incident. Identify needed staffing plan and request appropriate resources.
 - ❑ Review media policies and prepare an initial press release. Ensure all responding agencies are recognized.
 - ❑ Establish EOC check-in points and complete Resources Status forms in Annex C.
 - ❑ Review resources and personnel in place to ensure adequate coverage to address new incidents.
 - ❑ Prepare or complete the RIMS Situation Report (page 2-19) for the Placer Operational Area OES office and submit updates every 12 hours.
 - ❑ Identify any injuries or claims at this point.
 - ❑ Identify any logistical needs (water supply, food, fuel, shelters, ambulances, etc.).
 - ❑ Obtain a local and regional weather forecast for the next 24-48 hours.
 - ❑ Deactivate the EOC as determined by the Director of Emergency Services.
 - ❑ Conduct a review of the actions taken during response and identify any changes needed for the EOP, EOC procedures or response measures.

City of Roseville EOC Positions



Function *	Primary Department Responsible
Operations Section Chief	Determined at the time of the emergency
Law Enforcement	Police Department
Fire and Rescue	Fire Department
Public Works	Public Works Department
Care & Shelter	Parks and Recreation
Electric	Electric Department
Environmental Utilities	Environmental Utilities Department
Planning Section Chief	Planning Department
Situation Status	Planning Department
Resources Status	Planning Department
Damage Assessment	Planning Department
Documentation	Planning Department
GIS	Fire Department
Logistics Section Chief	Central Services
Supply /Ordering	Central Services
Human Resources	Human Resources
Fleet	Central Services
Facilities	Central Services
Communications	Information Technology
Finance Section Chief	Finance Department
Cost	Finance Department
Procurement	Finance Department

*If staffing limitations do not allow for staffing all of the above positions, the responsibility to accomplish the tasks assigned to that function are completed by the Section Chief.

BASIC PLAN

1.0 INTRODUCTION

The City of Roseville Emergency Operations Plan (EOP) addresses planned response to extraordinary emergency situations associated with natural disasters, technological (human-caused) emergencies, and war emergency operations in, or affecting, the City of Roseville.

1.1 Purpose

This plan establishes:

- An Emergency Management Organization (EMO) required to mitigate any significant emergency or disaster affecting the City of Roseville.
- The policies, responsibilities, and procedures required to protect the health and safety of the populous, public and private property, and the environment from the affects of natural and human-caused (technological) emergencies and disasters.
- The operational concepts and procedures associated with field response to emergencies, Emergency Operations Center (EOC) activities, and the recovery process.
- The organizational framework for implementation of the SEMS/NIMS within the City of Roseville.

This plan is:

- The principal guide for the City of Roseville and special district agencies in responding to and mitigating emergencies and disasters affecting the City of Roseville geographic boundaries.
- Intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between Local Government, Operational Area (county boundary), and State Response Levels, and appropriate Federal agencies, in emergency operations.
- An operational plan as well as a reference document; it may be used for pre-emergency planning as well as emergency operations:
 - (1) Agencies, private enterprises and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop Standard Operating Procedures (SOPs) and emergency response checklists based on the provisions of this plan.
 - (2) This plan should be used in conjunction with applicable local contingency plans, the Operational Area Plan and State Emergency Plan.
- Is designed to guide users through the four phases of emergency management: preparedness, response, recovery, and mitigation. It is divided into the following parts:

Part One - Basic Plan

This section provides the structure and organization of the City of Roseville Emergency Management Organization; identifies individual roles and responsibilities; describes the concept of emergency operations; and identifies how other cities; Placer County and the State integrate with the City of Roseville in the SEMS/NIMS.

Part Two - Procedures

This section of the EOP provides specific procedures for the activation and extended operations of the EOC.

Part Three - Annexes

This section provides information that more clearly defines the roles and responsibilities of those assigned to specific emergency management positions in the City of Roseville EOC. Each Annex includes appropriate Attachments that provide more specific operations guidance, procedures and resources.

Part Four - Contingency Plans

Contingency Plans are developed to address specific hazards or planning criteria. Examples of these plans include the:

- *Placer Operational Area Hazardous Materials Emergency Response Plan*
- *City of Roseville Terrorism Response Contingency Plan*

Contingency Plans supplement the EOP, provide direction and guidance, and identify resource needs in response to specific emergencies.

1.2 Scope

The policies, procedures, and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation activities within the City of Roseville.

This plan applies to any extraordinary emergency situation associated with any hazard, natural or human-caused, which may affect the City of Roseville and that generates situations requiring planned, coordinated responses by multiple agencies and jurisdictions.

Emergencies addressed by this plan range from winter storms, with limited short-term affects, to terrorism and catastrophic earthquakes, with long-term public safety, economic, social and political implications.

1.3 Objectives

- Establish a framework for the overall management and coordination of emergency operations.
- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.

- Provide information for training emergency response personnel and local government staff to efficiently and effectively prepare for, respond to, and recover from emergencies and disasters.
- Describe the overall Emergency Management Organization (EMO) and concept of emergency operations in the City of Roseville.
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the City of Roseville.
- Establish lines of authority and coordination for the management and mitigation of emergencies and disasters.
- Facilitate mutual aid to supplement local resources.
- Describe the procedures for accessing state and federal assistance following an emergency or disaster.

2.0 AUTHORITIES

2.1 Federal Authorities

- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

2.2 State Authorities

- California Government Code (CGC), Title 1, Chapter 4, Division 8, Section 3100, (Disaster Service Workers)
- CGC, Title 2, Division 1, Chapter 7, (California Emergency Services Act)
- CGC, Title 2, Division 1, Chapter 7.5 (California Disaster Assistance Act)
- California Code of Regulations (CCR) Title 19, Division 2 (Standardized Emergency Management System)
- California Water Code (CWC), § 128 (Department of Water Resources - Flood Fighting)

2.3 City Authorities

City of Roseville Municipal Code Title 4, Chapter 1:

- Establishes a Disaster Council and specifies its role;
- Defines an Emergency;
- Defines the role of the City Emergency Management Organization;
- Requires an Emergency Operations Plan; and
- Identifies the role and responsibilities of the Director of Emergency Services.

By adoption, the Emergency Operations Plan:

- Specifies the rules related to Disaster Service Workers and subsequent Liability Codes;
- Accesses the Master Mutual Aid Agreement;
- Adopts the Standardized Emergency Management System as required by CCR, Title 19;
- Integrates the Placer Operational Area Agreement; and
- Identifies procedures for the Continuity of Government.

2.4 References

2.4.1 FEDERAL

- *Interim National Response Plan*
- *Debris Removal Guidelines for State and Local Officials* (FEMA DAP-15)

- *A Guide to Federal Aid in Disasters (DAP-19)*
- *Digest of Federal Disaster Assistance (DAP-21)*
- *Individual and Family Grant Program Handbook Pursuant to Public Law 93-288 (DR&R-18)*
- *Fire Suppression Assistance Handbook (DAP 4)*

2.4.2 STATE

- *California State Emergency Plan*
- *Governor's Office of Emergency Services Disaster Assistance Procedures Manual*
- *California Emergency Resources Management Plan*
- *California Law Enforcement Mutual Aid Plan*
- *California Fire and Rescue Operations Plan*
- *California Assistance Procedures Manual (State OES)*
- *Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (State OES)*
- *Weapons of Mass Destruction Guidelines for Local Government*
- *Hazardous Materials Incident Contingency Plan (State OES)*
- *Public Assistance Guide for Applicants (State OES DAP-1)*

3.0 **EMERGENCY MANAGEMENT GOALS**

3.1 **Assumptions**

- Emergencies or disasters may occur at any time, day or night, in populated, as well as remote, areas of the City of Roseville.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and, in many cases, a Unified Command, be implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.

- Major emergencies and disasters may generate widespread media and public interest. The media must be considered an ally in large-scale emergencies and disasters; it can provide considerable assistance in disseminating emergency public information and warnings.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.

3.2 Emergency Management Priorities

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

- Initiate, support and maintain measures that protect life safety, environment and property.
- Eliminate or secure hazards and prevent additional casualties or damages.
- Provide emergency public information throughout the emergency, including information on personal protective actions the public can take.
- Provide for the Continuity of Government and Continuity of Operations.
- Initiate recovery operations at the outset of an emergency.

3.3 Response and Recovery Objectives

3.3.1 INITIAL RESPONSE OBJECTIVES

- Activate this Emergency Operations Plan (EOP) and activate the City of Roseville Emergency Management Organization (EMO) within two hours, as required by the situation.
- Staff the Emergency Operations Center (EOC) 24 hours a day, in 8-12 hour shifts, as indicated.
- Initiate safety assessment activities.
- Set up financial codes to capture FEMA cost allowance information.
- Determine the status of infrastructure systems.
- Establish restoration priorities and initiate emergency repairs.
- Evaluate need to declare a Local Emergency.
- Make external notifications to local governments, state agencies, and others as indicated.

- Request mutual aid resources as warranted by the situation.
- Advise all employees of the situation, work schedules and compensation provisions.
- Provide public and employee information announcements as indicated.

3.3.2 EXTENDED RESPONSE OBJECTIVES

- Redefine response priorities as needed.
- Review emergency finances and make adjustments if necessary to meet priority response and recovery needs.
- In conjunction with other local agencies, initiate requests for state and federal disaster assistance as warranted.
- Continue damage assessment, emergency repairs, public and employee information announcements, and liaison with external agencies.

3.3.3 INITIAL RECOVERY

- Complete assessment of losses and costs for repair and replacement; determine approximate reimbursements from insurance and other sources of financial assistance; and determine how residual costs will be financed.
- Define needs for additional staff; initiate recruitment process; and adopt temporary emergency employment policies as necessary.
- Execute agreements with vendors to meet service and supply needs.
- Reevaluate need for maintaining the existing Emergency Management Organization (EMO); consider returning to the normal organizational structure, roles and responsibilities when feasible.
- Conduct post-event critique and prepare After Action Report (AAR) as required by the California Code of Regulations (CCR).

3.3.4 LONG-TERM RECOVERY

- Initiate permanent reconstruction of damaged facilities and systems.
- Restore normal operations and services to full pre-event levels.
- Maintain liaison with external agencies as needed.

4.0 **CONCEPT OF OPERATIONS**

Emergency operations address the entire spectrum of contingencies, ranging from relatively minor incidents, such as a utility failure, to large-scale disasters — an earthquake, for example — and ultimately, to terrorism and state of war emergency. Peacetime and wartime emergencies share similar operational concepts.

Some emergencies will be preceded by a build-up period, which, if recognized, may offer advance warning to potentially affected areas and populations. Other emergencies occur with little or no advance warning, and therefore, require a response characterized by efficient and coordinated mobilization and deployment of local resources.

4.1 Emergency Management Phases

Emergency management activities are divided into the following four phases.

- Preparedness - the act of getting ready
- Response - the act of responding to an emergency or potential emergency
- Recovery - the act of restoring the impacted area to the pre-event condition
- Mitigation - the act of reducing or preventing the effects of future disasters

4.1.1 PREPAREDNESS

The preparedness phase involves activities taken prior to an emergency or disaster in order to mount an effective response to any given situation that might affect a jurisdiction. These activities fall into two basic areas: Readiness and Capability.

Readiness

Readiness involves "soft" activities that create a framework and knowledge base to complete a task or mission, including:

- General and specialized training;
- Development and maintenance of policies, plans, procedures, guidelines, and checklists;
- Developing hazard analyses;
- Developing mutual aid agreements;
- Exercises; and
- Improving emergency public information and communications systems.

Capability

Capability involves the acquisition of "hard" items or tools necessary for the actual work to be done, including:

- Personnel;
- Vehicle;
- Communications equipment;
- ICS vests in the field and SEMS/NIMS vests in the EOC;
- Reference materials;
- Specialized rescue tools;
- Firefighting equipment;
- Weapons and prisoner restraints;
- Medical equipment; and/or
- Personal protective equipment.

4.1.2 RESPONSE□ **Increased Readiness**

- **General**
 - When a disaster or emergency is likely or inevitable, action is taken to protect lives and property.
 - As an emergency situation begins to develop or threatens, City of Roseville agencies initiate actions to increase readiness.
- Actions taken during the build-up of an emergency situation are designed to increase ability to effectively respond to the emergency or disaster.
- Events which may trigger increased readiness include:
 - Issuance of a credible long-term earthquake prediction;
 - Receipt of a flood advisory or other special weather statement;
 - Conditions conducive to wildland fire danger, such as the combination of high heat, strong winds, and low humidity;
 - Severe winter weather, such as heavy snowfall;
 - A rapidly deteriorating international situation that could lead to an attack upon the United States;
 - Information or circumstances indicating the potential for acts of violence or civil disturbance; and/or
 - Acts of violence including potential terrorist acts. These could be events involving chemical, biological, nuclear, or explosive agents. The nationally established threat levels may provide some guidance in this area.
- Each Annex contains a section of an Emergency Action Checklist titled, *Increased Readiness*, which provides specific guidance for organizations responsible for increased readiness activities in the City of Roseville. Examples undertaken during this phase may include the following:
 - Briefing government officials: City Council, City Manager, Special Districts' officials, and Agency or Department Heads;
 - Reviewing and updating emergency operations plans, SOPs, and checklists;
 - Increasing public information efforts;
 - Accelerating training efforts, including refresher training;
 - Testing warning and communications systems;
 - Warning threatened elements of the population;
 - Initiating evacuation and movement operations;
 - Mobilizing personnel and pre-positioning resources and equipment. (Part of this activity may include vaccinating certain personnel against specific bio-hazards);
 - Activating and staffing the City of Roseville EOC and/or field command posts; and/or
 - Initiating communications and reporting with: neighboring incorporated cities and the Placer Operational Area.

□ **Initial Response**

- Emphasis is placed on managing the initial response to an emergency situation; saving lives and protecting property; and minimizing the effects of the emergency or disaster.
- Response operations may be accomplished within the affected area by a combination of direct resources from city, county, state, special district, and volunteer organizations.
- Each Annex contains a section of an Emergency Action Checklist titled, *Initial Response Operations*, which provides specific guidance for organizations responsible for initial response operations in City of Roseville. Examples of emergency operations undertaken during this phase include:
 - Disseminating warning, emergency public information, and instructions to the public;
 - Conducting evacuation and/or rescue operations;
 - Treating and caring for casualties;
 - Conducting initial damage surveys and assessments;
 - Providing mass care for displaced persons;
 - Restricting the movement of people and traffic, and denying access to affected areas; and/or
 - Developing and implementing an initial EOC Action Plan.

□ **Extended Operations**

- Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.
- Each Annex contains a section of an Emergency Action Checklist titled, *Extended Operations*, which provides specific guidance for the conduct of extended emergency operations, including those functions performed by the EOC staff. Examples of actions taken during extended operations include:
 - Preparing detailed damage assessments;
 - Operating mass care facilities;
 - Protecting, controlling, and allocating vital resources;
 - Conducting coroner operations; and
 - Developing and implementing EOC Action Plans for extended operations (first 24 hours and beyond).

4.1.3 RECOVERY OPERATIONS

- Recovery operations involve the restoration of services to the public and returning the affected area to its pre-emergency condition.

- Recovery operations may be both short- and long-term, ranging from the restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future effects of a given emergency or disaster.
- Each Annex contains a section of an Emergency Action Checklist titled, *Post-Emergency*, which provides specific guidance for the conduct of recovery operations, including:
 - Description of the roles and responsibilities of each level of government following a disaster; and
 - Procedures for accessing the federal and state programs available for individual, business, and public assistance following a disaster.
- Examples of actions taken during recovery operations include:
 - Restoring essential public services;
 - Establishing and staffing Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC);
 - Disseminating disaster assistance information to the public;
 - Applying for state and/or federal assistance; and
 - Conducting hazard mitigation surveys and implementing appropriate mitigation measures.

4.2 Continuity of Government

4.2.1 GENERAL

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

In the aftermath of an emergency, disaster, or attack, law and order must be preserved and government services must be maintained to the extent possible. This is an implicit responsibility of government. Therefore, it is essential that local units of government continue to function.

Authority for policies and procedures associated with Continuity of Government (COG) is derived from the California Government Code and State Constitution.

4.2.2 SUCCESSION OF CITY OFFICIALS

- Elected boards are required to adopt local codes identifying a line of succession for each elected position, including a succession for the Mayor and Council members.
- Key city management positions need to identify succession to the Emergency Management Organization (EMO) identified in this plan. These are identified in Attachment 2 to this Basic Plan.
- As a minimum, each city department is to identify alternates for the department director/manager in a department operations plan.

4.2.3 TEMPORARY CITY SEAT

In the event of damage or loss of the City Hall, City of Roseville has identified the primary and alternate locations that will provide a location for public meetings and city management operations (Attachment 3). The City of Roseville will also identify primary and alternate sites for critical facilities such as the Emergency Operations Center and other public safety operations (Attachment 3).

4.2.4 ESSENTIAL RECORDS

The activities surrounding the preservation of essential records are described in Attachment 4 to this plan, Preservation of Essential Records.

5.0 **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)/NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) RESPONSE**

The Standardized Emergency Management System (SEMS, CGC § 8607)/National Incident Management System (NIMS) is the law governing the overall operational management and coordination of emergency response and recovery operations at each level of the emergency organization, whether by the actual direction of field forces, or by the coordination of joint efforts of public and private agencies.

SEMS/NIMS is based on the principles and components of the Incident Command System (ICS), the Multi-Agency Coordination System (MACS), Operational Areas, and Mutual Aid in responding to, managing, and coordinating incidents involving multiple agencies and jurisdictions.

5.1 **SEMS/NIMS Components**

5.1.1 INCIDENT COMMAND SYSTEM (ICS)

Most emergencies involve response from multiple disciplines and may involve more than one jurisdiction. ICS, because of its standardized organizational structure and common terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and multi-agency response, particularly in the field. ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed, in order to efficiently and effectively mitigate an emergency. For this reason, ICS **will** be used in the field during all emergency operations in the City of Roseville.

ICS can be utilized for any type or size of emergency, ranging from a minor incident involving only a few members of the emergency organization, to a major incident involving several agencies and/or jurisdictions. ICS allows agencies throughout California and at all levels of government to communicate using common terminology and operating procedures. It also allows for the timely acquisition of a combination of resources at the time of emergency.

The ICS organizational structure develops in a modular fashion based upon the type and size of the incident:

- The organization's staff builds from the top down.
- As the need arises, five separate sections can be activated, each with several units that may be established as needed.

- The specific organizational structure established for any given emergency will be based on:
 - The needs of the incident;
 - The available resources; and
 - Span of control.

5.1.2 MULTI-AGENCY COORDINATION SYSTEM (MACS)

The Multi-Agency Coordination System (MACS) is a decision-making system used by representatives of responding jurisdictions. MACS is used to prioritize and coordinate resource allocation and response to multiple incidents affecting the City of Roseville, usually during a large-scale event involving multiple agencies and jurisdictions.

While MACS is not used as part of the field ICS to develop tactics associated with emergency operations, it can be functional if used in the Emergency Operations Center. The MACS concept is an aid for allowing input from responding agencies and identifying mutually acceptable overall response objectives.

5.1.3 OPERATIONAL AREA (OA)

According to § 8559(b) of the California Government Code (CGC), an Operational Area is "an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area." CCR § 2409(a) further defines Operational Areas: "Each county geographic area is designated as an Operational Area. An Operational Area is used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the Operational Area, as defined in the § 8559(b) CGC & § 8605 CGC. This definition does not change the definition of Operational Area as used in the existing fire and rescue mutual aid system."

Operational Areas:

- "Coordinate information, resources, and priorities among the Local Governments within the Operational Area." (CCR § 2409(e)(1))
- "Coordinate information, resources, and priorities between the Region Level and the Local Government level. Coordination of the fire and law enforcement resources shall be accomplished through their respective mutual aid systems." (CCR § 2409(e)(2))
- "Use multi-agency coordination to facilitate decisions for overall Operational Area Level emergency response activities." (CCR § 2409(e)(3))

While the Operational Area always encompasses the entire county area, it augments, but does not replace, any member jurisdiction. "Nothing in this chapter (CGC Chapter 7 -- California Emergency Services Act) shall be construed to diminish or remove any authority of any city, county, city and county granted by section 7 of Article XI of the California Constitution." (§ 8668(b) CGC)

The CG § 8605 states: "An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the communications system during a *State of Emergency* or a *Local Emergency*".

The Operational Area Satellite Information System (OASIS), a satellite communications system (voice and data transmission) linking the Governor's Office of Emergency Services (OES) with each Operational Area, facilitates this communication link.

5.1.4 MUTUAL AID

Mutual aid is designed to ensure adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with the problems of rescue, relief, evacuation, rehabilitation, and/or reconstruction associated with a given emergency or disaster.

Mutual aid involves, but is not limited to the voluntary interchange of personnel and resources of discipline specific agencies.

- Fire protection and rescue
- Law enforcement
- Emergency management
- Public information
- Health and medical
- Communications
- Transportation services
- Facilities
- Utilities
- The state has not formally adopted a Hazardous Materials Mutual Aid System. Fire and Law Enforcement Mutual Aid Systems are utilized for a Hazardous Materials incident.

Mutual Aid Regions

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more Operational Areas.

The City of Roseville lies within the Placer Operational Area (POA), which is in OES Mutual Aid Region IV. The POA requests mutual aid through this region on behalf of the City of Roseville, when requested to do so.

California Master Mutual Aid Agreement

- Most cities and all 58 counties in California have adopted the California Master Mutual Aid Agreement.
- This agreement creates a formal structure within which each jurisdiction retains control of its own personnel and facilities while providing and receiving assistance when needed.

- The state is a signatory to this agreement and provides available resources to assist local jurisdictions in emergencies.

□ **Mutual Aid Procedures**

Procedures for activating and accessing Mutual Aid resources are located in Part Two of the Emergency Operations Plan.

5.2 SEMS/NIMS Levels

5.2.1 FIELD RESPONSE

The Field Response Level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS/NIMS regulations require the use of ICS at the Field Response Level of a multi-agency incident.

In most events, communications from the field to the EOC will occur via radio, cell phone or the most expedient method that ensures transfer of information. If communications between the field and EOC are not available, radio communications may be monitored by a local or central dispatch center.

5.2.2 LOCAL GOVERNMENT

The Local Government Level includes Cities, Counties, and Special Districts. The Local Government Level manages and coordinates the overall emergency response within the respective jurisdiction. Each Local Government Level is required to use SEMS/NIMS when the EOC is activated or a Local Emergency is proclaimed, in order to be eligible for state funding of response-related personnel cost.

The Local Government (City or Special District) EOC will direct its resources according to the needs of the community. For services typically provided by the County, requests for information and/or resources will be forwarded to the Operational Area (OA) Emergency Operations Center (EOC) for consideration and action.

Communications to the OA EOC will be via land phone line, fax, cell phone, amateur radio, e-mail, Internet, the Response Information Management System (RIMS), or the most expedient method available.

5.2.3 OPERATIONAL AREA (OA)

The OA manages and/or coordinates information, resources, and priorities among local governments within the Operational Area and serves as the coordination and communication link between the Local Government Level and Region Level.

Communications to the Region Emergency Operations Center (REOC) or State Operations Center (SOC) may take place via land phone line, fax, cell phone, amateur radio, e-mail, Internet, the Response Information Management System (RIMS), or the most expedient method available.

5.2.4 REGION (MUTUAL AID)

California is divided into six mutual aid regions because of its size and geography. The purpose of a Mutual Aid Region is to provide for the effective application and coordination of mutual aid and other emergency related activities. The Mutual Aid Region:

- Manages and coordinates information and resources:
 - Among Operational Areas within the Mutual Aid Region;
 - Between Region and State Level; and
 - At all EOC levels, and between all SEMS/NIMS Levels. A dedicated effort is required to ensure that communication systems, planning and information flow are accomplished in an effective manner.
- Coordinates overall state agency support for emergency response activities within the region.

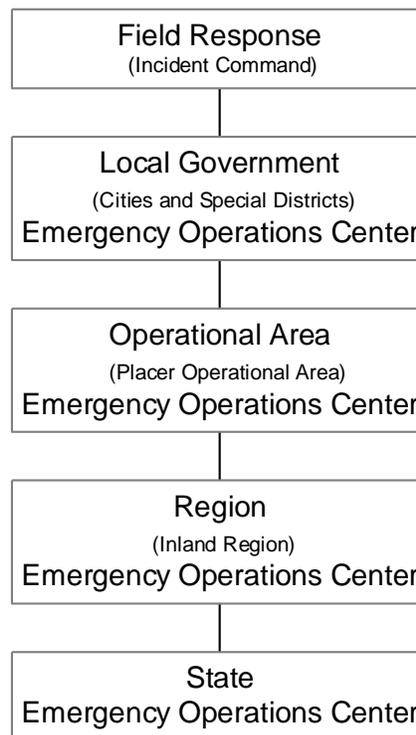


Figure 1: SEMS/NIMS Five Levels

5.2.5 STATE

The State Level of SEMS/NIMS:

- Manages state resources in response to the emergency needs of other levels.
- Coordinates mutual aid:
 - Among the Mutual Aid Regions; and
 - Between the Region and State Level.
- The State Level also serves as the coordination and communication link between the State and the Federal Disaster Response System.

5.3 **Common SEMS/NIMS Features**

5.3.1 GENERAL

SEMS/NIMS will be utilized in the field and in the EOC.

The Field Response Level uses functions, principles, and components of ICS as required in SEMS/NIMS regulation. Many of these Field Response Level features are also applicable at Local Government, Operational Area, Region and State Levels.

5.3.2 FIVE ESSENTIAL SEMS/NIMS FUNCTIONS

The use of the five essential functions of SEMS/NIMS in both the field and the EOC is identical, with one exception. At the EOC level, the field Command function is replaced by a Management function.

- Command or Management
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

(1) Command or Management

- (a) Command is responsible for overall management of the incident at the scene, while Management is responsible for overall management and coordination of multiple incidents or the disaster in the EOC.
- (b) The Command or Management function may be conducted in two general ways:
 - i) Single command - In a single command structure, the Incident Commander is solely responsible for the overall management of an incident. Likewise in a single management structure in the EOC, the designated Manager is solely responsible for the activities in the EOC.

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- ii) Unified Command:
 - a) Because large or complex incidents usually require a response by multiple agencies and jurisdictions, a unified command structure — a hallmark of ICS — is invaluable in effectively managing and mitigating an emergency.
 - b) In a Unified Command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
 - (i) Determining overall incident objectives;
 - (ii) Selecting strategies;
 - (iii) Joint planning for tactical operations;
 - (iv) Maximizing the use of all assigned resources; and
 - (v) Developing the Incident Action Plan at the scene or EOC Action Plan in the EOC.
 - c) The proper selection of participants to work within a Unified Command structure depends upon:
 - (i) The location of the incident (e.g., which political subdivisions are involved); and
 - (ii) The kind of incident (e.g., which functional agencies are required).
 - d) A Unified Command structure could consist of a key responsible official from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several functional departments within a single political jurisdiction.
 - (c) Command or Management Staff elements include:
 - i) Public Information Officer
 - a) The Public Information Officer (PIO) is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The Incident Commander must approve the release of incident information in the field. The Director of Emergency Services approves releases from the EOC.
 - b) The PIO will normally be the point of contact for the media and other government agencies desiring information about the incident. In both single and unified command structures, only one PIO is designated, although assistants from other agencies or departments may be appointed.
-

- ii) Safety Officer
- a) The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety of incident personnel.
 - b) The Safety Officer must have the authority to stop and/or prevent unsafe acts and practices (required for Hazmat by SARA, Title III).
 - c) In both Single Incident and Unified Command structures, only one Safety Officer is designated, although assistants from other agencies or departments may be appointed.
- iii) Emergency Preparedness Manager
- The Emergency Preparedness Manager is responsible for the activation of the City's EOC.
- iv) Liaison Officer
- The Liaison Officer serves as a point of contact for representatives from other agencies.
 - In a single command structure, agency representatives coordinate via the Liaison Officer. Under a Unified Command, agencies not represented in the Unified Command will be coordinated



Figure 2: Five SEMS/NIMS Functions

- (2) Operations Section
- (a) Operations is responsible for the management of all incident tactical operations (e.g., those operations directed at the reduction of immediate hazards, the establishment of control over the situation, and the restoration of normal activities and conditions).
 - (b) An Operations Section Chief activates and supervises organization elements, in accordance with the Action Plan, and directs its execution.

- (c) The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Action Plan as necessary, and reports such to the Incident Commander in the field and the Director of Emergency Services in the EOC.

(3) Planning Section

- (a) The Planning Section is responsible for the collection, evaluation, analysis and dissemination of disaster intelligence.
- (b) The section maintains information on the current and forecast situation and on the status of assigned resources.
- (c) The Planning Section is also responsible for the preparation of Action Plans.
 - i) Action Plans outline the objectives, tactics (in the field) or strategy (in the EOC), organization, and resources necessary to effectively mitigate an incident.
 - ii) Action Plans cover all tactical or strategic and support activities for a given Operational Period.

(4) Logistics Section

- (a) The Logistics Section is responsible for providing all support needs to an incident, including ordering all resources from off-site locations.
- (b) The Logistics Section also provides facilities, transportation, supplies, equipment maintenance and fueling, feeding, communications, and medical services.

(5) Finance Section

- (a) The Finance/Administration Section is usually only established on large and complex incidents, and it is responsible for all financial and cost analysis aspects of an incident, including workers compensation and general liability issues.

5.3.3 MANAGEMENT BY OBJECTIVES

The Management by Objectives (MBO) feature of ICS, as applied to SEMS/NIMS, means that each SEMS/NIMS Level establishes for a given Operational Period, measurable and attainable objectives to be achieved. An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective.

5.3.4 OPERATIONAL PERIOD

The Operational Period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The period may vary in length from a few hours to days, and will be determined by the situation.

5.3.5 ACTION PLANS

Action planning should be used at all SEMS/NIMS Levels. There are two types of action plans in SEMS/NIMS: Incident Action Plans and EOC Action Plans. Incident Action Plans (IAP) are used at the Field Response Level. They can be written or verbal. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next Operational Period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at Local Government, Operational Area, Region, and State EOC Levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

5.3.6 ORGANIZATIONAL FLEXIBILITY – A MODULAR ORGANIZATION

The intent of this SEMS/NIMS feature is that at each SEMS/NIMS Level, only those functional elements that are required to meet current objectives need to be activated. All elements of the organization can be arranged in various ways within or under the five SEMS/NIMS essential functions.

The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge of it, however, one supervisor may be in charge of more than one functional element.

5.3.7 ORGANIZATIONAL UNITY AND HIERARCHY OF COMMAND

Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS/NIMS Level are linked together to form a single overall organization with appropriate span of control limits.

5.3.8 SPAN OF CONTROL

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS/NIMS Levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five position or resources. The recommended span of control for supervisory personnel at the Field Response Level and all EOC levels should be in the one to three to one to seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

5.3.9 PERSONNEL ACCOUNTABILITY

An important feature to all SEMS/NIMS Levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management SEMS/NIMS features, along with the use of check-in forms, position logs and various status-keeping systems. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS/NIMS Level can be accounted for at any time.

5.3.10 COMMON TERMINOLOGY

In SEMS/NIMS, common terminology is applied to: functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

5.3.11 INTEGRATED COMMUNICATIONS

This feature of SEMS/NIMS relates to: hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the Field Response Level, integrated communications is used in any emergency. At and between all SEMS/NIMS Levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at EOC Levels may be different than at the Field Response Level.

6.0 CITY OF ROSEVILLE EMERGENCY MANAGEMENT ORGANIZATION (EMO)

6.1 City of Roseville Designation

City of Roseville Municipal Code, Title 9, Chapter 9.28 identifies the City's Emergency Management Organization (EMO). The following entities constitute the City EMO:

- All officers and employees of the City of Roseville;
- Volunteer forces enrolled by City; and
- All groups, organizations, and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of the City's ordinance, charged with duties incident to the protection of life and property in the City of Roseville during an emergency.

6.1.1 DIRECTOR OF EMERGENCY SERVICES

The Director of Emergency Services leads the City of Roseville Emergency Management Organization (EMO), which is a position filled by the City Manager. The Director of Emergency Services establishes policy for the City's emergency management program.

6.1.2 EMERGENCY PREPAREDNESS MANAGER

The Director of Emergency Services has identified the Emergency Preparedness Manager (EPM) as the city's lead agent for emergency preparedness, planning, and training. The EPM will be charged with:

- The preparation and execution of plans for the protection of persons and property within the city in the event of an emergency; and
- Pre-emergency coordination of the emergency functions of the City with all other public agencies, corporations, organizations, and affected private persons.

6.1.3 LOCAL GOVERNMENT RESPONSIBILITIES

In accordance with CGC § 8607, the City of Roseville functions as part of SEMS/NIMS. Emergency operations and mutual aid activities are conducted and coordinated using SEMS/NIMS, as appropriate. The City of Roseville responsibilities include:

- Acting as a policy-making body with representation from all participating jurisdictions and setting priorities agreed upon by all members;
- Providing a single point of contact for information on an emergency situation, as well as resource requirements and prioritization; and
- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

6.2 **Purpose**

The purpose of the City of Roseville EMO is to:

- Serve as the single focal point for the centralized management and coordination of emergency response and recovery operations and evaluate the impact to social, economic and political demands created during a disaster or emergency affecting the City of Roseville;
- Serve as the communication link with the Placer Operational Area EOC; and
- Provide a facility (Emergency Operations Center) from which the organization's response to an emergency can be effectively coordinated to support the field operations.

6.2.1 EMERGENCY OPERATIONS CENTER

When a Local Government Level Emergency Operations Center (EOC) is activated, communications and coordination shall be established between the Incident Commander(s) and the EOC. The jurisdiction may also use a Department Operations Center to coordinate the use of department resources (CCR § 2407(2)(b)).

- The EOC is a location from which centralized strategic management is performed.
- The EOC is a coordination point, not a scene management center; it does not provide tactical direction to field activities.

- The EOC may manage multiple incidents that have established Incident Command Posts.
- The EOC coordinates the delivery of resources to address conditions facing field resources.
- The EOC communicates with the Operational Area Level of government to provide information regarding the emergency and the acquisition of resources not readily available within the City.

6.2.2 INCIDENT COMMAND

- Tactical direction to the various incidents in the field remains in the field with the Incident Commander, using ICS.
- Field Incident Commanders have clear authority to command and tactically direct the resources under their control.
- Command responsibility includes:
 - Determining the objectives to be achieved for the incident (within the bounds of agency authority);
 - Establishing the strategies to achieve those objectives;
 - Determining the appropriate tactics necessary for the selected strategy; and
 - Applying the assigned resources to perform the tactics.

6.3 **Activation**

Activation of the City of Roseville Emergency Operations Plan (EOP) and EOC will be determined by events occurring within the city or events outside the city that could impact the operations of the city. Field intelligence will assist in the determination of when the emergency situation exceeds local and/or in-field capabilities to adequately respond to and mitigate an incident(s).

For planning purposes, the Governor's Office of Emergency Services (OES) has established three "levels" of response to emergencies. The City of Roseville also employs this system to guide its response to emergencies. When an emergency occurs within or outside the city with the potential for impact on the city, the EMO and EOC will be activated at one of the following levels.

6.3.1 LEVEL ONE – LOCAL EMERGENCY

Level One (1) Emergency is characterized as a localized event of relatively short duration that affects a limited geographic area and requires response by one or more agencies. Examples: hazardous material spill, multi-casualty motor vehicle accident, or civil demonstration or protest. A Local Emergency may be declared.

Level One (1) EOC activation provides monitoring of the incident, assessment of the potential social, political and environmental impacts of the emergency, identification of the appropriate resources and actions needed to support the field, and notification support if the emergency grows beyond local capability. Requests to activate the EOC may come from the IC through department management, or may be initiated by the City of Roseville Key Contact for emergencies, with the potential for escalating. The Director of Emergency Services determines the appropriate EOC staffing for a Level One (1), Local Emergency.

Field Response Level: Incident Command System (ICS) is to be used by all responders; Unified Command may be implemented.

Emergency Operations Center (EOC) Level: Activation of the EOC is not required. Area Command may be used in the field to manage more than one incident scene. The Incident Commander (IC) has the authority to determine if additional resources are needed and request EOC activation for coordination purposes. The IC will notify the dispatch center to contact the City Key Contact who will communicate with the Director of Emergency Services. The Director determines the appropriate EOC staffing. Once activated, the EOC remains operational based for the duration of the event, and the need to provide support/coordination for field personnel. Representatives from other agencies may be requested to report to the EOC.

6.3.2 LEVEL TWO – LOCAL DISASTER

A Level Two (2) Emergency is characterized as a local or regional event that affects multiple sites or services and requires response by multiple agencies and support/coordination for field response personnel. Examples: moderate earthquake, wildland fire or explosion. A Local Emergency may be declared.

Level 2 activation provides EOC activation with staffing from key agencies involved in response. This level of staffing may also occur if the emergency is confined to a specific area of the city that stresses local resources. The Director of Emergency Services determines the appropriate EOC staffing for a Level Two (2), Local Disaster.

Field Response Level: Depending on the nature of the event and the agencies involved in the response, Unified Command is typically assumed and includes police, fire and other emergency response agencies in the field.

Emergency Operations Center (EOC) Level: Depending on the nature and scope of the event, the EOC will be activated.

6.3.3 LEVEL THREE – MAJOR DISASTER

A Level Three (3) Emergency is characterized as a regional event that results in significant, wide-scale damage and/or disruption of services. Mutual aid may be required. Examples: major earthquake, conflagration or terrorist attack.

Level 3 activation provides full EOC activation as outlined in this plan to address a large emergency affecting all, or a large part of the county. The Director of Emergency Services orders EOC activation for a Level Three (3), Major Disaster.

Field Response Level: Depending on the nature and scope of the event, police or fire assumes the IC role, unless authority passes to the FBI or other state or federal agency. Unified Command may be established.

Emergency Operations Center (EOC) Level: The City of Roseville EOC will be activated and staffed by representatives from each involved agency.

6.3.4 NATIONAL EMERGENCY

While international events in the last 15 years have reduced the threat of nuclear war, the potential threat of a radiological incident that affects a wide area has actually increased. Terrorist organizations are seeking devices that when attached to explosives, may be detonated to cause a wide area radiological hazard. The scope of an event such as the detonation of a “dirty bomb” is such that mutual aid may be reduced regionally causing emergency operations to focus all available local resources on essential actions related to:

- Relocating people from potential hazard areas to reception areas if time permits;
- Identifying the best available shelter from direct weapons effects for those persons remaining in hazard areas; and/or
- Improving the fallout shelter capability in reception areas by the emergency upgrading of existing buildings and/or by the construction of expedient shelters.

Specific operational concepts and procedures are described in the *Placer Operational Area Radiological Detection and Population Protection Emergency Plan*.

6.3.5 ACTIVATION TRIGGERS

The City of Roseville EOC may be activated when:

- Two or more neighboring cities within the OA proclaim a local emergency;
- Requested by the Director of Emergency Services or alternates;
- When warning information from the county identifies a specific emergency may occur within the city; and/or
- During emergencies within the city that require response from four or more city or county agencies.

6.4 **Action Plan**

6.4.1 INITIAL ACTION PLAN

The primary goals of EOC operations are to:

- Ensure the implementation of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS);
- Bring together all relevant information about the emergency in one place;
- Organize that information in a useful format for the jurisdiction's decision-making body;
- Facilitate the coordination of resources needed to mitigate the effects of the emergency;
- Ensure the timely mitigation of the crisis situation(s); and
- Facilitate the transition from response to recovery.

6.4.2 INITIAL ACTION PLAN OBJECTIVES

To achieve these goals, EOC operations must accomplish the following objectives:

- ❑ Support the needs of the Incident Commander(s) in the field;
- ❑ Ensure the implementation of the SEMS/NIMS;
- ❑ Assemble all relevant information about the emergency in one place;
- ❑ Organize that information in a useful format for the jurisdiction's decision-making body;
- ❑ While assessing the emergency, consider the economic, social and political impacts, and provide the appropriate resources to address them;
- ❑ Coordinate resources needed to mitigate the effects of the emergency;
- ❑ Ensure the timely mitigation of the crisis situation(s);
- ❑ Implement the transition from response to recovery; and
- ❑ Direct all city resources to meet the needs of the citizens through transition from the emergency to stable conditions and through recovery.

6.5 **SEMS/NIMS EOC Organization**

The EOC is organized around the five functions of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS). The five functions include: Management, Operations, Planning, Logistics and Finance. The functional flexibility associated with SEMS/NIMS is particularly useful in EOC operations, as is the MACS concept which emphasizes coordination, incident prioritization, and resource allocation.

Because of its standardized organizational structure and common terminology, SEMS/NIMS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and/or multi-agency response. SEMS/NIMS provides the flexibility to rapidly activate and establish an organizational structure around the functions that need to be performed in order to efficiently and effectively mitigate an emergency.

Consistent with SEMS/NIMS, the EOC organizational structure develops in a modular fashion, based upon the type and size of the incident:

- The EOC staff builds from the top down;
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed; and
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident:
 - The needs of the emergency;
 - The available resources; and
 - Span of control.

6.5.1 POLICY GROUP

The Policy Group function is responsible for ensuring the application of all City of Roseville resources to address the economic, social and political impacts of an emergency.

In the City of Roseville EOC, the Policy function may be activated and include the following:

- City Council
- Director of Emergency Services
- City Attorney

6.5.2 MANAGEMENT

The Director of Emergency Services leads this section and is responsible for the overall management of the EOC operations to address the impacts of an emergency directly upon the county and assessing conditions outside the county, which have the potential for affecting the county resources. The Director of Emergency Services is responsible for the creation of an EOC Action Plan and the overall strategic direction of response, including appropriate mutual aid liaison activities.

When fully activated the Management Staff includes the following functions.

- Director of Emergency Services
- Public Information Officer
- Emergency Preparedness Manager
- Liaison Officer
- Safety Officer
- Other representatives as appropriate, including special districts, as needed



Figure 3: City of Roseville EOC Organization

6.5.3 OPERATIONS SECTION

The Operations Section is responsible to:

- Support field incidents and activities;
- Liaise with mutual aid resources;
- Coordinate incident response assets (in accordance with the approved Action Plan), regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.); and

- Assess the emergency within the city or in nearby jurisdictions that could impact the city's response organizations.

This section is composed of several functional groups, each with its own supervisor. Some or all of the functions may be involved in an incident response. The Operations Section is comprised of the following functions when fully activated.

- Operations Section Chief
- Fire and Rescue
- Law Enforcement
- Public Works
- Care & Shelter
- Electric
- Environmental Utilities

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Operations Section Chief.

6.5.4 PLANNING SECTION

The Planning Section collects and analyzes incident data relating to hazards, damage, operations, and other problems. This section becomes the organizational focus for all information or intelligence relative to the incident or emergency.

This section is responsible for:

- Maintaining current situation status;
- Developing Action Plans, in coordination with the other organizational elements; and
- Working very closely with Operations and Policy/Management to address situation status.

The following functions are the responsibility of the Planning Section.

- Planning Section Chief
- Situation Status
- Resources Status
- Damage Assessment
- Documentation

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Planning Section Chief.

6.5.5 LOGISTICS SECTION

The Logistics Section is responsible for procuring equipment and supplies in support of incident operations. This would include specialized equipment, food and shelter, additional personnel, and utilities.

The following functions are the responsibility of the Logistics Section.

- Logistics Section Chief
- Supply /Ordering
- Facilities
- Communications
- Human Resources

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Logistics Section Chief.

6.5.6 FINANCE SECTION

This section is responsible for the financial management of an operation, including payment for equipment, supplies, and services. It is also responsible for the maintenance of all financial and personnel time-keeping records and for providing administrative support to the EOC.

The following functions are the responsibility of the Finance Section.

- Finance Section Chief
- Cost
- Procurement

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Finance/Administration Section Chief.

6.6 **City of Roseville Responsibilities**

The responsibilities outlined below are assigned to specific city departments or individuals.

6.6.1 ASSISTANT CITY MANAGER

Information Technology

- Maintains the city computer network.
- Supports EOC computer needs including the following needs.
 - Additional computers and printers
 - Network access
 - Technical assistance

Human Resources

- Provide leadership, guidance and counsel on hiring and managing employees.
- Manages benefits program for employees.

6.6.2 PUBLIC WORKS/BUILDING DEPARTMENT

- Provides staff for EOC operations, as needed.
- Assist the American Red Cross in the selection and validation of one or more shelter sites as necessary.
- Assign personnel to the EOC Safety/Damage Assessment and field Damage Assessment Teams (DATs).
- Assess habitability of residences and public facilities, using the ATC-20-2 guidelines for inspection.
- Provide accessibility in the EOC to the following hazard maps: seismic zone, flood plain, etc.
- Staff Local Assistance Center.

6.6.3 CENTRAL SERVICES **Purchasing**

- Provide leadership and guidance in all phases of material utilization.
 - Acquisition
 - Storage
 - Distribution
 - Reutilization
 - Disposal
- Purchase supplies, equipment, and services upon authorized request.
- Provide assistance to city departments in other purchasing matters.
 - Vendor sourcing
 - Product evaluation
 - Specification preparation
 - Inspection and receiving practices
 - Quality control
- Expedite and administer contracts.

 Fleet Services

- Provide leadership and guidance in all phases of fleet management.
 - Acquisition of vehicles
 - Maintenance
 - Disposal
- Purchase supplies, equipment, and services upon authorized request.

6.6.4 CITY ATTORNEY

- Staff the Policy/Management Section of the EOC and act as Legal Advisor to the Director of Emergency Services during emergencies and disasters.
- Draft emergency proclamations and ordinances for the City Council.
- Assist in the preparation and execution of contracts for emergency services and equipment.
- Represent the city in the event of suits, claims, or other legal actions resulting from official acts performed under emergency laws and/or provisions.

6.6.5 CITY CLERK

- Ensure the preservation of essential city documents.
- Assist departments with the preservation of essential city documents threatened by an emergency.
- Provides staff for the Rumor Control function.

6.6.6 CITY COUNCIL

- Enact ordinances and other legislation required to respond to and recover from disasters and emergencies affecting the city.
- Evaluate and approve requests for emergency expenditures and/or acquisition of services and resources for emergency response and recovery.
- Declare, ratify or terminate the appropriate declaration of a Local Emergency.

6.6.7 CITY MANAGER **Executive Staff**

- Ensure the continuity of government.
- Authorize alternate staffing plans.
- Authorize expenditures.
- Keep City Council informed.
- Coordinate with other organizations internal and external to the City.
- Forecast and resolve policy issues.
- Support logistical needs of the field response organizations.
- Coordinate response with adjacent jurisdictions.
- Support the Public Information Officer and approve releases.
- Direct departmental activities.
- Staff the EOC.

 Public Information Officer

- Disseminate accurate and timely instructions and emergency information to the public.
- Respond to media inquiries and calls from the public.
- Coordinates with Rumor Control.
- Establish a Media Center for use by representatives of the print and electronic media.
- Establish a Public Information component of the EOC or a Joint Information Center (JIC), if indicated.

6.6.8 DISPATCH CENTERS (PUBLIC SAFETY ANSWERING POINTS)

- Dispatch appropriate jurisdictional emergency response personnel.
- Notify other emergency response personnel and agencies, as requested and/or required.
- Monitor communications among responding and involved agencies.
- Support EOC communications with field forces, including status reports and requests for information.

6.6.9 FIRE DEPARTMENT

- Provide staff for EOC operations, as needed.
- Provide set up staff for EOC.
- Mobilize and deploy fire resources and coordinate fire suppression, related rescue operations and hazardous materials management.
- Perform and coordinate rescue operations and responses to medical emergencies.
- Coordinate and initiate fire safety measures appropriate to the mitigation of fire hazards.
- Perform containment activities necessary to confine a hazardous material(s) to the immediate area and prevent further contamination, if these actions can be performed safely within the capabilities of first responders.
- Provide field treatment, field decontamination, and transport for patients (for those agencies which provide emergency medical/transport services).
- Assist in alerting and warning the general public.
- Provide GIS support.
- Assist law enforcement agencies with traffic and perimeter control activities, as needed.
- Assist law enforcement agencies with search and rescue efforts, as needed.
- Coordinate heavy rescue operations with other agencies.
- Establish and maintain communications with the Operational Area Fire and Rescue Coordinator.
- Report damage and other vital information, including road closures, bridge failures, collapsed buildings, and casualty estimates to Emergency Operations Center.

6.6.10 FINANCE DEPARTMENT

- Provide staff for EOC operations, as needed.
- Maintain records according to the standards set by the City Council.
- Support the Finance/Administration Section of the EOC.
- Coordinate with the City Manager for the management and handling of disaster recovery costs and operations.
- Comply with state and federal disaster assistance regulations.

6.6.11 POLICE DEPARTMENT

- Provide staff for EOC operations, as needed.
- Coordinate actions to ensure law and order.
- Enforce routine and emergency rules and regulations.
- Mobilize, organize, and deploy personnel for traffic and crowd control operations.
- Assist in alerting and warning the general public.
- Provide animal control services.
- Report damage and other vital information, including road closures, bridge failures, collapsed buildings, and casualty estimates to Emergency Operations Center.
- Manage evacuations.
- Provide security and crowd control at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, and other key facilities.

- Protect critical facilities and supplies.
- Coordinate with Sheriff for coroner services.
Establish and maintain communications with the Operational Area Law Enforcement Coordinator.
- Arrange for the boarding of animals for individuals displaced by an emergency or disaster event, including those brought to mass care facilities.
- Coordinate veterinary care operations during and after disasters.
- Manage the disposition of animals as needed, in coordination with the Agricultural Commissioner and Fish and Game.
- Reunite owners of animals separated by an emergency or disaster event.

6.6.12 PARKS AND RECREATION

- Manage park facilities and grounds.
- Manage recreation program for residents.
- Manage libraries and grounds.

6.6.13 PLANNING DEPARTMENT

- Provide staff for EOC operations, as needed.
- Maintain the 100 year flood zone maps.
- Provide assistance to the safety assessment and damage assessment teams with locating parcel information maps.
- Provide assistance in identifying locations where significant damage may have occurred and require infrastructure evaluation.
- Provide input on where debris may be placed following facility demolition, including staging locations or permanent disposal.
- Provide GIS support.
- Make available listings of properties (parcel information).

6.6.14 PUBLIC WORKS DEPARTMENT

- Provide staff for EOC operations, as needed.
- Provide personnel and resources for road closures and traffic diversion, if required.
- Establish traffic control zones.
- For certain non-hazardous materials affecting locally maintained roadways (e.g., petroleum products, gasoline, diesel fuel, or oil), provide personnel and resources necessary for product abatement and disposal.
- Provide technical assistance for interpreting weather-related data and its impacts in the city.
- Document damages through:
 - Photographs;
 - Notes of observations; and
 - Print outs of computer-generated data.
- Plot disaster-related information on maps.
- Provide the EOC Planning/Intelligence Section with geographic displays of disaster-related information for documentation purposes, preparation of EOC Action Plans, and briefings
- Monitor and assess weather and stream data.
- Maintain the 100-year floodplain maps

6.6.15 ELECTRIC

- Provide Electricity to the City of Roseville.
- Monitor available energy sources.

6.6.16 ENVIRONMENTAL UTILITIES

- Provide waste water treatment.
- Provide drinking water.
- Immediately notify proper authorities in the event of incidents affecting waterways under their jurisdiction.
- Provide remedial actions when a hazardous material affects water sources and/or distribution systems.
- Assist in product analysis.
- Issue warnings or advisements to customers.

6.7 Local Support Agency Responsibilities6.7.1 WATER AND SEWER DISTRICTS/DEPARTMENTS

- Provide:
 - Representative to Operational Area EOC;
 - Technical expertise; and
 - Special equipment.

6.7.2 SIERRA-SACRAMENTO VALLEY EMS AGENCY

- Support coordination of pre-hospital care issues.
- Assist the Operational Area Medical and Health Coordinator.

6.7.3 FEDERAL BUREAU OF INVESTIGATION (FBI)

The FBI is the Lead Federal Agency (LFA) in the event of an actual or threatened act of terrorism. As the lead agency for crisis management, the FBI will implement a Federal crisis management response. As LFA, the FBI will designate an On-Scene Commander (OSC) to ensure appropriate coordination of the overall United States Government response with Federal, State and Local authorities until such time as the Attorney General transfers the LFA role to FEMA. FEMA serves as the LFA for coordination of the consequence management phase of the incident.

6.8 Placer County Responsibilities6.8.1 ANIMAL SERVICES

- Arrange for the boarding of animals for individuals displaced by an emergency or disaster event, including those brought to mass care facilities.
- Coordinate veterinary care operations during and after disasters.
- Manage the disposition of animals as needed, in coordination with the Agricultural Commissioner and Fish and Game.
- Reunite owners of animals separated by an emergency or disaster event.

6.8.2 HEALTH AND HUMAN SERVICES DEPARTMENT□ **Environmental Health Division**

- Respond to hazardous materials incidents with the Hazardous Materials Response Team as Technical Representatives.
- Represent the Placer County Health Officer at the scene of hazardous materials incidents.
- Provide Incident Commander with assistance and information regarding:
 - Threats to public health and the environment
 - Clean-up and disposal procedures for hazardous materials
- Assist in identification, categorization, and analysis of unidentified substances.
- Access the Emergency Reserve Account for Hazardous Materials Incidents (Cal-Superfund) administered by the State Department of Health Services Toxic Substances Control Program.
- Establish criteria for cleanup and disposal of hazardous materials.
- Oversee and supervise clean-up of hazardous materials incident sites.
- As the Health Officer's representative, declare evacuated areas safe for re-entry by the public.
- Ensure California Hazardous Materials Incident Report System (CHMIRS) forms are completed for each hazardous materials incident.
- Procure and distribute appropriate supplies essential to emergency response or cleanup.
- Participate in field Safety Assessment Teams, as needed.

□ **Mental Health Division**

- Coordinate Critical Incident Stress Debriefings and mental health counseling for responders and victims.
- Coordinate with appropriate state and federal mental health agencies.

□ **Public Health Division**

- Via Health Officer:
 - Issue health advisories or declare public health emergencies if indicated.
 - Declare evacuated areas safe for re-entry by the public.
 - Serve as the Operational Area Health and Medical Mutual Aid Coordinator.
 - Coordinate disaster medical care operations within the Operational Area.
 - Coordinate medical mutual aid activities.
 - Coordinate the allocation and/or use of necessary medical services and supplies.
 - Private health facilities and professionals
 - Pharmaceuticals
 - Vaccines
 - Blood products

- Coordinate pre-hospital needs with Sierra-Sacramento Valley Emergency Medical Services Agency.
- Coordinate with appropriate state and federal public health agencies.

□ **Public Health Laboratory**

- Monitor and test for diseases.
 - Large human populations for communicable diseases
 - Food for the presence of communicable disease agents
 - Water supply for drinking
- Provide surveillance of wild animal populations for diseases transmittable to humans.
- Support 24 hour testing where appropriate.

□ **Human Services Division**

- Coordinate the activation of shelters and mass care facilities.
- Coordinate shelter management and operations with the American Red Cross.
- Coordinate with appropriate state and federal social services agencies.
- Coordinate emergency financial aid at Local Assistance Centers.

6.9 Non Government Support

Local, state, and federal response to an emergency may be augmented by non-governmental agencies and volunteers.

6.9.1 AMERICAN RED CROSS (ARC)

- Provide relief for persons affected by disaster, including serious hazardous materials emergencies.
 - Food, clothing, and lodging
 - Supplemental medical and nursing assistance
 - Family services
 - Rehabilitation services
- Assist Local Government with warning and protective actions (evacuation and shelter-in-place operations), as requested.

6.9.2 SALVATION ARMY

The Salvation Army may provide any of the following services.

- Relief for persons affected by the disaster
- Mobile feeding for victims and emergency workers
- Emergency housing
- Medical assistance
- Referrals to appropriate government and private agencies for special services required by victims

6.9.3 BUSINESS AND INDUSTRY

- Throughout the duration of an emergency, provide the Incident Commander with the following information.

- Any conditions within the facility which may affect emergency response
- On-site monitoring for extent of damage
- Causation
- Technical advice
- In accordance with § 25503 H&S et seq. and CCR Title 19, develop contingency plans for hazardous materials emergencies within assigned facilities.

6.9.4 PRE-HOSPITAL EMERGENCY MEDICAL SERVICES PROVIDERS

□ **Ground Transport Ambulance Companies**

- When requested by an Incident Commander:
 - Respond to incidents having casualties and/or fatalities;
 - Support operations; and
 - Provide field triage, treatment and transport, as indicated.

□ **Air Transport Ambulance Companies**

- When requested by an Incident Commander:
 - Respond to incidents having casualties and/or fatalities;
 - Support operations; and
 - Assist with field, treatment and transport, as indicated.

6.9.5 HOSPITALS

- Provide definitive treatment, as indicated.
- Develop decontamination procedures and capabilities.
- Advise emergency services personnel in the field on patient triage and treatment protocols, including decontamination methods, when necessary.

7.0 **MUTUAL AID**

The foundation of California's emergency planning and response is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever local resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. This Act created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive assistance whenever it is needed. Mutual aid is based upon the rendering or reception of mutual aid resources and assistance in response to an emergency. In general, jurisdiction "A" provides assistance to another jurisdiction with the knowledge that in turn, jurisdiction "A" will receive assistance when needed in response to a disaster.

7.1 **Mutual Aid Agreements**

The City of Roseville is a participant in the following mutual aid agreements.

- California Master Mutual Aid Agreement
- Law Enforcement Mutual Aid Agreement
- Fire and Rescue Mutual Aid Agreement
- Public Works Mutual Aid Agreement
- Placer Operational Area Agreement

7.2 Mutual Aid Procedures and Coordination

The procedures to request mutual aid are outlined in Part 2, Procedures, of the Emergency Operations Plan.

8.0 PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly affect the City of Roseville's emergency operations and recovery efforts. For this reason, the Placer Operational Area Office of Emergency Services will make emergency preparedness information from state and federal sources available to the Operational Area member jurisdictions and the citizens of the City of Roseville.

The State of California, Office of Emergency Services (OES) provides the following public education campaigns.

April	Earthquake Preparedness
May	Hazard Mitigation
June	Fire Prevention
August	Landslide Awareness
October	Flood Preparedness
November	Winter Preparedness

The City of Roseville will obtain the appropriate materials from State OES and other sources. This information will be made available to its citizens.

8.1 Emergency Public Information

Emergency Public Information (EPI) is a priority of utmost importance during emergencies and disasters. The Management Annex in Part 3 of the EOP describes the City of Roseville EPI organization and prescribes procedures for:

- The dissemination of accurate and timely instructions and information to the public during periods of emergency;
- Response to media inquiries and calls from the public;
- Establishment of a 24 hour EPI contact point; and
- Establishment of a Public Information Officer function of the EOC.

8.2 EPI Assumptions

- The general public will demand information about the emergency situation and instructions on proper survival/response actions;
- The media will demand information about the emergency:
 - The local media, particularly radio, will perform an essential role in providing emergency instructions and periodic updates to the public;
 - Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media may also demand

- information and may play a role in reassuring (or alarming) distant relatives of disaster victims; and
- Depending on the severity of the emergency, telephone communications may be sporadic or impossible.
- Local and regional radio/television stations without emergency power may also be off the air;
- Telephones may be inoperative; and/or
- The emergency organization will become overwhelmed by the demand for information if sufficiently trained staff is not available.

9.0 POST DISASTER RECOVERY

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of pre-disaster lives. Typically, there will be a need for such services as:

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

The City of Roseville can help individuals and families recover by ensuring that these services are available and by seeking any additional resources needed. Recovery occurs in two phases: short-term and long-term.

9.1 Short Term Recovery

Short-term recovery operations will begin during the response phase of the emergency. Short-term recovery operations will include all the agencies participating in the Operational Area. The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup; and
- Orderly and coordinated restoration of essential services (electricity, water, and sanitary systems).

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

Short-term recovery includes activities that support the recovery of the following services.

- Utility restoration
- Expanded social, medical, and mental health services
- Re-establishment of City of Roseville government operations
- Transportation routes access
- Debris removal
- Cleanup operations
- Abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Placer County Human Assistance Division will coordinate and conduct

Critical Incident Stress Debriefings for emergency response personnel and victims of the disaster event.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City and other jurisdictions will provide shelter for disaster victims until housing can be arranged.

The City of Roseville will ensure that debris removal and cleanup operations are expedited. On the basis of the City and other Operational Area jurisdictions' assessments, structures that pose a public safety concern will be demolished.

9.2 Long Term Recovery

The major objectives of long-term recovery operations include activities for the following services.

- Coordinated delivery of social and health services
- Improved land use planning
- Improved City of Roseville Emergency Operations Plan
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Effective integration of mitigation strategies into recovery planning and operations
- Restoration of essential services and infrastructure

The City of Roseville, in coordination with special districts that provide emergency services, will handle the long-term recovery activities. Changes to the City EOP will be coordinated with all agencies that provide emergency response services in the city. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the Operational Area agencies and jurisdictions.

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

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. All jurisdictions within the Operational Area, including special districts, will strive to restore essential facilities to pre-disaster condition by retrofit, repair or reconstruction during long-term recovery operations. Recovery programs will also be sought for individual citizens and private businesses. The City's and other Operational Area jurisdictions' redevelopment agencies will play a vital role in rebuilding commercial areas.

10.0 AFTER ACTION REPORTING

According to CCR §2450, the SEMS/NIMS regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After Action Report to State OES within 90 days of the close of the incident period.

At a minimum an After Action Report provides the following information.

- Response actions taken
- Application of SEMS/NIMS
- Suggested modifications to SEMS/NIMS
- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

See Part Two, Section 10.0 for more detailed information.

11.0 PLAN DEVELOPMENT AND MAINTENANCE

11.1 Plan Development

- The EPM has primary responsibility for developing, reviewing, and updating this plan on a regular basis.
- Input will be solicited from those individuals, jurisdictions and agencies having assigned responsibilities under this plan.

11.2 Plan Review and Maintenance

- The City of Roseville departments and other agencies providing emergency response within the city will review this plan at least annually in association with the Multi Hazard Mitigation Steering Committee. Any changes resulting from the annual review will be published and distributed to jurisdictions and agencies holding this plan.
- Every five years, this plan, in its entirety, will be reviewed by the EPM in association with the Multi Hazard Mitigation Steering Committee, updated, republished, and redistributed, if necessary.
- This plan may be modified as a result of post-incident analyses and/or post-exercise critiques:
 - Proposed changes shall be submitted in writing to the EPM; and
 - These changes shall be published and distributed to jurisdictions and agencies holding this plan.
- This plan may also be modified any time responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change:
 - Those jurisdictions and agencies having assigned responsibilities under this plan are obligated to inform the EPM when changes occur or are imminent; and
 - These changes will be incorporated into this plan, published, and distributed to jurisdictions and agencies holding this plan.

12.0 EVALUATION AND TRAINING**12.1 Evaluation**

- The City of Roseville EPM will coordinate and facilitate post-incident analyses and critiques following emergencies and exercises, respectively.
- An After Action Report may be prepared by the City of Roseville EPM and distributed to those jurisdictions and agencies involved in the emergency or exercise.

12.2 Training

- The City of Roseville EPM will notify holders of this plan of training opportunities associated with emergency management and operations. Individual jurisdictions and agencies are responsible for maintaining training records.
- This plan will be exercised regularly. The City of Roseville EPM will conduct emergency preparedness exercises, in accordance with its annual exercise schedule.
- Jurisdictions and agencies having assigned responsibilities under this plan must ensure assigned personnel are properly trained to carry out these responsibilities.

City Of Roseville
EMERGENCY OPERATIONS PLAN

BASIC PLAN - PART ONE

ATTACHMENTS

BASIC PLAN PART 1 -ATTACHMENTS

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1.0 SEMS/NIMS FUNCTIONS

The following table identifies which department has the primary (P) or support (S) responsibilities to fulfill the functions assigned in the Emergency Operations Plan (EOP). Specific individuals assigned a duty in the Emergency Operations Center and EOP are listed in Attachment 2.

P = Primary Responsibility

S = Support Responsibility

Functions	Elected Officials	Environ. Util.	Electric	City Clerk	City Manager	Ast City Manager	Central Svcs	City Attorney	City Clerk.	Comty Develop.	Finance	Fire	Park and Rec	Planning	Police	Public Works	Utilities	Haz Mat	Health/Med	Ofc Emg Svcs.	Social Svcs	Animal Svcs	Coroner	School Dist	ARC	State/Federal
	Policy Group	P				S	S		S				S			S										
Management																										
Management					P	S																				
Alerting and Warning						S						S	S		P	S	S		S	S						S
Public Information					P			S												S						
Vital Records				S	S				P						S											
Legal Advice								P												S						
Operations																										
Operations Chief												S			P	S										
Law Enforcement								S							P					S			S	S		S
Evacuation					S		S					S	S	S	P	S		S	S	S	S	S	S	S		S
Fire and Rescue												P			S					S						S
Flood Control/Weather		P																								
Haz Mat												P			S	S		S	S	S						S
Radiological												S						P	S	S						S
Medical/Public Health												S	S						P							S
Coroner															S								P			
Potable Water		P																								
Public Works														S		P	S									S
Utilities			P	P												S	P									
Care & Shelter					S								S						S	S	S	S		S	S	
Planning																										
Planning Chief										S					P					S						
Situation Status							S		S	S	S	S	S	P	S	S		S	S	S	S	S	S	S	S	S
Resource Status						S	S				S	S	S	P	S	S		S					S			
Documentation					S			S	P			S	S	S	S	S			S	S		S	S			
Logistics																										
Logistics Chief							P																			
Supply/Ordering							P																			
Human Resources					P																					
Facilities							P						S													
Fleet Maintenance							P																			
Communications					P						S			S	S				S							
Finance																										
Finance Chief					S			S			P															
Cost											P	S	S			S										
Procurement					S		S	S			P	S	S			S										

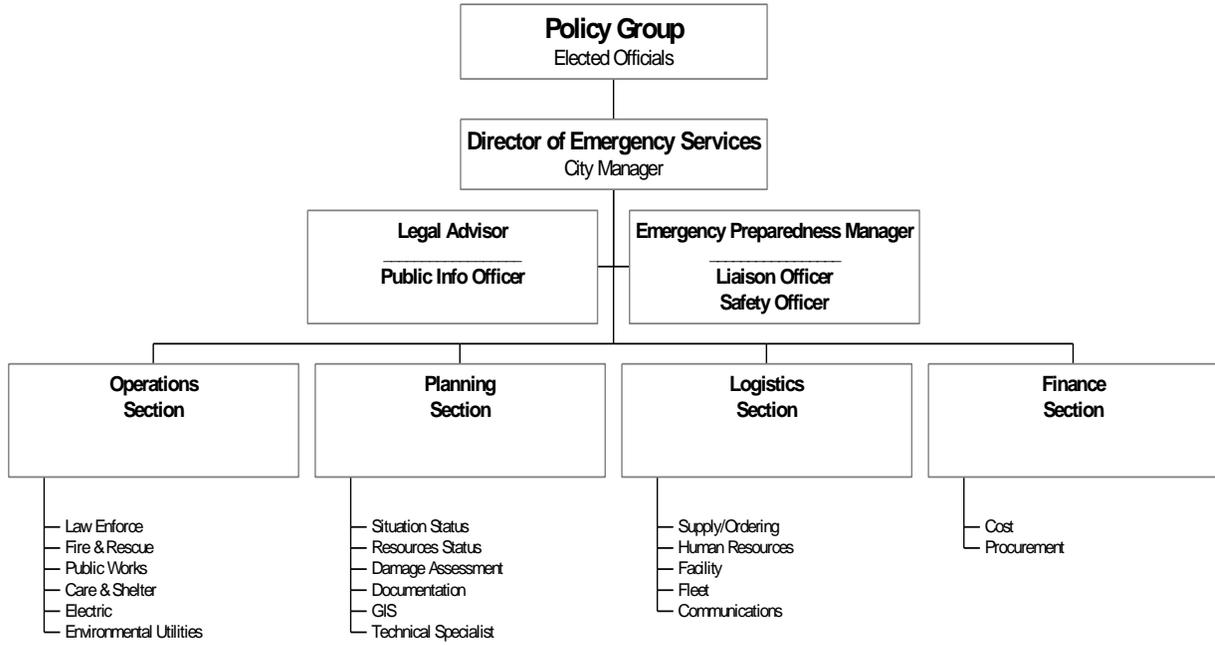
2.0 EOC ASSIGNMENTS

The following table is to be filled in with the job title of the person that will be assigned the specific function in the Emergency Operations Center. The primary assignment is for the person that would initially act in the position during an emergency. The Alternate is the person that would replace the primary if the emergency exceeds the first operational period, or act immediately if the primary person is unavailable. The Backup Assignment is identified to relieve the alternate if the emergency exceeds the operational period, or if the alternate is not available.

The following are initial suggestions only and should be modified.

Function	Primary Assignment	Alternate Assignment	Backup Assignment
Management Section			
EOC Director	City Manager		
Legal Advisor	City Attorney		
Public Info Officer	City PIO		
Emergency Preparedness Manager	Emergency Preparedness Manager		
Liaison Officer	Deputy City Manager		
Safety Officer	Risk Manager		
Operations Section			
Operations Section Chief	Assigned at the time of the emergency, depending on the type of emergency. The candidates include the Police Chief, Fire Chief and Public Works Director.		
Law Enforcement	Police Chief		
Fire and Rescue	Fire Chief		
Public Works	Public Works Director		
Electric	Electric Department Dir.		
Care & Shelter	Parks and Rec Director		
Environ. Utilities	Environmental Util. Dir		
Planning Section			
Planning Section Chief	Planning Director		
Situation Status	Planning staff		
Resource Status			
Damage Assessment	Planning staff		
Documentation	Planning staff		
GIS	Fire GIS		
Logistics Section			
Logistics Section Chief	Central Services Director		
Supply/Ordering	Central Service staff		
Facilities	Central Service staff		
Fleet	Central Service staff		
Human Resources	Human Resource Director		
Communications	Information Technology		
Finance Section			
Finance Section Chief	Finance Director		
Cost	Finance		
Procurement	Finance		

EOC Position Organization



4.0 PRESERVATION OF ESSENTIAL RECORDS

4.1 Definition

Preservation of the essential or vital records of the city is critical to conducting emergency operations in the event of a disaster and to restoring the day-to-day operations of the city following a disaster:

- (1) In addition, certain records contain information that document and protect the rights and interests of individuals and government.
- (2) These latter records must also be protected and preserved.

Typically, essential city records comprise only about 5% of all the records of the city and meet one or more of the following criteria:

- (1) Records necessary to conduct emergency operations may include the following categories.
 - Utility systems maps
 - Locations of emergency supplies and equipment
 - Emergency operations plans and procedures
 - Lists of regular and auxiliary personnel
- (2) Records required to restore day-to-day city operations may include the following categories.
 - Constitutions and charters
 - Statutes
 - Ordinances
 - Resolutions
 - Court records
 - Official proceedings
 - Financial records
- (3) Records necessary for the protection of rights and interests of individuals and government, which may include the following categories.
 - Vital statistics recorded by the City Clerk
 - Land and tax records
 - License registers
 - Articles of incorporation

4.2 Preservation Methods

The first step in preserving essential city records is to identify the source, location, and which department is designated as the official record holder for this record. Vital records typically appear on an approved records retention schedule for each city department.

Each department and the City Clerk typically maintain the approved records retention schedules. The schedules should be among the first documents reviewed in restoring city operations following the occurrence of a disaster.

4.3 Security Measures Used to Protect Essential Records

Essential city records may be protected at any point in the life cycle (e.g., from creation to final disposition). Typically, the City Clerk will assist departments in identifying and planning the appropriate method of protecting such records. The City Clerk will determine the appropriate method of managing the essential records, including:

- (1) Determining the appropriate time and method of protection involves many considerations, including the resources of the department and other factors unique to the department.
- (2) Acceptable methods of preserving essential records may include the following methodologies.
 - (a) Media – Whether to store materials as hard copy, on microfiche, computer disc, etc.
 - (b) Dispersal - Maintaining records in two different City facilities.
 - (a) Duplication - Essential records are duplicated on a scheduled basis and held for the purpose of reconstructing such records at any time, with the least amount of effort and cost.
 - (c) On-site storage - Essential records are stored on-site in fire resistant containers, file cabinets, safes, vaults, and or fire rooms designed for preservation of vital records.
 - (d) Off-site storage: Stored off-site in facilities specifically designed to preserve and make available such records when needed. These may be commercial sites.
- (3) Current Storage Facilities
 - (a) The City Manager and City Clerk are aware of the off-site storage location.
 - (b) Typically, the City Clerk is storing all official records and vital statistics, which may include the following records.
 - City Council and successors
 - City Personnel
 - City Attorney
 - Law Enforcement
 - (c) As departments create records, documents considered essential City records will be identified and preserved by the methods indicated above. Records from other departments are backed-up and stored as determined by the City Clerk.
- (4) City Archives:
 - (a) The City has also established a City Archives for the preservation and permanent retention of documents and information of historic value.
 - i. The Archive is not specifically designed to store essential City records, but it does contain records that may serve the following areas.
 - Protect the rights of individuals and government
 - Document the development of the City, its organizational structure and decisions made by its governing body

- ii. Such records may, therefore, be used to restore City operations following disasters by documenting actions of the governing body and from other information contained in the Archives.
- (b) The City Archive includes, but is not limited to the backup tapes on the computer network managed by Information and Technology.
- (c) The City Clerk can advise departments and other officials as to the suitability of storing essential City records.

5.0 CITY OF ROSEVILLE MAP



6.0 HAZARD ANALYSIS

6.1 Earthquakes

The area is traversed by a series of faults associated with the Sierra Nevada uplift and referred to as the *Mother Lode Belt*. In the past, relatively strong earthquakes, up to magnitude 6.9, have occurred in the vicinity of Colfax and Truckee. Damage from earthquakes has been minimal due to the remoteness of the affected area and lack of significant population. Although earthquakes present a threat to every community in California, major earthquakes have not been centered in the vicinity of the City of Roseville. An earthquake of magnitude 6.9 or greater could cause substantial injuries and damage if it were to occur in populated areas of the county or ski areas subject to avalanches.

Earthquakes may also cause the following collateral emergencies.

- Dam and levee failures
- Hazardous materials incidents
- Utility disruptions (power, gas, and water)
- Fires
- Transportation emergencies
- Avalanches and landslides

6.2 Floods and Dam Failures

6.2.1 CREEK FLOODING

The City of Roseville is located within portions of two major drainage basins: The Pleasant Grove Creek Basin and the Dry Creek Basin. There have been no reports of structural flood damage along Pleasant Grove Creek and there are presently no structures subject to flooding within the Pleasant Grove Creek basin. Therefore the focus of the flood problem is in the Dry Creek Basin. Seven creeks and streams, draining the 80-square-mile Upper Dry Creek Basin, pass through and join within the city limits of Roseville. Upstream flows, generated within Placer County, enter Roseville's creeks and tributaries from the east and north. Picking up additional storm water runoff, the creek systems flow in a west-southwestern direction through Roseville.

Flooding within Roseville is associated with storm water runoff exceeding creek and storm drainage capacities. As a result, flooding in the city is generally confined to limited areas of low elevation adjacent to creek systems, or low elevation depressions in topography with little or no drainage outlet

Reports of flooding along Dry, Antelope, Cirby, and Linda Creeks have been recorded from the 1930s to present time. Correspondence between the U.S. Army Corps of Engineers and the City of Roseville dating back to the 1930s indicated a need for establishing flood control measures along the Dry, Cirby and Linda Creeks. Recent flooding that resulted in property damage has occurred about every 3 to 5 years since 1950, except for the period from 1973 to 1981 when no significant flooding was reported. Until recently, the largest flood on record took place in February 1986, causing substantial damage to property. This flood was considered to be a 70 to 100 year event, depending on location. However, in January 1995, the city was subject to flooding that exceeded the 1986 flood event on most streams in Roseville and that is now considered to be the flood of record.

6.2.2 DAM FAILURES

Dam failure is the collapse or failure of an impoundment that causes downstream flooding. The causes of dam failure include storms, earthquakes, piping (internal erosion caused by embankment and foundation leakage), and erosion. The principal consequences of dam failure are injury, loss of life, and property damage downstream of the failure. Placer County has experienced two dam failures, both resulting from excessive run-off:

- The Hell Hole Dam (1965), which failed while under construction, destroyed two bridges, including the Highway 49 bridge; and
- Auburn Cofferdam (1986), a temporary restraining dam built to allow construction on the never-completed Auburn Dam, failed during the 1986 floods.

Folsom Dam is the only dam that provides any element of “Dam Failure” exposure to the City of Roseville. Even though the failure of the dam itself would not threaten the City, Folsom Dam’s containment Dikes 1 through 6 along the Western shore of Folsom Lake would have the potential of impacting the City if they failed at flood stage. It is very unlikely that there will be a failure of Folsom Dam’s Dikes but since the impacts are high, it is being addressed in Roseville’s EOP.

Of Folsom Dam’s Dikes, Dikes No. 5 and 6 would have the highest probable impacts to the City, with the potential of affecting thousands of people in Roseville. Significant flooding could result within the southern portion of Roseville, should there be a failure. This would impact the Linda Creek, and Cirby Creek Watersheds and eventually most of the Dry Creek Watershed downstream of Roseville.

The United States Bureau of Reclamation (USBR) operates Folsom Dam and its dikes. They are responsible for preparing, updating and administering the Folsom Dam Standard Operating Procedures (SOP). The plan describes the required frequency for dike inspections. The frequency of inspection is based on the height of Folsom Lake. Incorporated in the Folsom Dam SOP is the Folsom Dam Emergency Action Plan (EAP). The plan provides a checklist for dike inspections and steps to take if a problem is found. The Folsom Dam EAP has identified three Response Levels. Once USBR has detected something unusual that could progress into a potential threat, the EAP directs the USBR to notify the Placer County Office of emergency services and City of Roseville of the problem at each Response Level. Only if the USBR feels that there will definitely be life-threatening flood waters released, will they activate Response Level III and recommend evacuation of properties downstream. When Response Level III is activated, the USBR will provide the City with the estimated time to failure.

Once a level III has been determined, the USBR has estimated that they will be able to give between 1 to 48 hours advance notice of a dike failure depending on the type of failure (1 hour if the dam is at flood stage and there is a Seismic event that damages the dike). Arrival time of the flood’s leading edge to Roseville’s East boundary is about 1 to 1.5 hours after the dike fails. This will give a minimum of 2 to 2.5 hours and a maximum of two days to evacuate the threatened area. The Placer County Dam Failure Contingency Plan (PCDFCP) indicates that about seven hours advance notice is most likely. Depending on the amount of advance notice and the condition of the lake at the time, the Director of Emergency Services (DES) will determine the best approach for evacuating the affected area. Warning and evacuation procedures as described in the EOP will be used. USBR has provided Roseville with projected inundation areas maps, flood elevations, and estimated arrival times for the flood’s leading edge, that are kept in the EOC. These inundation maps are part of the USBR-FDEAP and are a key element in

determining where to focus the City's warning and evacuation efforts. As such, they are included in this EOP by reference.

Note: The USBR inundation areas maps are assuming the "Worst Case Scenario" as defined by the USBR. This would be when Folsom Lake is at "Full Pool" elevation when the dike completely failed. It is important to understand the existing conditions of the lake and the type of failure to truly project the affected area. The true area of inundation should not be any greater than that shown on the maps and may be less depending on the lake elevation.

Folsom Dam is considered a high-hazard Dam by both the California Office of Emergency Services (COES) and by the Federal Emergency Management Agency's (FEMA) Dam Safety Office. As such, USBR is required to inspect the safety and operational status of all of Folsom Dam's facilities regularly and submit inspection reports to the COES. These reports must also be shared with all impacted agencies. This does include the City of Roseville.

As part of the FDSOP, the USBR routinely verifies communications with Roseville and keeps the City apprised of any new changes to the USBR-FDEAP that might affect Roseville's operation. The USBR is the lead agency to deal with problems with Folsom Dam and its dikes. As such, it is important for the DES to contact the USBR monthly to verify communications and for the City to participate in various workshops or exercises put on by the USBR for Folsom Dam. A dike failure exercise will also be performed routinely as part of the City's annual EOP exercise.

6.3 Landslides

The term *landslide* is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock, and vegetation under gravitational influence. Although landslides are primarily associated with steep slopes, they may also occur in areas of generally low relief and occur in the following ways.

- Cut-and-fill failures (highway and building excavations)
- River bluff failures
- Lateral spreading landslides
- Collapse of mine-waste piles
- Failures associated with quarries and open-pit mines

Landslides tend to occur with the greatest frequency, however, on steep slopes adjacent to transportation routes. Interstate 80 east of Colfax and State Route 49 south of Auburn are frequently affected areas.

Landslides may be triggered by both natural and human-induced changes in the environment. The geologic history of an area, as well as activities associated with human occupation, directly determines, or contributes to the conditions that lead to slope failure. The causes of slope instability may include the following conditions.

- Inherent, such as weaknesses in the composition or structure of the rock or soil
- Variable, such as heavy rain, snowmelt, and changes in groundwater level
- Transient, such as seismic or volcanic activity
- Due to new environmental conditions, such as those imposed by construction activity

6.4 Severe Weather

Severe weather is a general term for a wide range of extreme weather conditions.

- Thunderstorms
- Tornadoes
- Heavy precipitation
- Severe snowstorms
- High winds
- Extreme heat
- Extreme cold
- Drought

The City of Roseville may be affected by all of the aforementioned types of severe weather.

Severe snowstorms usually affect the mountainous areas of the county above 2,000' elevation. However, accumulations of several feet of snow have been seen as low as 1000' (1990). Conversely, tornadoes, though a relatively rare occurrence in Placer County, usually affect the lower elevations in the western portion of the county.

Severe weather may cause a variety of damage, depending on the type of severe weather in question. Damage may range from temporary power and utility outages due to thunderstorm activity to the sometimes- significant destruction wrought by tornadoes.

In the aftermath of winter storms, the weight of snow can cause structural failures. Other types of severe weather, such as drought, can have long-term political and economic repercussions.

6.5 Wildland Fires

From May to October of each year, the Placer County area faces a serious wildland fire threat. Virtually all of the Placer Operational Area is susceptible to wildland fires and the mountainous areas from Auburn to Lake Tahoe are particularly vulnerable.

The region's climate and topography are conducive to wildland fires. Due to its rugged terrain, highly flammable timber and brush-covered lands, and long, dry summers, most of Placer County has been designated *extreme* or *high hazard* based on the California Department of Forestry and Fire Protection's *Fire Hazard Severity Scale for California Wildlands*. The far western portion of the county is relatively flat with light fuel loading and has consequently been designated a *moderate hazard*. High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires in the Operational Area.

6.6 Human-caused (Technological) Hazards

6.6.1 CIVIL DISORDERS AND RIOTS

Civil disorder include incidents intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety, these incidents are generally associated with controversial political, judicial, or economic issues and/or events and may occur at any time of the year, although statistics indicate they are more frequent during the summer months. While the City of Roseville does not have a history of civil disorder or rioting, large public gatherings, often associated with concerts or sports events, have overburdened local law enforcement and fire protection resources in the past.

The effects of civil disorders/riots are varied and on the type of event, its severity, scope, and duration. Essential services (e.g., electricity, water, public transportation, communications, etc.), may be disrupted, or property damage, injuries, and loss of life may occur.

Certain facilities may be at risk more than others during civil disorders, including:

- Federal. State and Local government buildings;
- Schools and colleges;
- Utilities; and
- Correctional facilities.

6.6.2 HAZARDOUS MATERIALS INCIDENTS

A hazardous material is any material, which is explosive, flammable, combustible, poisonous, corrosive, reactive, radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses to public health, safety, and the environment. A hazardous materials incident involves the uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport.

A hazardous materials incident may be an act of terrorism. In this event, law enforcement agencies must be notified (local law enforcement and the FBI) and the appropriate efforts to preserve any potential evidence must be undertaken to assure its use in any criminal prosecution.

Hazardous materials incidents may occur anywhere and at any time in the City of Roseville. The potential for a hazardous materials incident depends on the volume, transportation, distribution, and/or use of chemicals and other hazardous substances in a particular area. In general, the likelihood of a hazardous materials incident is greatest in the following areas:

- Transportation Routes: Highways, railways, pipelines, commercial and military aviation routes constitute a major threat because of the multitude of chemicals and hazardous substances transported along them. Interstate 80 and State Routes 49, 65, 89, 174, 193, and 267 are areas of concern, as are the Union Pacific railroad tracks, which roughly parallel I-80 and SR 65.
- Pipelines transport an assortment of liquid fuels under pressure. The route to Chico travels from the tank farm in Rocklin, through residential areas to Chico. The trans-Sierra route from the tank farm in Rocklin to Reno roughly follows the same track as I-80, and boasts the highest-pressure pipeline in the US.

- The Union Pacific rail classification yard in Roseville offers the potential for hazardous materials incidents along the I-80 and SR 65 corridors.
- Business and Industry; manufacturing and light industrial firms near SR 65 (northeastern Roseville and the Sunset Industrial Area); businesses in each of the incorporated cities (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) and businesses in the Tahoe Basin, especially those adjacent to Lake Tahoe, use or store products which may be harmful to the sensitive ecosystems of the area.
- Agriculture: Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to human health and the environment. The majority of agricultural industry in Placer County consists of ranching and orchard operations in the western portion of the county and in the vicinity of Auburn.
- Illegitimate Business: Illegitimate businesses, such as clandestine drug laboratories, are a significant threat to human health, property, and the environment. In many instances, the residue is dumped in remote areas of the county or along the side of the road, posing a serious health threat to the unsuspecting person who stumbles across it.
- Hazardous Waste: Hazardous waste (e.g., used motor oil, solvents, or paint) is occasionally dumped in remote areas of the county or along roadways. Like drug lab residue, illegally dumped hazardous waste poses a threat to human health, property, and the environment.
- Radioactive Materials - I-80 and the railroads are authorized routes for the shipment of radioactive materials. The *Placer Operational Area Radiological Detection and Population Protection Plan* would be implemented in the event of a significant accident involving radioactive materials, as well as for an event triggered by terrorist activities.

6.6.3 MULTI-CASUALTY INCIDENTS

The term *Multi-Casualty Incident*, or MCI, is often applied to transportation accidents involving air and rail travel, as well as multi-vehicle highway accidents. However, MCIs may also result from hazardous materials incidents or acts of violence, such as shootings or hostage situations. Effects may include serious injuries, loss of life, and associated property damage.

Because large numbers of patients may be involved, significant MCIs may tax local emergency medical and hospital resources, and, therefore, require a regional response. MCIs may occur throughout the operational area, day or night, at any time of the year: I-80, SR 65, and SR 49 offer the potential for MCIs because of the heavy volume of traffic, although no highway or surface street in the county is exempt from this hazard.

The railroad tracks traversing the Operational Area, carrying Amtrak passengers as well as freight, also face the risk of an MCI, as do the air corridors above the county. Adverse weather may also play a role in roadway, air, or rail accidents. MCIs may also result from acts of violence or terrorism, which could include a chemical, biological or radiological incident, contaminating persons and requiring mass decontamination processes.

6.6.4 NUCLEAR ATTACK

Nuclear attack may be defined as any hostile action taken against the United States by foreign forces resulting in destruction of military and/or civilian targets through the use of nuclear weapons. Blast, fallout, and electromagnetic pulse effects are assumed from a large-scale nuclear attack.

The effects of a nuclear attack on the United States would be devastating and far-reaching. Many millions of lives would be at risk to the effects of blast overpressure, fire, and radioactive fallout. The loss of property and infrastructure would be catastrophic, with an almost incalculable associated dollar value. Because of proximity to the Sacramento metropolitan area and nearby military installations, areas of the Placer Operational Area might experience the following effects of a nuclear attack.

- Blast overpressure
- Fire
- Electromagnetic pulse
- Radioactive fallout

Specific operational concepts and procedures are described in the *Placer Operational Area Nuclear Civil Protection Plan*.

6.6.5 TERRORISM

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property.

The effects of terrorist activities can vary significantly, depending on the type of event, its severity, scope, and duration, and may result in:

- Loss of life;
- Injuries;
- Property damage; and
- Disruption of services (e.g. electricity, water, public transportation, communications etc.).

Terrorist activity could present itself in a variety of forms:

- Clandestine bombings (e.g., Oklahoma City)
- Biological attack (e.g., smallpox, anthrax, etc.)
- Chemical Attack (e.g., sarin attack in Japan)
- Nuclear/Radiological

A nuclear device of some sort with results not unlike the results of a nuclear attack by a foreign country or a radiological dispersion device (dirty bomb). The primary result of such an event would be the spread of radioactive material lacking the explosive and blast effects of a nuclear device or bomb.

Until recently, terrorism has primarily targeted American interests abroad. However, on September 11, 2001 the World Trade Center was once again attacked, this time, instead of bombs, as in the April 1993 attack, both of the 118 story towers of the trade center were hit by hijacked aircraft. Both towers were destroyed and some 3000 persons were killed. Additionally, a third aircraft was flown into the Pentagon in Washington D.C. destroying part of the building and killing nearly 200. A fourth hijacked aircraft was forced by the passengers on board to crash in a Pennsylvania field, killing all on board, but preventing an attack on any other government building.

The tragic April 1995 bombing of the Federal Building in Oklahoma City must not be forgotten either.

After these tragic bombings, the country was faced with the biological attacks encompassing the use of anthrax sent through the US Mail to a member of Congress, but contaminating postal service employees in the process. After some fatalities occurred, many postal service employees were placed on medication to prevent contracting anthrax. These events are a reminder that terrorist attacks may occur anywhere in the United States.

Although no known terrorist attacks have occurred in the Placer Operational Area, the City of Roseville is still vulnerable to this threat.

7.0 PLAN DISTRIBUTION

City Department/Office	Position	Copy No	Date	Note
City Council Member				
City Council Member				
City Council Member				
City Council Member				
City Council Member				
City Manager's Office				
City Attorney's Office				
City Clerk's Office				
Administrative Services				
Finance				
Information and Technology				
Human Resources				
Environmental Utilities				
Electric				
Parks				
Planning				
Public Works				
Police				
911 – Dispatch				
Fire Department				
Emergency Preparedness				
County Department				
Placer County O.E.S.				
Special District				
Unified School District				

8.0 ACRONYMS

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CATS	Consequence Assessment Tool Set
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CCP	Casualty Collection Point
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act (“Superfund”)
CHEMTREC	Chemical Transportation Emergency Center
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education, and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPM	Emergency Preparedness Manager
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ERTU	Evidence Response Team Unit

ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
GIS	Geographic Information System
HazMat	Hazardous Material(s)
HEPA	High-Efficiency Particulate Air
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DOD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
IST	Incident Support Team
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LLNL	Lawrence Livermore National Laboratory
MEDC	OM Medical Command
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
ODP	Office for Domestic Preparedness (DOJ)
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OHS	Office of Homeland Security
OIG	Office of the Inspector General (USDA)
ONP	Office of National Preparedness (FEMA)
OSC	On-Scene Commander

PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PPE	Personal Protective Equipment
PT	Preparedness, Training, and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REAC/TS	Radiation Emergency Assistance Center – Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SEMS	State Emergency Management System
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
US&R	Urban Search and Rescue
VA	Department of Veterans Affairs
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team
WTC	World Trade Center
Y2K	Year 2000

City Of Roseville
EMERGENCY OPERATIONS PLAN

BASIC PLAN - PART TWO

PROCEDURES

PART TWO – PROCEDURES

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1.0 ALERT, NOTIFICATION & WARNING

Alert and warning involves advising emergency response personnel about a potential or actual emergency, and notifying appropriate emergency responders and the affected public, as indicated. In situations such as a significant earthquake, the emergency is obvious and alerting, warning and notification is not necessary. However, most disasters develop from "normal" emergency response situations. These "normal" emergencies allow for some warning and notification. The following information outlines how alerting, activation of the Emergency Operations Plan (EOP), and notification occurs.

The City of Roseville is vulnerable to a wide range of natural and technological hazards and Emergency Operations Center (EOC) activation levels cannot be pre-determined by an event *ipso facto*. Rather, EOC activation is determined by the nature, scope, associated hazards, and impact of a specific event.

The EOC activation levels and associated criteria described in this procedure are intended as general guidance; all the factors associated with an emergency must be assessed and evaluated to determine the appropriate response.

1.1 Alert

The City of Roseville may be affected by several disasters that "grow" from smaller events (floods, fire, hazardous materials incident, etc.), or a potential disaster can be predicted due to presenting or "building" conditions.

Weather-related emergency alerts are broadcast by the National Weather Service (NWS) and monitored by the Placer Operational Area (POA) Office of Emergency Services (OES) and Sheriff's Dispatch. If the NWS posts a warning that would affect the Placer County Area, the OES notifies Emergency Preparedness Manager (EPM). The general public can also monitor weather alerts via the Weather System Radio or the Emergency Alert System (EAS) broadcast on public radio and television channels.

Once the potential impact of the emergency is known, OES and the City of Roseville EPM is notified by the Public Safety Answering Point (PSAP) that provides service to the city; In this case, the Sheriff's Dispatch and/or Auburn Fire. Once notified, the City of Roseville EPM notifies the City Manager to determine the level at which the City of Roseville EOC will be activated. The following table illustrates the types of emergencies that may require alerting the City of Roseville, and the level at which the City EOC may activate.

Hazard	Potential	Possible Impact	EOC Activation Level
Attack (Conventional or Nuclear)	Low	Severe	3
Civil Disturbance or Rioting	Moderate	Minor to Moderate	2
Earthquake (Severe Damage)	Moderate	Moderate to Severe	3
Flooding (with Evacuations)	High	Moderate to Severe	2 to 3
Hazardous Materials Incident	High	Minor to Severe	1 to 3
Mass Casualty Incident	High	Minor to Moderate	1 to 2
Structural Fire/Explosion/Collapse	Moderate	Minor to Moderate	1 to 2
Terrorist Activity	Low	Moderate to Severe	2 to 3
Utility Failure (6+ Hours)	Moderate	Minor to Moderate	1 to 2

Hazard	Potential	Possible Impact	EOC Activation Level
Wildland Fire (with Evacuations)	High	Moderate to Severe	2 to 3
Severe Storm (Paralyzing)	High	Moderate to Severe	2 to 3

1.2 Notification

In the event of an emergency event that does not allow for an Alert, as described in Procedure 1.1, the Incident Commander (IC) at the scene may, after communicating with the respective department manager, request activation of the EOC. The department manager (or chief) or dispatch would notify the City of Roseville EPM who will carry out the rest of this Procedure 1.2

Upon notification, the City of Roseville EPM takes appropriate actions that may range from monitoring the situation for possible escalation, to contacting the City Manager regarding EOC activation, to directing a partial or full EOC activation. Once the City Manager has been consulted and the decision has been made to activate the EOC, the City of Roseville EPM begins notifying the appropriate EOC staff and/or assigned alternates and instructs them to report immediately to the EOC. The EPM, or designee, provides the following information to each contact.

- Type and location of emergency
- First impression scope of involvement
- Affected facilities and number of casualties involved, if known
- Agencies responding or on-scene
- Agency in charge and/or Incident Commander

The order of call-down will likely include members from the following groups.

- Policy/Management
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

This order is based on those agencies and/or personnel needed immediately to assist in stabilizing or mitigating the emergency.

Additional notifications may include:

- Law Enforcement Resources
- Fire and Rescue Resources
- Hazardous Materials Team
- Public Health Department
- Emergency Medical Services
- Neighboring Jurisdictions
- Public Works
- Care & Shelter
- Environmental Utilities
- Electric

The first EOC team member reporting to the EOC begins set-up procedures, using the Quick Plan and the EOC set up manual (located in the EOC) based on the EOC activation checklist (Procedure 2).

1.3 Warning

Warnings are public broadcasts that an emergency has actually occurred or is imminent. Such emergencies include accidents involving hazardous materials, incoming severe weather, etc. Once alerted, the City of Roseville Public Information Officer (PIO) contacts the County Public Information Officer to coordinate information and draft a public message for broadcast by all available commercial radio and television stations in the affected and potential impact area. Methods for information dissemination may include the following systems.

- Government access channel
- Emergency Alert System (EAS)
- Emergency Digital Information System (EDIS)
- W.A.R.N. phone system to the area(s) impacted by the event
- Sirens and public address equipment on emergency vehicles
- Door-to-door contact by community volunteer or emergency response personnel

The W.A.R.N. phone system at each of the Public Safety Answering Points (public dispatch centers) in Placer County can be programmed to telephone specific geographic regions. The system can also target specific populations or facilities, (e.g., schools). The City of Roseville PIO prepares a message that can be widely disseminated. The Incident Commander, City of Roseville PIO, County PIO, Operational Area OES, and the County Public Health Officer can activate the warning systems.

At a minimum, all warning messages will include the following information.

- Location and description of the event
- Actions taken by responders
- Isolation areas, evacuation areas, relocation sites, and location of any mass care facilities
- Protective measures the public may take
- How to obtain information about any victims

More detailed information concerning Emergency Public Information is contained in Part 3 of the EOP, Annex A, Policy and Procedures, and the Public Information Officer (PIO) Checklist.

The City of Roseville's Public Works / Engineering Division has prepared a Flood Warning Notification and Response Plan as a supplement to the EOP. This plan contains guidelines for evaluating and presenting the flood threat to the City of Roseville's EOC, City of Roseville's emergency staff and to Roseville residents who are at risk of flooding. It is to be used in conjunction with the City of Roseville's Emergency Operations Plan to provide the City's total response to a flooding event.

2.0 EOC OPERATIONS

2.1 Activation

If EOC activation is warranted, the first EOC staff member to arrive begins set-up procedures, using the EOC activation checklist (Section 2.10).

- The Director of Emergency Services or successor makes all decisions regarding the level and scope of EOC operations.
- The scope and nature of the emergency, current conditions, and potential concerns dictate the level of EOC operations and staffing requirements.

2.2 Locations

All policies, procedures, and responsibilities established by this Emergency Operations Plan (EOP) apply to both primary and alternate EOCs.

2.2.1 PRIMARY LOCATION

The Primary EOC is located in the City of Roseville at the Martha Riley Library, 1501 Pleasant Grove Blvd.

2.2.2 ALTERNATE LOCATION

Use of an alternate EOC facility may be necessary in the event the primary facility becomes unusable. The Alternate EOC is located in the City of Roseville Fire Station 1, 401 Oak Street in the basement.

2.3 Security and Access Control

Upon activation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC staff or city officials, and those persons having legitimate business in the EOC.

Authorized EOC staff, visitors, and the media shall be issued identification for EOC access. The identification shall distinguish the bearer as a member of the EOC team or as a visitor.

2.4 Staffing

Level 1 (Local Emergency) and/or Level 2 (Local Disaster) activation staffing requirements will be based upon the scope and nature of the emergency, as well as current requirements. The City of Roseville EPM, in collaboration with the Director of Emergency Services, ensures the appropriate functions are notified for Level 1 and 2 EOC activation. The Director of Emergency Services may consult the designated Section Chiefs to help make the staffing assessment.

Level 3 (Major Disaster) activation requires staffing of all sections. Extended EOC operations may require the use of multiple shifts and position alternates. The Director of Emergency Services will make this determination as the situation dictates.

2.5 Communications

Communications within the EOC are accomplished using the most expedient and appropriate means possible (usually in-person or via telephone).

Each EOC position has a telephone available for communicating directly with EOC staff members, outside agencies, or field forces. Radios may also be used for direct communications with field forces or outside agencies. Key decision-makers and certain EOC staff will be issued portable radios.

Regardless of the medium used, all significant communications shall be recorded in an EOC Activity Log.

2.5.1 OPERATIONAL AREA SATELLITE INFORMATION SYSTEM (OASIS)

- OASIS is a satellite communications system designed to ensure voice and data communications with and between the following facilities.
 - Placer Operational Area
 - Other operational areas
 - Regional EOC (REOC)
 - State Operations Center (SOC)
- The City of Roseville may access OASIS through the Operational Area EOC. The City of Roseville EOC relays OASIS requests verbally via a phone call or an on-line Response Information Management System (RIMS) request form.
- The OASIS system includes the following equipment.
 - Four direct, single-line sets for voice transmission
 - One line split to be used for:
 - Voice transmission
 - Data transmission
 - Facsimile transmission
 - One single line set in the Dispatch Center
- OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.
- When transmitting data, however, special forms must be used and are contained in the OASIS Operations Manual.

2.5.2 TRANSMISSION OF DISASTER INTELLIGENCE

- Information may be sent to the Placer Operational Area using the Response Information Management System (RIMS), OASIS, radio, WEB EOC, telephone, or fax. Regardless of the method of communication, all data should be verified prior to transmission.
- If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

- Analyzed data is preferable to unanalyzed data. Analyzed data is information that has been evaluated in terms of reliability (e.g., the sources of information have been checked).
- Sensitive information must be transmitted with an appropriate degree of security. Transmitting such information may need to be restricted.

2.6 Administration

2.6.1 REPORTS

The City of Roseville EOC shall transmit the following reports to the Placer Operational Area EOC.

□ **Preliminary Reports**

- Preliminary Reports are used during the first two hours of an emergency to transmit information between the City of Roseville and the Operational Area. In turn, the OA communicates with the State OES Region.
- Information contained in these reports is intended to paint an initial picture of the scope and magnitude of the situation.

□ **Situations Summaries**

- Situation Summaries are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.
- At the beginning of an emergency response, the City of Roseville and OA agree on times for submitting data and issuing Situation Summaries.
- The Situation Summary is intended for use after the first two hours of an emergency and is updated as requested or needed.
- The Situation Summaries contain the information presented on the RIMS form on page 2-19 of this section of the EOP. The information may be transmitted via the Internet or fax.

□ **Flash Reports**

- Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Summaries. For example, a Flash Report would be used to report an impending dam failure or a federal declaration of a Major Disaster.
- Oral Flash Reports may precede written reports. The written report later serves as a confirmation and documentation. No specific form is required.

□ **Major Incident Reports**

- Major Incident Reports are used to transmit the following information:
 - Information that may significantly affect operations;
 - Information on an incident(s) that may require a multi-jurisdictional and/or multi-disciplinary response; and/or
 - Information that may affect incoming personnel or resources.

2.6.2 DOCUMENTATION

□ **Activity Logs**

- Activity Logs are used to record significant events and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining an Activity Log.
- All copies of reports, SEMS/NIMS forms, and logs must be submitted to the Planning Section Documentation unit prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

2.6.4 STATUS BOARDS

- Status Boards on Web EOC or erasable boards located around the EOC may be used. The Status Boards provide decision-makers and EOC staff with essential information at a glance.
- Data on the Status Boards are discussed during briefings.
- It is imperative that Status Boards identify the date/time and are kept current throughout emergency operations.

2.7 Briefings

The purpose of briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the Emergency Operations Center (EOC) Director and all EOC staff to exchange information on the incident, create and evaluate an Action Plan, and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS/NIMS functions are coordinated (Management, Operations, Planning, Logistics and Finance) and that the EOC staff have the same information from which to base individual and collective actions and decisions.

2.7.1 CONCEPTS OF BRIEFINGS

Two levels of regular briefings are conducted in the EOC.

□ **Section Chief and Director of Emergency Services Briefings (General Staff)**

The Director of Emergency Services conducts regular briefings with the Section Chiefs to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each Operational Period.

The General Staff briefings should be conducted outside the activity of the EOC. Each Section Chief will appoint someone in the Section to assume his/her role for the duration of the briefing.

During the briefing, the Director of Emergency Services asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the Director of Emergency Services and the involved Section Chief.

At the conclusion of each briefing, the time for the next General Staff briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

□ **Section Briefings**

Following each General Staff briefing, Section Chiefs provide their respective Section staff with a briefing. Overall situation status and response objectives, strategy and priorities should be reviewed. Each Section member must have a clear understanding of the activities she/he is expected to perform, including any coordination requirements with other EOC staff or external agencies.

2.7.2 TYPES OF BRIEFINGS

Different types of briefings are provided, depending on the circumstances.

□ **Incoming Briefing**

Upon arrival at the EOC, Section Chiefs are briefed by the Director of Emergency Services to obtain an overall perspective on the current situation. Section Chiefs provide a similar briefing to the personnel assigned to their respective Sections.

Incoming briefings include the following elements.

- Current situation assessment
- Summary of the significant actions taken or in process
- Initial incident objectives and priorities

- Any limitations on available communications or personnel/equipment resources
- Any directives on specific actions to be taken

In addition to the above information, Section Chiefs review the following information with assigned staff.

- Responsibilities of the assigned function
- Any specific actions to be taken
- Appropriate flow/sharing of information within and between Sections
- Work shifts
- Eating and sleeping arrangements, if necessary
- Time of next briefing

□ **Update Briefings** (described in 2.7.1)

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status has occurred.

Update briefings should include a review of the following information.

- Current situation assessment
- Current and potential problems
- Actions being taken, including staff assigned
- Weather forecast, if applicable
- Time for next scheduled briefing

□ **Shift Change Briefing**

Shift change briefings are a component of the EOC Action Planning Process. At these briefings the current Action Plan is “handed off,” and a briefing on assignments for the operational period which is about to begin, is presented. Facilitated by the Planning Section Chief, this briefing is approved by the Director of Emergency Services and attended by the Operations, Logistics and Finance Section Chiefs, PIO, Liaison, Emergency Preparedness Manager, and other EOC staff as appropriate.

Shift change briefings include the following elements.

- Current situation assessment
- Current and potential problems
- Review of the Action Plan
- Weather forecast, if applicable
- Time for next scheduled briefing

□ **Deactivation Briefing**

Immediately following deactivation of the EOC, the Director of Emergency Services, with all EOC staff, conducts a deactivation briefing. The purpose of this briefing is to advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise.

2.8 Deactivation and Stand-Down

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can stand down for a designated period of time, or can be deactivated.

2.8.1 AUTHORITY

The Director of Emergency Services, with input from the Section Chiefs, may decide to stand down or deactivate the EOC.

2.8.2 STAND-DOWN

For emergencies of long duration, the Director of Emergency Services may determine that the EOC can stand-down for short periods of time. In such cases, assigned EOC staff must remain available by pager to respond immediately if necessary.

Triggers for determining stand-down may include the following criteria.

- The immediate emergency situation has been stabilized or contained.
- The emergency response phase is anticipated to continue for several days.
- Ongoing communications with neighboring cities, county, State OES, and/or the media is no longer required.
- Continuous coordination and communications with external agencies is no longer required.

2.8.3 DEACTIVATION

Once the emergency response phase has been terminated and system operations are stabilized, the Director of Emergency Services may determine that the EOC can be deactivated.

Triggers for determining deactivation may include the following criteria.

- The emergency response phase has been terminated and recovery operations are underway.
- No further city, Operational Area, state, media or public information dissemination is needed.

2.8.4 PROCEDURE

The Director of Emergency Services is responsible to take the following actions.

- Determine if stand down or deactivation is appropriate after consultation with the Section Chiefs.
- Confer with the Mayor.
- Prepare the appropriate resolutions for City Council concurrence.
- Establish the time period for stand down, or the time for deactivation.
- Advise EOC staff of the actions to be taken, including time.
- Identify EOC staff to be on-call if stand down is implemented.
- Direct the Liaison or other EOC staff to make notifications.

2.8.5 NOTIFICATIONS

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all department managers, elected officials, neighboring cities, responding county agencies, Operational Area, and State OES will be notified. The person making the notifications documents the date, time, name and contact method for all persons/organizations notified.

Notifications will include:

- Date and time of stand down period or deactivation; and
- A 24-hour contact number for further information.

2.9 **Supplies**

The following supplies are located at the primary EOC:

Category	Item	Quantity ¹
Communications	Satellite telephone	0
	Telephone instruments (multi-line)	9
	Television (cable or satellite)	9
	Facsimile machine	1
	AM/FM Radio w/extra batteries	1
	Network switches - laptop connection	8
	PCs (networked) - library PCs	varies
Safety	Fire Extinguisher	6
	AED	1
	First Aid Kit	2
Staff Support	Flashlights w/ extra bulbs & batteries	5
	Function vests	49
	Public Alert and Warning Binder	1
	Library closed sign	1
	Water cooler/Drinking fountain	1
	EOC Setup Binder	1
	EOC Sign-in Log	1
	Coffee maker	1
Audio-Visual	Projector	1
	White Boards w/pens & erasers	2
Forms	Status Report forms	100
	Damage Assessment forms	100
	Building Placards	100
	City telephone directory	5
	ICS 214	100
	EOC Message forms	100
Office Supplies	Wastebaskets	6
	Function tent cards	50
	Section signs	5
	Lined note pads	5 dozen
	Pens & pencils (#2)	5 boxes each
	Masking tape	3 rolls

¹ Quantity depends on number of EOC staff.

Category	Item	Quantity ¹
	Paper clips (assorted sizes)	5 boxes
	Post-It Notes (assorted sizes)	5 pkg. each
	Staplers w/ extra staples	5 each
	Scissors	5
	Ruler	5
	Three-hole punch	5
	File folders	2 boxes

*Quantity depends on the number of staff in the EOC.

2.10 EOC Activation Checklist

- Recall appropriate personnel:

THE FOLLOWING LIST MAY BE MODIFIED ACCORDING TO THE EOC STAFFING PLAN.

- Policy/Management Staff:
 - City Council members
 - City Manager
 - Agency Representatives
 - Management Staff
 - Legal Advisor
 - Public Information Officer
 - Safety Officer
 - Liaison Officer
 - Emergency Preparedness Manager
- General Staff
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
- Operations Section
 - Law Enforcement
 - Fire and Rescue
 - Public Works
 - Electric
 - Environmental Utilities
 - Care & Shelter
 - Safety Assessment
- Planning Section
 - Situation Status
 - Resource Status
 - Damage Assessment
 - Documentation
 - Technical Specialist
- Logistics Section Chief
 - Supply/Ordering
 - Facilities
 - Communications
- Finance Section Chief
 - Procurement
 - Cost

-
- ❑ Establish contact with Field Incident Commander(s) and gather update on conditions:
 - Impacted areas
 - Support needed for field units
 - Support needed for local population

 - ❑ Monitor the following for information:
 - Scanners
 - Commercial broadcast radio:
 - KFBK 1530 AM
 - KAHN 950 AM
 - Other radio and television broadcast stations

 - ❑ Ensure appropriate supplies are available:
 - Office supplies
 - Portable radios
 - Maps:
 - Contact Fire GIS for plotting and mapping assistance

 - ❑ Ensure proper Personal Protective Equipment (PPE) is worn

 - ❑ Ensure communication with the EOC is maintained

 - ❑ Establish and maintain contact with elected officials as appropriate.

 - ❑ Conduct periodic Situation briefings with General Staff, followed by Section briefings.

 - ❑ Ensure EOC Action Plan is developed.

 - ❑ Consider the need for:
 - Incident Management Team Assistance from CDF
 - Emergency Management Mutual Aid (especially in anticipation of Presidential Declaration)
 - Food regularly available for EOC Staff and support personnel

 - ❑ Consider contingencies for next operational period.

 - ❑ Develop EOC shift schedule.

3.0 STATUS REPORTING

3.1 City Facility Reporting

As soon as practical following an emergency occurrence, all affected work groups and designated staff at city facilities complete and submit an initial Status Report to the appropriate department manager, utilizing the attached standard form. Reports are forwarded to the EOC Planning Section. Updated reports are submitted every four hours, or as directed by the Director of Emergency Services and/or Planning Section Chief.

3.2 Response Information Management System (RIMS)

The Response Information Management System (RIMS) is an automated, Internet-based reporting system for Cities, Special Districts, Operational Areas and State Agencies. It is designed to provide immediate information to all agencies concerned with response to a major emergency or disaster. The system relies on the probability that the Internet is operating and that involved agencies have access to the Internet, and an operational computer.

In many Emergency Operations Centers, not all Sections have access to a computer and the position of "RIMS Clerk" may be assigned to make all automated entries. Some jurisdictions are not able to remain "on line" continuously to complete the reports because of minimal telephone service and very slow connections.

To encourage and facilitate the use of RIMS, and to provide a back-up if the Internet is not accessible, a set of manual RIMS forms are included in this section. These forms can be used as work forms within the EOC, or as forms that can be sent by FAX or other means between agencies. The forms were developed directly from those provided by State OES in February 2002 and do not include forms used only by the state.

NOTE: The manual forms provided were completed in WordPerfect and converted into MS Word. They are very close in format to the original forms with some exceptions: Blocks that would fill in automatically do not. Drop down windows on the automated version have been converted into check boxes or large "grocery lists" for selection by the user.

It should be noted that some block numbering on the forms is inconsistent and reflects original form numbering. Cities are requested to submit the following forms, either through RIMS or by fax:

- Major Incident Report
- Situation Report

The forms are fairly self-explanatory for the information requested.

**RESPONSE INFORMATION MANAGEMENT SYSTEM
MAJOR INCIDENT REPORT**

MANUAL ADAPTATION FROM RIMS VERSION (02/15/01)

TEXT IN <i>ITALICS</i> INDICATES A REQUIRED FIELD	
a) Reported By:	b) Agency:
c) Position:	d) Phone:
e) Please select the level of this Report after completing the above information:	<input type="checkbox"/> City <input type="checkbox"/> Special District <input type="checkbox"/> Operational Area OES <input type="checkbox"/> Region <input type="checkbox"/> OES Headquarters



1. Overall Event Name: <i>a) Use a name already assigned by OES</i>	
<i>b) If the Event has not been named, enter a NEW Event Name in the box provided on the right</i>	



2. Event Type: <i>a) Look for your Event Type in the list on the right and circle or highlight as appropriate:</i>	Aircraft Incidents Automobile Crash Avalanche Blizzard Bombing Bridge Damage Brush Fire Building Damage Building Fire Civil Disturbance Commercial Fire Dam Failure Drought Drug Seizure Earthquake Energy Emergency Epidemic Explosion Fire Firestorm Flash Flood Flood Freeze	Grass Fire Hail Storm Haz Mat Hurricane Landslide Levee Levee Break Med Fly Infestation Medical Mudslide Multi Vehicle Accident Oil Spill Radiological Event - Nuclear Power Plant Road Closure Road Damage Severe Weather Spill Strike - Vital Public Service	Structure Fire Terrorist Attack Biological Chemical Explosive Nuclear Unspecified Test Tornado Train Wreck Tsunami Vegetation Fire Volcano Watershed Watershed - Structure Wildfire Wildland Fire Wind Storm
<i>b) If the Type is NOT in the list, enter the Event Type in the box provided on the right</i>			



3. Date/Time of Event:	
-------------------------------	--



4. Map Location: <i>Enter numeric values to plot on the Event map</i>					
LATITUDE			LONGITUDE		
Degrees:		between 32 to 42	Degrees:		between 114 to 125
Minutes:		between 0 to 59	Minutes:		between 0 to 59
Seconds:		between 0 to 59	Seconds:		between 0 to 59

5. Location Description of Event:
6. Impact of Event <i>(used to indicate map icon color):</i>
MAJOR MODERATE MINOR ROUTINE

7. Situation: (Enter a SHORT narrative about what has occurred, what is happening, what you plan to do, and the assistance you anticipate needing)

8. Notified By: (Point of Contact)	
a. Name:	b. Agency:
c. Phone:	d. Fax Number:
e. Alternate Number:	
9. Date/Time of this Report:	

10. Provide a Map of the Incident(s) as available.

11. Provide an Organization Chart that shows which SEMS/NIMS functions have been activated.

12. Additional text information:

Created by: (JURISDICTION) on: (DATE/TIME)

Last Modified by: (JURISDICTION) on: (DATE/TIME)

**RESPONSE INFORMATION MANAGEMENT SYSTEM
SITUATION REPORT (SITREP)**

MANUAL ADAPTATION FROM RIMS VERSION (02/15/01)

TEXT IN <i>ITALIC</i> INDICATES A REQUIRED FIELD.	
<i>a) Reported By:</i>	<i>b) Agency:</i>
<i>c) Position:</i>	<i>d) Phone:</i>
<i>e) Please select the level of this Report after completing the above information:</i>	<input type="checkbox"/> City <input type="checkbox"/> Special District <input type="checkbox"/> Operational Area OES <input type="checkbox"/> Region <input type="checkbox"/> OES Headquarters

<i>f) The report type is:</i>
INITIAL INTERIM OFFICIAL UPDATE FINAL

1. Event Name:	
2. Date/Time of Event:	
3. Event Type:	
4. Event Location:	
5. Areas Affected:	
6. Report as of:	
7. Weather:	

8. Current Situation:

9. Current Situation Detail:						
<i>Status Comments</i>						
a. Significant Damage:				<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
b. Deaths:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
c. Injuries:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
d. Damaged Buildings:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
e. Utility Problems:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
f. Communication Problems:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
g. Road Problems:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
h. Evacuations:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
i. Critical Issues:				<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						
j. Other Problems:	<i>Φ High</i>	<i>Φ Moderate</i>	<i>Φ Low</i>	<i>Φ Yes</i>	<i>Φ No</i>	<i>Φ Unknown</i>
<i>Describe:</i>						



10. FUNCTIONAL AREA RESPONSE	
Status, brief details, locations, comments	
NA	= NOT APPLICABLE/NO COMMENT
BLACK	= Significant Aid Required (Comments Required)
RED	= Require Some Aid (Comments Required)
YELLOW	= No Aid Required
GREEN	= Normal
a. EOC(s) Activated:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<i>Describe:</i>	
b. Care & Shelter:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
c. Constr. & Engr:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
d. HazMat/Radiological:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
e. Fire & Rescue:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
f. Law Enforcement:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
g. Medical/Health:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
h. Movement:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
i. Utilities:	<input type="checkbox"/> N/A <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN
j. Disaster assistance programs/facilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NR
k. Mutual aid received in last 24 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
l. Mutual aid needed in next 24 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

m. Prognosis:	<input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving
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11. Major Incidents:	
12. Response/Recovery Priorities:	
13. Proclamations/Declarations: <i>Include dates and times submitted.</i>	
a. Local:	
b. Gubernatorial Requested:	
c. Director's Concurrence:	
d. Gubernatorial Received:	
e. Presidential Requested:	
f. Presidential Received:	
14. Other Critical Information or General Comments:	

15. Date/Time of Next Report:	(mm/dd/yy hhhh)
--------------------------------------	-----------------

16. Attachments: (Maps, SEMS/NIMS Organization Chart)
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1. Map(s) - Areas Affected/Threatened Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	To follow Date/Time:
2. Declaration/Proclamation(s) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Created by: (JURISDICTION) on: _____

Last Modified by: (JURISDICTION) on: _____

4.0 DAMAGE ASSESSMENT

4.1 Introduction

Following a major disaster, damage inspections and assessments are conducted to determine the presence and magnitude of damages to public and private facilities. The inspection and assessment process will be performed in accordance with the Applied Technology Council (ATC-20-2) Procedures for *Post-Earthquake Safety Evaluation of Buildings*.

4.2 Process

4.2.1 Windshield Surveys

Following an earthquake, on-duty fire, police and public works field units perform windshield surveys. The survey is done quickly, without exiting the vehicle, and includes a brief, observation of the structure or area for obvious damages.

4.2.2 Safety Assessment

As soon as possible following the emergency event, a Rapid Safety Assessment is conducted on occupied buildings and pre-designated essential facilities (e.g., occupied structures, access roads, bridges, utilities, etc.). The assessment involves an immediate visual inspection by Safety Assessment Teams (SATs) assigned by the EOC Safety Assessment staff to identify unsafe structures/areas and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured, and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated.

4.2.3 Detailed Inspection

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

4.2.4 Engineering Assessment

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

4.3 Damage Assessment Chronology Summary

See chart on the following page.

Damage Assessment Chronology		
Time Frame	Purpose	Method/Teams
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction of response efforts.	<ol style="list-style-type: none"> 1. Windshield Survey Form 2. Police, Fire and Public Works field units
Safety Assessment		
0-24 hours post-event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (green). The assessment is also used to identify requirements for barricades.	<ol style="list-style-type: none"> 1. ATC-20-2 Rapid Evaluation Safety Assessment Form 2. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Detailed Damage Assessment		
24 hours to 1 week post-event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lights, roadways. The assessment is also used to prepare plans for emergency repairs, bracing and shoring.	<ol style="list-style-type: none"> 1. ATC-20-2 Detailed Evaluation Safety Assessment Form 2. ATC-20-2 Fixed Equipment Checklist 3. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Engineering Assessment		
1 week to 2 months	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	<ol style="list-style-type: none"> 1. Engineers and architects 2. Consulting structural, mechanical and geotechnical engineers

4.4 Documentation And Reporting

4.4.1 Reporting

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

Windshield Survey Field units report hazards or major damage to the assigned EOC Operations Section staff (e.g., Law, Fire, Public Works) via phone or radio. Community Emergency Response Teams (CERTs) report any damage observed to the CERT Coordinator via phone or runner.

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

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

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

4.4.2 Documentation

Police, fire and public works field units conduct the Windshield Surveys and document findings on the form provided on the following page. The information may be reported verbally to the EOC to the appropriate Law, Fire or Public Works representative, who in turn records the information.

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

WINDSHIELD SURVEY FORM	1. DISTRICT _____ STATION _____ SURVEY NUMBER _____		
	2. ADDRESS or LOCATION: _____ _____ _____	3. STRUCTURE: OK DAMAGED COLLAPSED ELECTRICITY: OK DAMAGED OUT OF SERVICE NATURAL GAS: OK LEAKING OUT OF SERVICE WATER: OK LEAKING OUT OF SERVICE	
4. SPECIAL HAZARDS: _____ _____ _____ _____			
5. COMMENTS: _____ _____ _____ _____ _____ _____			
<table border="1"><tr><td>6. Completed by: _____ Date: _____</td><td>7. Entered by: _____ Date: _____</td></tr></table>		6. Completed by: _____ Date: _____	7. Entered by: _____ Date: _____
6. Completed by: _____ Date: _____	7. Entered by: _____ Date: _____		

4.5 Field Considerations for Safety Assessment Teams

The implementation of a detailed safety assessment during the early hours after a disaster will aid the entry into short-term recovery by providing information on the type of damage in the community and by establishing priorities for detailed damage inspections. The goal of the Safety Assessment is to quickly identify those public and private structures that are not safe to occupy and to get as many people as possible back into their homes and businesses. The Safety Assessment uses a document developed by the Applied Technology Council, *Procedures for Post-Earthquake Safety Evaluations of Buildings* (ATC-20-2), as the basis for determining if a building is safe for occupancy.

- Request additional resources from the city or Operational Area EOC Resource Planning Section status staff for safety assessments:
 - Consider additional personnel to augment current staff.
 - Strike Teams of State Fire Marshal inspectors
 - Volunteer engineers
 - Architects
 - Building officials
 - Building inspectors

- In order for volunteers to post buildings with official jurisdiction placards, they will need to be representatives of the jurisdiction.
 - The simplest way to accomplish this is to deputize the volunteers as Deputy Building Inspectors.
 - The volunteers must be registered with the state as Disaster Service Workers so the state provides Workers' Compensation Insurance coverage.

- Identify logistical needs for personnel outside of the area.
 - Lodging
 - Food
 - Transportation
 - Taxis may be a good transportation resource and have been used by other jurisdictions during disasters:
 - They were otherwise unused
 - Cheaper than personal vehicles with jurisdictional personnel on overtime (drivers)
 - Drivers know the area
 - Have radio communications
 - Disaster Service Worker registration
 - Communications equipment:
 - Cellular phones
 - Hand-held radios
 - Sanborn fire maps (provides useful information on structural details, basements, etc.)
 - Additional copies of ATC-20-2 or field guide for volunteer inspectors
 - Placards
 - There are placards that are a part of the ATC-20-2 indicating the safety of the inspected building. The current version of ATC-20-2 has three placards: INSPECTED, RESTRICTED USE, and UNSAFE. Commonly, INSPECTED placards are green; RESTRICTED USE placards are yellow; and UNSAFE placards are red.
 - It is important to understand that these placards refer to the immediate condition of the building at the time of inspection relative to its safety, not an engineering evaluation.

- Buildings that receive RESTRICTED USE or UNSAFE placards require engineering evaluations to determine damages, occupancy and recommended repairs.
- Request a Safety Officer be appointed to conduct safety briefings and debriefings for field teams.
- Establish priority list for building inspections.
 - Utilize any lists of inventoried buildings likely to be damaged in an earthquake or other event to assist with establishing priorities for inspection. Consider the following facilities.
 - Essential service facilities (fire and police stations, communications centers, EOCs, etc.)
 - Shelters
 - Hospitals
 - Schools
 - Detention facilities
- Prepare for calls requesting inspections from the general public.
 - Prepare standard interview questions based on type of event and where it occurred.
 - Implement procedures to identify multiple requests from different tenants in the same multi-family dwelling.
- Establish a single point of contact for the public (one-stop shopping) rather than referrals to many different agencies.
- Clarify the role of other designated inspection groups.
 - Local fire department/district (A occupancies)
 - Office of the State Architect
 - Office of Statewide Health Planning and Development
 - CalTrans
 - Private (trained) response personnel for large commercial buildings
- Provide information sheets for Safety Assessment Task Forces, which include addresses and phone numbers for the following facilities.
 - First aid stations
 - Shelters
 - Food and water distribution centers
 - Utility companies
 - Other emergency agencies
 - Other disaster services centers
- Remember: The members of the Safety Assessment Task Forces will be, in many cases, the first "officials" that citizens see.
- Ensure safety briefings are conducted at the beginning of each shift before teams go into the field.
 - Provide a "safety considerations" list (sample available in the ATC-20-2).
 - Ensure that the Safety Officer debriefs teams from the field at the end of their shifts so updated information can be passed on to oncoming teams.
- Deploy Safety Assessment Teams consistent with established priorities.

- ❑ Compile and review damage/safety information from field assessment teams.
 - Forward damage/assessment information to Planning Situation Status unit.
 - Refer damaged buildings that require engineering assessments to the Planning Section Damage Assessment unit.
- ❑ Reassure the public that buildings tagged UNSAFE will **not** need to be demolished. This refers only to its current, damaged state, and is only unsafe until repair work is completed.
- ❑ Implement the procedures for changing building placards after evaluations from professional engineers (retained by the building owner) have been completed.
- ❑ Implement procedure on how to resolve differences between a building owner's engineer and city/county engineer if technical disagreements arise.
 - Request local ordinance, as necessary.
- ❑ Consider hiring/retaining structural engineers for the following purposes.
 - Re-evaluate buildings after major aftershocks following a major seismic event.
 - Review engineering reports submitted by building owners and re-evaluate/confirm building damages, as indicated.

4.6 Field Considerations For Seismic Hazard Evaluation

In most earthquakes in California, the condition of the ground has been a major factor in building and lifeline damage. When the ground fails beneath a building, even the best-designed and best-built structures can sustain serious structural and nonstructural damage. Pipelines and other underground utilities are particularly vulnerable. The most common kinds of ground failure include the following conditions.

- Liquefaction and associated subsidence and lateral spreading
- Landslides, including all types of slope failures
- Surface fault rupture
- Flooding
- ❑ Deploy Safety Assessment Teams to conduct initial inspections of damaged/hazardous areas.
- ❑ List and post notices on all structures that pose an immediate threat.
 - Life safety
 - Currently undamaged property
- ❑ Compile a list of all public and private structures damaged due to any of the above factors.
 - A qualified geologist must quickly and accurately map locations since debris clearance and repair work will destroy all pertinent information.
 - Data is needed in rebuilding decisions.
- ❑ Identify any long-term threats to property (it may be necessary to monitor some landslide movement for at least a year).
- ❑ Provide recommendations to the Director of Emergency Services regarding areas deemed too hazardous to rebuild.
 - Provide evidence to support recommendations.

- ❑ Owners of properties with questionable stability may be allowed to rebuild if certain conditions prevail.
 - Determine how future owners of the property can be notified of any previous problems.
- ❑ Determine market values for condemned properties.
- ❑ Consider recommending soil reports and pre-site inspections before permit approval.
 - Consider identifying geologic zones for the affected areas
 - Encourage homeowners to work with geologists and the city/county.
 - Consider establishing an economy of scale by having several lots evaluated at once.
 - Provide a list of geologists who have done work with the jurisdiction before and had their work accepted.
- ❑ Consider recommending ordinances for special soils or hazards areas that require stricter building standards.

5.0 MUTUAL AID

5.1 Process

During response to an emergency within the county, the responding local jurisdiction(s) must first use or account for all its own resources, determine that the resources are not sufficient to manage response to the disaster, and then request assistance from outside its jurisdiction. The request first comes from a city, or county department, to the Operational Area (OA). Pre-designated OA staff review resources available throughout the county, whether the resource belongs to a city or the county, and determine if the request can be met with available resources. If the request cannot be filled, it moves up the mutual aid system to a State of California Office of Emergency Services (OES) contact. Representatives from the state look for resources within the region (or counties within a specific area around Placer County) for the resources. If the need cannot be addressed within the regional area, the request moves up to statewide. Because the State is obligated to provide available resources to assist local and county jurisdictions in emergencies, state resources may be called in to address the need during this request process. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions. Placer County is located within Mutual Aid Region IV.

5.2 Discipline Specific

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement and, emergency managers. The adoption of SEMS/NIMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, regional and state levels. Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Placer Operational Area Mutual Aid Coordinators will be assigned to the Placer Operational Area Emergency Operations Center.

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

5.3 Volunteer Organizations

Volunteer and private agencies are part of the Placer Operational Area's mutual aid system. The American Red Cross and Salvation Army are essential elements of Placer County's response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are an essential part of the County's medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. These agencies are represented at the Placer Operational Area EOC when activated.

5.4 Mutual Aid Request Information

At a minimum, requests for mutual aid are to include the following details.

- Number and type of personnel needed

- Type and amount of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes into the affected area(s)
- Estimated duration of operations
- Risks and hazards

Requests are to be recorded on the attached Mutual Aid form and entered into the Response Information Management System (RIMS) Situation Status Reports.

5.5 Coordination of Requests

- During a proclaimed emergency, Law Enforcement and Fire and Rescue Mutual Aid requests will be coordinated according to the appropriate mutual aid program. For other requests, the Placer Operational Area will coordinate mutual aid requests between City of Roseville, Placer County, the Placer Operational Area member jurisdictions, and the State OES Inland Regional Emergency Operations Center (REOC).
- Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities.
- **Marshaling Areas** are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.
- **Mobilization Centers** are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.
- **Incident facilities** include Incident Command Posts, staging areas, bases, and camps. **Staging Areas** are temporary locations at an incident where personnel and equipment are staged while awaiting tactical assignments.
- During a proclaimed emergency, the Placer Operational Area will coordinate mutual aid requests between Placer County, the Placer Operational Area member jurisdictions, and the State OES Inland Regional Emergency Operations Center (REOC). At a minimum, requests should specify the following details.
 - Number and type of personnel needed
 - Type and amount of equipment needed
 - Reporting time and location
 - Authority to whom forces should report
 - Access routes into the affected area(s)
 - Estimated duration of operations
 - Risks or hazards

5.6 Mutual Aid Procedures

- Local Government Level takes the following actions.
 - (a) Expends local resources within reasonable limits.
 - (b) Makes request through established channels.
 - (c) Arranges for the board and care of incoming mutual aid.

- (d) Facilitates the care and feeding of incoming resources as needed.
- (e) Provides for the safety of personnel.
- Operational Area Level takes the following actions.
 - (a) Coordinates intra-county mutual aid.
 - (b) Maintains liaison with the appropriate OES Mutual Aid Region Coordinator, jurisdictions within the Operational Area, and neighboring jurisdictions.
 - (c) Identifies Multi-Purpose Staging Areas (MSAs) for incoming personnel and resources, or for support and recovery operations.
 - (d) Channels mutual aid requests that cannot be satisfied locally to the appropriate OES Mutual Aid Region Coordinator.
 - (e) Provides periodic status reports to the appropriate OES Region Mutual Aid Coordinator(s) throughout the course of the emergency situation.
 - (f) Receives and employs personnel and resources provided by other jurisdictions, the state and federal government, and the private sector.
 - (g) Executes emergency regulations issued by the Governor and the City Council.
- OES Mutual Aid Region takes the following actions.
 - (a) Maintains Liaison with appropriate local, state, and federal emergency response agencies within the region.
 - (b) Provides planning guidance and assistance to local jurisdictions.
 - (c) Responds to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
 - (d) Receives, evaluates, and disseminates information on emergency operations.
 - (e) Provides the California OES Director with situation reports and recommends courses of action, if appropriate.
- Governor's Office of Emergency Services takes the following actions.
 - (a) Performs executive functions assigned by the Governor.
 - (b) Coordinates the extraordinary emergency activities of all state agencies.
 - (c) Receives, evaluates, and disseminates information on emergency operations.
 - (d) Prepares and disseminates emergency proclamations and orders for the Governor.
 - (e) Receives, evaluates, processes, and acts on requests for mutual aid.
 - (f) Coordinates the application of state mutual aid resources.

- (g) Receives, processes, and transmits requests for federal assistance.
- (h) Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- (i) Maintains liaison with appropriate state, federal, and private agencies.
- (j) Coordinates emergency operations with neighboring states.
- Other State Agencies:
 - (a) Provide assistance to local jurisdictions commensurate with capabilities and available resources.

6.0 RESOURCE MANAGEMENT

6.1 Purpose

This procedure is intended for use by the Logistics Section staff for processing and tracking resource orders. Resource orders may come from the Incident Commander (IC), the field Logistics Section Chief.

6.2 Resource Priorities

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

6.3 Ordering Authority and Request Process

6.3.1 INCIDENT COMMANDER (IC)

As the need for resources arise, the IC contacts dispatch. The operator tracks the request and notifies the appropriate department of any needs. Members of the EOC Operations Section routinely contact dispatch to identify the types of requests made and frequency of need.

6.3.2 City Requests

Law, Fire and EMS agencies will request resources via normal dispatch procedures. For special resources the dispatch operator will forward requests up to the City of Roseville dispatch. Any city requesting resources beyond law, fire and EMS, may submit requests by the be City Director of Emergency Services, Operations Section or Logistics Section, to the POA EOC Director, Operations Section, or Logistics Section. Staff requesting the resource may be submitted via any available automated form (fax, e-mail, etc).

6.3.3 OA EOC Logistics Section

The OA EOC Logistics Section determines if the resource request can be filled using the existing OA resources, other city resources within the OA, or from mutual aid outside the OA.

6.4 Order Processing

6.4.1 CITY EOC LOGISTICS SECTION

- Staff consolidates multiple orders when feasible.
- Staff coordinates with the Operations Section to determine if allocating resources already mobilized can fill the request.
- Staff coordinates with other city departments to see if resources are available to meet the need.
- If resources are not available, staff may contact the OA Logistics Section, prior to purchase.
- If resources are not available from the OA, staff will contact City vendors first.

6.4.2 OA LOGISTICS SECTION

- Staff receives the written RIMS mission request form.
- Staff consolidates multiple orders when feasible.
- Staff coordinates with the Operations Section to determine if allocating resources already mobilized can fill the request.
- Staff coordinates with other county departments to see if resources are available to meet the need.
- If resources are not available, staff may contact cities and neighboring counties, prior to purchase.
- If resources are not available, staff will contact County vendors first.

6.4.3 CITY EOC LOGISTICS SECTION ORDERING

- Obtain approval for the order from Logistics Section Chief.
- Place the order and obtain ETD (estimated time of delivery).
- Request that the resources report to the IC or Logistics Section Chief at the scene, or to another designated location.
- Record the order and the ETD.
- Advise requester of ETD.
- Advise Finance Section of order and complete required purchase order.

6.5 Resource Tracking

- The IC or Logistics Section in the field will notify the EOC Logistics Section when requested resources arrive at the scene.
- When notified that a resource has checked in at the designated location, the EOC Logistics Section will:
 - Record its arrival; and
 - Notify person responsible for maintaining resource-tracking displays.
- Periodically check the resource order file for overdue resources or unacknowledged requests. Check status with the EOC Logistics Section or resource provider as appropriate.

7.0 EXPENDITURE TRACKING

7.1 Purpose

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

7.2 Eligible Expenses

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

7.3 Record Keeping Requirements

State and federal governments require very detailed information in a form designated by these agencies. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records.

The following guidelines should be followed when documenting disaster-related reimbursable expenses:

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

7.4 Procedure Implementation

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Director of Emergency Services, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. Labor Records are to be submitted daily to the EOC Finance Section Chief, as appropriate.

The Finance Section will compile these reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the Emergency Operations Center Director on a daily basis or as requested. This information will be used for state and federal disaster assistance applications. The data contained in the Expenditure Tracking Forms will be vital to audits by state and federal agencies following the disaster.

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD						Page _____ of _____		
1. APPLICANT		2. PA ID		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING to		
8. DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASE D	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
GRAND TOTAL				\$				
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED				TITLE			DATE	

FEMA Form 90-124, NOV 98

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD						Page _____ of _____		
1. APPLICANT		2. PA ID		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING to		
8. DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
GRAND TOTAL							\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED				TITLE		DATE		

FEMA Form 90-125, NOV 98

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										Page of		
1. APPLICANT			2. PA ID			3. PW #			4. DISASTER NUMBER			
5. LOCATION/SITE						6. CATEGORY			7. PERIOD COVERING to			
8. DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE			EQUIPMENT CODE NUMBER	DATE							TOTAL HOURS	EQUIPMENT RATE
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
			HOURS								\$	\$
GRAND TOTALS												\$
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED				TITLE				DATE				

FEMA Form 90-127, NOV 98

8.0 TIMEKEEPING

8.1 Purpose

The City of Roseville may be reimbursed from state and/or federal sources for certain emergency operations provided in response to a declared emergency. The purpose of this procedure is to outline the record keeping requirements for claiming reimbursable labor-related expenses.

8.2 Reimbursable Expenses

Labor-related reimbursements from state and federal governments are set out along well-defined lines. The key to reimbursements is the declaration of an emergency by local, state or federal governments. Depending on the level of the declaration (e.g., state vs. federal), different funding pools become available, and each has its own eligible costs and record keeping requirements. Emergency response activities will qualify for reimbursement until rescinded or an end to the emergency is declared, whichever comes first.

8.3 Record Keeping Requirements

State and federal governments require very detailed information in a form designated by these agencies. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual timecards and other original source records.

Although cumbersome, manual timekeeping procedures should be implemented for declared emergencies to ensure that all information required for reimbursement application is captured. All employees must be oriented to the use of the Labor Record and work supervisors are responsible for reviewing all Labor Records on a daily basis to ensure that all required information is documented.

The following guidelines should be followed when documenting labor-related reimbursable expenses.

- A direct link must exist (and must be documented) between specific emergency operations provided and labor-related costs claimed.
- Timecards with employee name must be maintained for all labor-related costs claimed.
- Timecards must reflect exactly how and where time was spent (e.g., regular time versus overtime, hours and minutes on standby, regular work, emergency-related work, etc.).
- Time spent on emergency assignment should describe exactly where and what the emergency assignment was.

8.4 Procedure Implementation

The City of Roseville EOC Finance Chief is responsible for developing and implementing a timekeeping procedure, which is consistent with state and federal record keeping requirements. At the time of a declared emergency, the Finance Chief will distribute the manual timekeeping procedure and record keeping forms to all EOC staff and activated Department Operations Centers. Work supervisors will review timecards daily for appropriate reporting and will advise employees of any corrections to be made. At the conclusion of the emergency declaration, the City of Roseville Finance Chief will collect and secure all timecards for disaster assistance claims auditing documentation.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										Page _____ of _____			
1. APPLICANT			2. PA ID			3. PW #			4. DISASTER NUMBER				
5. LOCATION/SITE						6. CATEGORY			7. PERIOD COVERING				
8. DESCRIPTION OF WORK PERFORMED													
NAME	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE-	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
Total Cost for Force Account Labor Regular Time												\$	
Total Cost for Force Account Labor Overtime												\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED						TITLE				DATE			

FEMA Form 90-123, NOV 98

9.0 EMPLOYEE INFORMATION

9.1 Purpose

The purpose of this procedure is to outline a mechanism for disseminating information and instructions to employees during an emergency, and a means for families to leave messages for on-duty employees.

9.2 Hotline

A dedicated telephone line with separate mail boxes will be established as follows by the Communications Staff in the Logistics Section:

- Main Line – City-wide information and instructions; incoming messages may be recorded on this line.
- Extension # 2 – General Employee information on where to report.
- Extension # 3 – Family message line. Family members can leave individual messages for employees working overtime during disaster situations.

9.3 Responsibility

The City of Roseville EPM, in consult with the Director of Emergency Services and Public Information Officer (PIO), is responsible for recording outgoing messages, and assigning staff to retrieve incoming messages.

The EPM, Director of Emergency Services and PIO can access all extensions to record outgoing information and retrieve incoming messages.

9.4 Procedure

9.4.1 EMERGENCY INFORMATION AND INSTRUCTIONS

The main line will be accessible to all employees calling in for general information. During non-emergency times, the line will remain active but carry a standard emergency preparedness message. During an emergency, the main message will direct employees to the appropriate extension for specific information and instructions.

- The EPM will confer with the Director of Emergency Services and PIO regarding the content of the main message.
- The EPM will record outgoing messages on each extension as appropriate.
- Section Chiefs will advise the EPM, Director of Emergency Services or PIO of any updated information to be recorded.
- The EPM, Director of Emergency Services or PIO will update information periodically, as appropriate to the situation.

9.4.2 MESSAGES

- Employees may leave messages on any extension.
- Employees' family members may leave messages on the appropriate extension for on-duty employees.
- A staff member will be assigned to retrieve and erase messages from all extensions on a regular basis.

- Messages will be routed by an assigned staff member to individual employees as appropriate.

9.5 MESSAGE LINE ACCESS

The EPM, Director of Emergency Services and PIO will have authority and instructions for accessing the message line to record and retrieve messages.

10. AFTER ACTION REPORTING

10.1 SEMS/NIMS Requirements

According to CCR §2450, the SEMS/NIMS regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After Action Report to OES within 90 days of the close of the incident period.

At a minimum the After Action Report will provide the following information.

- Response actions taken
- Application of SEMS/NIMS
- Suggested modifications to SEMS/NIMS
- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

The After Action Report will serve as a source for documenting the City of Roseville's emergency response activities, and identifying areas of concern and success. It will also be utilized to develop a work plan for implementing improvements.

An After Action Report will be a composite document for all SEMS/NIMS levels, providing a broad perspective on the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and will address specific areas of the response, if necessary. The report will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the After Action Report.

The City of Roseville EPM will be responsible for completion and distribution of the City of Roseville After Action Report, including sending it to the Governor's Inland Region Office of Emergency Services within the required 90 day period.

For the City of Roseville, the After Action Report's primary audience will be city employees, including management. As public documents, reports are accessible to anyone who requests a copy.

The After-Action Report will be written in simple language, well structured, brief, well presented, and geared to the primary audience. Data for the After-Action Report will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response and interviews with emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

**RESPONSE INFORMATION MANAGEMENT SYSTEM
AFTER ACTION REPORT (AAR)
MANUAL ADAPTATION FROM RIMS VERSION (02/15/01)**

TEXT IN <i>ITALICS</i> INDICATES A REQUIRED FIELD.	
<i>a) Reported By:</i>	<i>b) Agency:</i>
<i>c) Position:</i>	<i>d) Phone:</i>
<i>e) Please select the level of this Report after completing the above information:</i>	<input type="checkbox"/> City <input type="checkbox"/> Special District <input type="checkbox"/> Operational Area OES <input type="checkbox"/> Region <input type="checkbox"/> OES Headquarters

PART I - GENERAL INFORMATION	
<i>1. Name of Agency:</i>	<i>2. Type of Agency:</i> Specify Other:
<i>3. OES Region:</i> <input type="checkbox"/> Coastal <input type="checkbox"/> Inland <input type="checkbox"/> Southern	<i>4. Dates of Event: (mm/dd/yyyy)</i> Began: Ended:
<i>5. Type of Event:</i> <input type="checkbox"/> Table Top <input type="checkbox"/> Functional <input type="checkbox"/> Full Scale or <input type="checkbox"/> Actual Occurrence <input type="checkbox"/> Planned Event Specify:	<i>6. Hazard Type or Exercise Scenario:</i> Specify Other:

PART II – SEMS/NIMS FUNCTION EVALUATION
(Corrective Action Requirements (Enter Y) for required correction).

FUNCTION "Management" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Management: Public Info., Safety, Liaison, Interagency Coordination, Security, etc.		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Field Command" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Command (Field): Law Enforce., Fire/Rescue, Const and Engr. Med/Health, Care & Shelter		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Operations" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Operations: Law Enforce., Fire/Rescue, Const and Engr. Med/Health, Care & Shelter, Environmental Util, Electric		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Plan/Intel" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Planning: Situation Stats. and Analysis, Document., Advance Plan., Demobilization, etc.		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Logistics" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Logistics: Services, Support, Facilities, Personnel, Procurement, Supplies, Equip, Food, etc.		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Fin/Admin" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
Finance: Purchasing, Cost Unit, Time Unit, Compensation & Claims, etc.		Γ Satisfactory Γ Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

FUNCTION "Other" EVALUATED:		
<i>SEMS/NIMS Function</i>	<i>TOTAL PARTICIPANTS (EACH FUNCTION)</i>	<i>EVALUATION</i>
<i>Other Participants:</i> Exercise Staff, Community Volunteers, etc.		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement
COMMENTS OR CORRECTIVE ACTIONS NEEDED		
<i>PLANNING</i>		
<i>TRAINING</i>		
<i>EQUIPMENT</i>		
<i>PERSONNEL</i>		
<i>FACILITIES</i>		

TOTAL PARTICIPANTS FOR ALL FUNCTIONS: 0
--

PART III - AFTER ACTION REPORT QUESTIONNAIRE

This questionnaire should be completed for all functional or full-scale exercises, and actual occurrences. Response to questions 20-24 should address areas as "needing improvement and corrective action" in Part II: as well as any "No" answers given to questions 1-19 below.

Disaster Name	Planned Event/Exercise Name:

QUESTIONS	YES/NO/NA
1. Were procedures established and in place for response to the disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
2. Were procedures used to organize initial and ongoing responses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
3. Was the ICS used to manage field response?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4. Was Unified Command considered or used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5. Was your EOC and/or DOC activated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
6. Was the EOC and/or DOC organized according to SEMS/NIMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
7. Were sub-functions in the EOC/DOC assigned around the five SEMS/NIMS functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8. Were response personnel in the EOC/DOC trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
9. Were action plans used in the EOC/DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
10. Were action planning processes used at the field response level?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
11. Was there coordination with volunteer agencies such as the Red Cross?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
12. Was an Operational Area EOC activated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
13. Was Mutual Aid requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
14. Was Mutual Aid received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
15. Was Mutual Aid coordinated from the EOC/DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
16. Was an inter-agency group established at the EOC/DOC level?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
17. Was communication established and maintained between agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
18. Was the public alert and warning conducted according to procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
19. Was public safety and disaster information coordinated with the media?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

<p>20. <i>What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources:</i></p>
<p>21. <i>As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?</i></p>
<p>22. <i>As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:</i></p>
<p>23. <i>As a result of your response, please identify any specific areas not covered in the current SEMS/NIMS Approved Course of Instruction or SEMS/NIMS Guidelines?</i></p>
<p>24. <i>If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities and claims filed:</i></p>

PART IV - NARRATIVE

<p>Additional comments:</p>

Form Completed by:	Your Agency Name:	Report Due Date:	OES Use Only
Work Phone:		Date Completed:	Date Received: Received By:

Attachments:

Created by: (JURISDICTION) on: (DATE/TIME)

Last Modified by: (JURISDICTION) on: (DATE/TIME)

11.0 EMERGENCY CONTACTS

This page left blank intentionally. Please refer to the current City phone directory for contact information for departments and employees. Individual Section Chiefs should maintain their own emergency contact information.

ANNEX A

MANAGEMENT SECTION

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ANNEX A**MANAGEMENT SECTION****1.0 PURPOSE**

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

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

- Director of Emergency Services
- Legal Advisor
- Public Information Officer
- Emergency Preparedness Manager
- Liaison Officer
- Safety Officer

2.0 DUTIES

In general the Director of Emergency Services is responsible to:

- Make executive decisions, rules, regulations and orders.
- Assess the situation and review the availability of resources to determine the level of EOC activation required.
- Initiate the creation of EOC Action Plans that includes a staffing plan, response objectives and goals.
- Establish and evaluate policy decisions throughout the incident.
- Obtain/request mutual aid resources as necessary.
- Proclaim a Local Emergency and establish a fiscal posture and ensure tracking of expenditures for reimbursement.
- Coordinate actions with other cities, Special Districts, the Operational Area, State and Federal agencies.

In general the Legal Advisor is responsible to:

- Review pertinent laws and resolutions regarding the response by the City of Roseville Emergency Management Organization.

- Prepare Local Emergency Proclamations, as indicated.
- Monitor the Proclamations of Emergency process during an emergency; and ensure that appropriate proclamations are prepared, as necessary.
- Revise the City of Roseville Emergency Services Ordinance, as needed.
- Be familiar with the emergency powers, authorities, and responsibilities of the City Council and Director of Emergency Services.
- Identify the legal procedures to proclaim a Local Emergency, and be sure the City Council and the Director of Emergency Services follow established protocols.
- Provide legal guidance on emergency response actions and policy decisions during response and recovery.

In general the Public Information Officer (PIO) is responsible to:

- Consult with the Director of Emergency Services to determine what information is to be disseminated.
- Provide the public with emergency information and instructions, as indicated and/or as directed by the Director of Emergency Services.
- Establish a media center near the EOC.
- Monitor external reports and conditions via broadcasts on commercial TV and radio, and advise the Director of Emergency Services.
- Coordinate with Rumor Control staff.
- Provide the news media with event information, as required by the situation, and/or as directed by the Director of Emergency Services.
- Act as an information resource and contact for elected officials.

In general the Emergency Preparedness Manager is responsible to:

- Setup and ready the City's EOC.
- Initiate contact with the POA.
- Make internal and external notifications as indicated by the situation, and/or as directed by the Director of Emergency Services.
- Compile information and requests from external agencies and advise the Director of Emergency Services.
- Confer with the PIO on major notifications and/or any special instructions required.
- Maintain a log of all internal and external contacts made or attempted.

In general the Liaison Officer is responsible to:

- Make internal and external notifications as indicated by the situation, and/or as directed by the Director of Emergency Services.
- Compile information and requests from external agencies and advise the Director of Emergency Services.
- Confer with the PIO on major notifications and/or any special instructions required.
- Maintain a log of all internal and external contacts made or attempted.

Meet, greet and coordinate involvement of incoming Agency Representatives

In general the Safety Officer is responsible to:

- Ensure that emergency operations are conducted with safety of the worker in mind, especially heavy rescue sites, hazardous materials incidents and terrorist events.
- Ensure that field response includes appropriate technical specialists, such as Public Health and Engineers, where appropriate.
- Evaluate available safety equipment for field operations. Advise Operations Section Chief of any special needs.
- Assist the Director of Emergency Services and Operations Chief to identify potential risks associated with field operations.
- Consult with inspectors as necessary to determine safety of buildings for occupancy.
- Ensure that unsafe and searched structures are marked as such.

3.0 STAFFING

At full activation, the EOC Management Section will be staffed by:

- City Manager will serve as the primary Director of Emergency Services
- City Attorney will serve as the primary Legal Advisor
- The Public Information Officer will serve as the Public Information Officer.
- The Emergency Preparedness Manager will serve as the primary Emergency Preparedness Manager.
- The Deputy City Manager will serve as the Liaison Officer.
- The Risk Manager will serve as the primary Safety Officer.

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Director of Emergency Services.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in the City of Roseville Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and the other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update resource lists, and participate in drills and exercises. The Emergency Preparedness Manager as tasked by the Director of Emergency Services is responsible for ensuring the Management Section completes the following:

- Call regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with roles and responsibilities and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures, and the materials contained in this annex. Collect recommended revisions and updates to this annex and submit them to the EPM.
- Request Department Directors review department emergency plans and standard operating procedures, and submit changes to the EPM.
- Review the Emergency Services Ordinance to identify any revisions needed.
- Ensure lines of succession for the City Council and City Manager are current.
- Participate in exercises and post-exercise critiques scheduled by the EPM.

4.2 Initial Response

Specific actions for each Management Section position are listed in the Checklists that are attached to this annex. The Director of Emergency Services is responsible for overseeing and coordinating the Management Section activities listed below:

- Upon notification, determine if partial or full activation of the EOC is warranted.
- Initiate and maintain individual activity logs.
- Make internal and external notifications as indicated.
- Prepare public notifications and emergency instructions, if necessary.
- Create the initial EOC Action Plan.
- Determine if a Local Emergency should be declared.
- Declare a Local Emergency if City Council is not in session.
- Brief Elected Officials on the situation.

4.3 Extended Operations

- Implement activities outlined in the checklists contained in the Attachments provided with this Annex.
- Evaluate EOC needs, including policy issues.

- Establish response and restoration priorities.
- Communicate with County agencies to coordinate services such as Public Health.
- Ensure the health of responders is considered in decisions affecting the EOC Action Plan.
- Identify the existence of a Site Safety Plan at each site.

4.4 Post Emergency

- Continue responses to media and public inquiries.
- Provide wrap-up news releases until no longer indicated.
- Identify the location of the Local Assistance Center (LAC) and request the Public Information Officer (PIO) to broadcast the information.
- Identify the resources required by the Local Assistance Center (LAC). Assign staff to support the LAC.
- Determine when the EOC can be deactivated.
- Ensure internal and external deactivation notifications.
- Conduct a critique with all EOC staff.
- In conjunction with the Legal Advisor, advise the City Council when the Local Emergency proclamation can be terminated.
- Review and approve the After Action Report.

5.0 ORGANIZATIONS AND RESPONSIBILITIES

5.1 Local Government Level

Government Code § 8607 requires all local public agencies (cities, special districts and counties) to respond to emergencies using the Standardized Emergency Management System and the National Incident Management System (SEMS/NIMS) at the scene of a multi-agency emergency and in the EOC. SEMS/NIMS is a standard emergency response system and organization that enhances the ability of the Placer Operational Area (POA) to work with any city, county, special district or state agency.

City and special district EOCs are required to utilize the same five SEMS/NIMS management functions (Management, Operations, Planning, Logistics, and Finance) to facilitate interagency communication and coordination. Cities and special districts within the county's boundaries may contact the POA EOC for information and/or to request support. Requests for information and/or assistance from cities and special districts are typically submitted via the POA Liaison, or directly to the corresponding EOC Section.

5.2 Operational Area Level

In accordance with CCR, Title 19, Division 2, Placer County and its political subdivisions (cities and special districts) become an Operational Area for emergency response purposes

during response to multi-agency disaster events. The POA EOC is established to coordinate emergency operations and manage resources throughout the county. The POA EOC also serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the POA submits regular situation reports and requests for support and resources not available within the county to the REOC.

Each city and special district may contact the POA EOC via, landline phone, cellular phone, amateur radio, discipline specific radio frequencies, Internet or the web-based State OES Resource Information Management System (RIMS).

5.3 Region Level

Placer County is within the Inland Region of State OES. When requested, Inland Region OES may activate an REOC to coordinate response by state deployed mutual aid resources.

6.0 POLICIES AND PROCEDURES

Policies and procedures for Management Section staff include:

6.1 Emergency/Disaster Response

Upon notification of a warning or knowledge of a disaster, California Government Code (CGC) §§ 3100 mandates that public agency employees have special responsibilities to protect the public. City of Roseville staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that employees will ensure the safety and security of families and homes before returning to work. If at work when a disaster occurs, the City of Roseville will set up a family information system for employees to check on the welfare of their homes and families. Upon reporting to the Emergency Operations Center (EOC), or other designated location, assigned staff will implement the activities listed in the function Checklists that are attached to this annex.

6.2 Who Should Respond

In accordance with the CGC §§ 3100, all public agency employees are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. Certain staff have been pre-assigned to perform a specific function in the City of Roseville EOC (as a primary or alternate), or at another location, and are expected to report to the designated location as outlined in the EOC staffing list contained in Attachment 2 to the Basic Plan. Staff assigned to perform an emergency function in the EOC or at another location are expected to report for duty as outlined in the EOC staffing list.

In the rare circumstance when normal communications are out of service and notification may not be possible with use of the normal methods (phone and radio), employees report to their normal work site. If normal work site is not available, employees are to report to the alternate location identified by the department plan. Staff assigned to operate in the EOC is to report to the City of Roseville EOC.

6.3 Personnel Issues

- Determine if employees who are available for work but prevented from returning due to access, weather problems, etc., shall receive wages for time not worked.
 - Alternate work assignments with other jurisdictions or agencies might be suggested.

- ❑ Recommend restrictions to extraordinary overtime be suspended during event.
- ❑ Direct management to assist staff in workload management and priority setting.
- ❑ Ensure that staff is sufficiently familiar with the functions of other City departments in order to refer calls from the public appropriately.
- ❑ Ensure that staff is clear on how to respond to frustrated and angry members of the community.
 - Skills in dealing effectively with disaster survivors should be emphasized.
- ❑ Recommend to the Personnel Director that citations of appreciation be issued during the post emergency phase.

6.4 Emergency Policy Considerations

The EOC Management Team considers the following issues during response to emergencies.

- ❑ Liability
- ❑ Risk management
- ❑ Commercial business operations
- ❑ Control and enforcement of emergency ordinances

6.4.1 INCREASED READINESS

- ❑ Review files for previous emergency situations and identify anticipated problems, such as:
 - Need for curfews;
 - Mutual aid agreements;
 - Lack of documented evidence of emergency decision-making;
 - Emergency ordinances; and
 - Lines of succession.
- ❑ Review all emergency ordinances.
- ❑ Review lines of succession for City Council and City management and revise if necessary.
- ❑ Instruct Department Heads to maintain records of decisions made with times, dates, participants, and rationale.
- ❑ If the City Attorney is not present, consider acquiring local legal counsel for duration of emergency period.
- ❑ Consider establishing a Liability-Risk Management Team (e.g., City Attorney, Risk Manager) at the EOC to meet as needed to review decisions regarding potential of liability.
- ❑ If an emergency appears imminent, consider implications of decision to warn or to initiate an evacuation order. For example:

- Who will evacuate hospital, nursing home and day care patients?
 - How will school population be dispersed?
 - What about business and industry work force dispersal?
 - Should industrial processes be shutdown?
- When EOC Action Plans are developed, provide City Attorney or Liability Risk Management Team with a review copy to identify potential liability issues.

6.4.2 EXTENDED OPERATIONS

- Implement the activities identified in the Checklists attached to this Annex.
- Any actions involving Mutual Aid should be undertaken with a close review of existing agreements and, when known, customary practice in past emergencies.
- At the onset of an emergency, determine as soon as possible whether to control critical consumables in retail and wholesale establishments:
- Containerized drinking water stocks;
 - Emergency water substitutes: carbonated beverages, beer, wine, etc.;
 - Non-perishable and perishable food stocks;
 - Gas and diesel fuel supplies; and
 - Pharmaceuticals.
- A similar, but less urgent decision may need to be made concerning items likely to be in short supply:
- Radios;
 - Portable toilets;
 - Generators;
 - Flashlights, batteries, candles;
 - Gasoline lamps and camp stoves; and
 - Building materials.
- Request that staff note any potential policy issues as they proceed with assigned emergency responsibilities.
- Consider limiting hours that retail establishments remain open.
- Based on reports from Law Enforcement, consider the policy implications, and determine whether to:
- Institute a curfew; and/or
 - Request mutual aid or National Guard law enforcement assistance.
- Review existing emergency ordinances and determine if additional ordinances are required.
- Allowing time for staff to report for duty, review lines of succession and modify in terms of personnel available. Policy decisions may be required to fill vacancies.
- Establish emergency powers decisions regarding:
- Housing the homeless; and

- Erecting temporary shelters.
- Issue emergency public information announcements ***proactively*** via the media, utilizing direct contact, the Emergency Digital Information System (EDIS), the Emergency Alert System (EAS), or may recommend use of the WARN phone system. Copies of all announcements made will be submitted to the Documentation Staff.
- Respond to requests for information from the media and will issue news releases and conduct media briefings as warranted by the situation. ***All information to be released must be cleared by the Director of Emergency Services.*** All PIO team members will coordinate through the lead PIO to assure consistency and accuracy of messages.
- If indicated (e.g., large regional events or extreme situations, such as terrorism incidents) participate in a Joint Information Center (JIC). Absent a physical JIC site, coordinate PIO activities via phone and radio.

6.4.3 RECOVERY

Potential liability implications of a post-earthquake building inspection should be closely reviewed.

- Be alert to potential liability problems regarding rebuilding during the recovery period.
- Review Recovery Action Plans for potential liability to the City.
- Determine policy on vendor and contractor payments if unable to process warrants.

6.5 **City Proclamation of a Local Emergency**

Local Emergency proclamations:

- Are necessary for requesting assistance from other jurisdictions (local, state, and federal), and applying for state and federal disaster assistance.
- May be proclaimed by:
 - Governing body (CGC § 8630); and/or
 - Director of Emergency Services (CGC § 8630 provides for local ordinance to designate other individuals authorized to make proclamation).
- May include:
 - Request for Gubernatorial Proclamation;
 - Request for Presidential Declaration; and/or
 - Date of onset of the emergency
 - Designation of Local Agent (for state and federal disaster reimbursements).

- Provides the jurisdiction:
 - Additional powers and authorities as detailed by local ordinance (CGC § 8634);
 - The ability to render mutual aid to other political subdivisions (CGC § 8631);
 - Extends liability coverage (CGC §§ 8655, 8656, 8657, 8658, 8659, 8660);
 - Initiation to receive state (CGC § 8685.4) and federal disaster assistance (PL 93-288, §§ 401 & 501); and/or
 - The ability to receive mutual aid approved by the Governor from other jurisdictions at no cost (CGC § 8633).
- Should be terminated as soon as the emergency conditions prompting the proclamation have ceased (e.g., immediate threats to public health and safety) (CGC § 8630).

6.5.1 LOCAL EMERGENCY PROCLAMATIONS IN INCORPORATED CITIES

- The following California Attorney General Opinion No. 79-710 was issued regarding a city proclaiming a Local Emergency.
 - "Cities within a county are bound by Placer County rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county, even if they do not independently declare the existence of a local emergency."
 - "When the county declares a local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the city or special district to declare the existence of a local emergency independently."
- While this is the opinion of the Attorney General, it is still recommended that all incorporated cities and special districts proclaim a local emergency, because:
 - It allows them to adopt rules and regulations as long as they do not conflict with county rules and regulations.
 - It is necessary to apply for state and federal disaster assistance.
 - Politically, it sends a strong signal to constituencies that everything is being done that can be done.

6.5.2 ACTIONS

- Identify what has happened.
 - What is the primary event (i.e. wildland fire, earthquake)?
 - What are the secondary problems (hazmat incidents, fire, collapsed buildings)?

- Use the Situation Summary form in the Resource Information Management System (RIMS) to record the extent of damage and transmit to the POA EOC.
- Determine the resources necessary to mitigate all problems.
 - Are local resources capable of handling problem?
 - What problems require state assistance?
 - What problems require federal assistance?
- Proclaim Existence of Local Emergency.
 - Request Governor to Proclaim a State of Emergency if:
 - Emergency response problems or repair of local government damage is beyond the capabilities of local government and/or specific state resources are needed (e.g., National Guard).
 - State assistance under the Natural Disaster Assistance Act is required.
 - Request Governor to request a Presidential Disaster Declaration if:
 - Emergency response problems require specific federal resources (e.g., FEMA Urban Search And Rescue Task Force) or the repair of damage to public and private properties is beyond the capabilities of local government.
 - Federal assistance under the Stafford Act is required.
- Attempt to quantify damages (required by state for Gubernatorial Proclamation and Governor's request for Presidential Declaration) that include the damage estimates from the following multiple sources.
 - Damage to private dwellings and businesses
 - Local government damage (estimated costs, if available):
 - Debris clearance
 - Emergency protective measures
 - Road systems
 - Water facilities
 - Buildings and equipment
 - Public utility systems
 - Other damage or costs (not listed above)
 - Record damage assessment information on the RIMS form entitled: "Initial Damage Assessment".
- Prepare an Applicant's Agent Resolution if a federal declaration is requested or authorized (see OES Form 130 or the sample format included in this plan). The City Manager may be designated, along with other managers who will be responsible for coordinating the recovery effort.
- Prepare proper resolution for the City Council to terminate Local Emergency Proclamation as soon as possible.

6.6 Emergency Public Information General Guidelines

- The Director of Emergency Services will review all Emergency Public Information (EPI) releases prior to release.
- The dissemination of accurate and timely instructions and information to the public is critical.
- The city must respond to media inquires and calls from the public.
- EPI will be coordinated at the Joint Information Center, when activated.
- Accurate and timely instructions and information will be disseminated to the public.
- A 24-hour EPI contact point will be designated.
- A Public Information Team may be established to support the Public Information Officer (PIO) and field operations, as necessary.

6.7 Emergency Public Information Assumptions

- The general public will need and demand information about the emergency situation and appropriate survival/response actions.
- Residents will remain calm and make wise decisions if they have up-to-date information about the emergency situation.
- The media will demand information about the emergency.
- The local media, particularly news radio, will perform an essential role in providing emergency instructions and periodic updates to the public.
- Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media may also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.
- Depending on the severity of the emergency, telephone communications may be sporadic or impossible.
- Local and regional radio/television stations without emergency power may be off the air. Other communications may also be affected.
- Adequate staff for the EPI is essential.

6.8 Basic EPI Announcement Format

Releases should contain as much of the following information as is known:

- ❑ Critical Information:
 - What has happened?
 - When and where did it happen?
 - What were injuries or damages?
 - What are the cities and the county doing about it?

- Advisory (What public should or should not do):
 - Life/safety actions;
 - Personal and family protection measures;
 - Shelter-in-place instructions;
 - Evacuation routes;
 - Areas to be avoided;
 - Where to go for help; and/or
 - Where to call for additional information.

6.8.1 EPI PRIORITIES

Priority #1 – Life Safety: Lifesaving/health preservation

- Lifesaving/health preservation instructions include:
 - First aid information;
 - Firefighting instructions;
 - Evacuation Issues(coordinate with Police, Care & Shelter and Red Cross):
 - Routes;
 - Instructions (including what to do if vehicle breaks down); and
 - Arrangements for persons without transportation.
 - Areas to avoid:
 - Hazardous;
 - Contaminated; and/or
 - Congested.
 - Information (for parents) on status and actions of schools (if in session).
 - Instructions/precautions about utility use, sanitation, how to turn off utilities.
 - **Emergency** telephone number (otherwise advise people **not** to use telephone):
 - **Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.**
 - Locations of:
 - Mass care facilities;
 - Medical facilities;
 - Coroner facilities;
 - Food and safe water; and
 - Status of hospitals.
 - Essential services available, including:
 - Hospitals;
 - Grocery stores;
 - Banks; and
 - Pharmacies.
 - Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.

Priority #2 – Current Emergency Status

- Emergency Status Information includes:
 - Media hotline number; and
 - Public hotline number.
- Description of the emergency situation, including:

- Number of deaths and injuries;
- Property damage; and
- Persons displaced.
- Description of government and private response efforts, including:
 - Mass care;
 - Medical;
 - Search and rescue;
 - Emergency repair;
 - Debris clearance;
 - Fire/flood fighting; and
 - Curfew:
 - Times; and
 - Areas affected.
- Status of local and Governor's Proclamation, and Presidential Declaration:
 - Where people should report/call to volunteer;
 - How people in other areas can obtain information about relatives/friends in the disaster area;
 - Coordinate with the American Red Cross, Placer Area District, on release of this information; and
 - How disaster victims can locate family members.

Priority #3 – Other Information

- Useful Information (usually this type of information will be released after the Emergency Phase because of other priorities):
 - State/Federal assistance available;
 - Local Assistance Center opening dates/times/location(s);
 - Historical events of this nature;
 - Charts/photographs/statistics from past events;
 - Human interest stories;
 - Acts of heroism;
 - Historical value of property damaged/destroyed; and
 - Prominence of those killed/injured.

6.8.2 MEDIA INFORMATION

- General Guidelines for dealing with the media, include:
 - Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.
 - Never hesitate to say, "I don't know, but I'll find out."
 - Monitor published and broadcast EPI for accuracy and **Correct** misinformation.
 - **Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.**
 - Ensure that official spokespersons are thoroughly briefed on all aspects of the emergency situation.
 - Coordinate with Rumor Control.
 - Keep the Director of Emergency Services informed of all actions taken or planned, and obtain clearance prior to public release.
 - Keep PIOs in other jurisdictions and at other government levels apprised of information released.
 - Maintain an EPI release log and an activity log of all information, instructions, and advice released to the public.

6.8.3 INFORMATION TO BE RELEASED AS SOON AS POSSIBLE

Before release, all information must be confirmed and cleared through the Director of Emergency Services.

- Critical information about the emergency -- What happened? What is threatened?
- Which areas are affected and confirmed information about the extent. If appropriate, release an area map.
- Identify the agencies on-scene and brief description of how situation is being resolved. Identify the Incident Commander/Unified Commander.
- What people should do or should not do:
 - Personal and family safety;
 - Evacuation routes or shelter-in-place instructions;
 - Areas to be avoided; and
 - Where to go for help.
- Where to obtain information:
 - Remind people to listen to local radio or television for information.
 - Emergency broadcast stations:
 - Cable TV, Regional TV and radio may also carry
 - City of Roseville hotline 774-5812 and/or the City of Roseville Web site may also carry information - www.roseville.ca.us
 - Cable TV Channel 14/73
 - AM 530
- Tell residents: **DO NOT CALL 9-1-1 EXCEPT TO REPORT EMERGENCY**
 - Anything else essential to public safety or reassurance

6.9 **City of Roseville EPI Organization**

- The City of Roseville's designated PIO is responsible for activation of the EPI organization at the direction of the Director of Emergency Services. Specific actions to be taken by the PIO and EPI staff are contained in position specific checklists attached to this annex.
 - The City of Roseville EPI Organization will be coordinated by the City PIO or alternate. The EPI Organization will function on a 24-hour basis during emergencies.
- Support Staffing may consist of:
 - Designated assistant PIOs
 - Support designated by the City Manager's Office
 - Other City department personnel as needed
 - Other jurisdictional personnel as appropriate

6.10 Placer Operational Area EPI Organization

- The head of the Placer Operational Area EPI is the Placer County PIO, who is responsible for activation of the organization at the direction of the Director of Emergency Services. Specific actions to be taken by the Lead PIO and EPI staff are contained in position specific checklists attached to this annex.
- The POA EPI organization will be coordinated by the County PIO, or alternate, as the "Lead" PIO. The EPI organization will function on a 24-hour basis during emergencies and will include several elements as needed:
 - Lead Public Information Officer (PIO)
 - Receives briefing from the Incident Commander (IC) at the Incident Command Post (ICP) and/or the Emergency Operations Center (EOC) Director.
 - Works directly for and supports the IC or the Director of Emergency Services by managing the Emergency Public Information (EPI) needs.
 - Responds to media requests with pre-approved information.
 - Acts as liaison to OES, CEO, and/or BOS.
 - Relocates as needed to a facility.
 - Ensures the completion of the responsibilities identified in this annex.
 - Manages all PIO team staff.
 - Incident Command Post PIO or Assistant PIO
 - Acts as Lead PIO until the Lead PIO function is relocated to a facility.
 - As Assistant PIO:
 - Works directly for the IC;
 - Assists the media on scene;
 - Develops and clears EPI messages from the scene;
 - As requested helps with media tours;
 - Communicates regularly with the Lead PIO;
 - Keeps EOC Assistant PIO informed; and/or
 - Assists with rumor control.
 - Emergency Operations Center Assistant PIOs
 - Supports the Director of Emergency Services, Lead PIO and ICP Assistant PIO.
 - Gathers information from EOC staff.
 - Creates and distributes news releases, fact sheets, bulletins, etc. under the direction of Lead PIO (coordinated through the IC, Director of Emergency Services, and/or CEO as appropriate).
 - Proactively delivers or distributes information as requested.
 - Updates the County web site emergency information.
 - Answers questions from the media (24/7).
 - Answers questions from the public hotline (24/7).
 - Maintains PIO status boards.
 - Assists with rumor control by monitoring electronic, print and other media, sources.
 - Assists as requested with county network e-mail updates.

- Public Information Center Assistant PIOs
 - Staffs designated Joint Information Centers (JIC) or Public Information Centers.
 - Communicates regularly with the Lead PIO.
 - Answers questions from the media and the public (24/7).
 - Delivers or distributes pre-approved information as requested.
 - Assists with rumor control by monitoring electronic, print, and other media sources.
- Field Assistant PIOs
 - Staffs field sites where the public is gathered, for example, at Red Cross shelters, where roads are blocked, or other locations.
 - Gathers information from the scene.
 - Communicates regularly with the Lead PIO.
 - Monitors media and scene activity to control rumors.
 - Provides pre-approved information to media and the public.
 - As requested accompanies elected officials or media touring the area.
- Staff to support the above noted activities will come from the following:
 - Designated assistant PIOs;
 - Clerical support from the County Executive's Office;
 - Other county department personnel as needed; and
 - Other jurisdictional personnel as appropriate.

6.11 California Emergency Public Information System

- The California Emergency Public Information System includes:
 - City;
 - County;
 - California Governor's Office of Emergency Services;
 - State and Federal PIOs;
 - Public Information representatives from private or nonprofit agencies;
 - Utilities; and
 - Special districts, including schools.
- The City of Roseville PIO will release EPI for the City and will provide status information to PIOs at the next higher level of government, as well as to effected neighboring jurisdictions. PIO staff should coordinate in advance with the Public Information representatives from local non-profit and private agencies, including:
 - American Red Cross;

- The Salvation Army;
- California Veterinary Medical Association; and
- Any other agency likely to be part of the emergency response.
- When the EPI Organization at State OES Headquarters in Sacramento is activated:
 - PIOs will be assigned to the affected OES Mutual Aid Region(s) to gather status information from local jurisdictions and provide it to the State OES PIO.
 - The Mutual Aid Region (IV) may reply to media calls, and may relay information from the state and federal levels to local PIOs.
- The State OES PIO will:
 - Summarize the disaster situation for the media and report on state agency response activities.
 - Establish statewide Emergency Alert System (EAS) programming.
 - Keep the Federal Emergency Management Agency (FEMA) PIO informed of developments.
 - Provide EPI Staff support to local jurisdictions on request.
 - Coordinate news releases pertaining to a particular jurisdiction with that jurisdiction PIO prior to dissemination to the news media. When prior coordination is not feasible, the local PIO will be informed at the earliest opportunity. If at all possible, local information should come from, and be released by, local EPI sources.
- The FEMA PIO will:
 - Provide information on federal response efforts and federal assistance programs.
 - Provide EPI Staff support to the State on request. The federal government determines nationwide EBS programming.

6.12 Media Access

The Incident Commander may close areas during an emergency. The following are excerpts from the California Government Code and Regulations relating to access by the media to closed or restricted areas during emergencies and disasters:

California Penal Code §409.5(See attachment 7J) Power of peace officers to close areas during emergencies; entering or remaining within areas is a misdemeanor; exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (i) of Section 830.3, may close the area where the menace exists for

the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such calamity creates an immediate menace to the public health, the local Health Officer may close the area where the menace exists, pursuant to the conditions that are set forth above in this section.

- (b) Officers of the California Highway Patrol, police departments or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purposes of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

The Incident Commander may want to request a Temporary Flight Restriction over the incident area to:

- (1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface.
- (2) Provide a safe environment for the operation of disaster relief aircraft.
- (3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event, which may generate a high degree of public interest.

6.13 Civilian and Military Incident Access

- Civilian Incident
 - Ground access - California Penal Code (CPC § 409.5) permits access by accredited reporters to areas that are closed to the public during disasters.
 - The California Peace Officer's Association suggests that: "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions."
 - If access by the media must be denied or restricted for any reason, a complete explanation must be given.
 - When an emergency involves a crime scene under investigation, it is common for law enforcement to limit close media access to the scene.

- Military Incident (Air Force Information Procedures)
 - The Air Force will attempt to provide maximum cooperation, consistent with national security responsibilities, to properly identified U.S. media representatives desiring to cover military accidents.
 - If the senior Air Force representative at the scene is qualified to do so, she/he will determine, as soon as possible, whether classified defense material is exposed. If the representative is not so qualified, an individual who is will be immediately summoned.
 - Accidents involving nuclear weapons, warheads, or materials:
 - If nuclear material is involved, an area 2,000 feet around the incident will be cleared of unauthorized personnel.
 - When the responsible commander considers the area safe and classified nuclear materials secure, media representatives and photography will be permitted.
 - Aircraft and missile accidents not involving nuclear weapons, warheads, or materials:
 - If no classified material is exposed, the senior Air Force representative will permit photographs.
 - If classified material is exposed, it will be covered or removed immediately, if possible. Photographs will then be permitted.
 - If the senior Air Force Representative at the accident scene does not know whether classified defense information is exposed, photographers will be informed and advised that photography cannot be permitted, and that taking photographs may violate federal law. Air Force personnel will not physically restrain the media from taking photographs.
 - If classified defense information is exposed and cannot be removed or covered immediately:
 - The senior Air Force representative will:
 - So advise news media representatives
 - Inform media that photography is not permitted
 - Inform media that photographing classified DOD material without official permission violates federal statutes (18 USC 795 and 797)
 - Request media's cooperation
 - If media representatives refuse to cooperate, Air Force personnel will refrain from using force, but will request:
 - The assistance of appropriate civil law enforcement officials in preventing the compromise of such material and in recovering all photographs,

negatives, and sketches which are presumed to contain classified information.

- The cooperation of the superiors of news media representatives concerned.
- Air Access
 - Federal Aviation Administration Regulation (FAR) 91.137 covers temporary flight restrictions during emergencies/disasters and sets forth procedures which pilots of media and other aircraft must follow.
 - Permission to fly over emergency sites may be denied if such flights will pose a significant safety hazard to the general public or compromise management of the event.
- Communications
 - The City will use commercial telephone for dissemination of information to the media and for responding to direct public inquiries. This includes NextTel and other cell phones.
 - The PIO will ensure that sufficient telephone circuits are installed to handle incoming and outgoing calls.
 - The PIO will arrange for at least one unlisted, outgoing line for his/her exclusive use during disasters.
 - The EPI staff will coordinate by telephone or fax with PIOs in affected jurisdictions and at other government levels.
 - Should telephone lines be out of service or unavailable, the ARES Amateur Radio Emergency Service may be used for communicating EPI messages.
 - The City may activate, or request activation of, local EAS stations following established EAS procedures.
 - Local commercial radio is the most rapid means of communicating emergency information to the public. Other ways include:
 - Television stations (including cable)
 - The City of Roseville website, www.roseville.ca.us which will be activated as a normal emergency response procedure
 - The City's telephone alert system (W.A.R.N.)
 - Regional commercial radio stations whose signals reach the stricken area if local stations are off the air
 - Newspapers, including special EPI supplements
 - Personal contact, particularly with at-risk populations

- Fliers distributed by volunteers, on service vehicles in the area, such as utility vehicles, or in assistance sites such as Red Cross shelters.
- Public safety public address system
- Broadcast email alerts and updates to specific groups or populations at risk

6.14 Personnel Stress Considerations

- Consider additional staffing in order to allow staff who suffer losses to tend to personal matters.
- Ensure that regular briefings are provided to keep EOC staff informed on the progress of the event.
- Consider provisions for employees with special circumstances or responsibilities:
 - Lodging for long distance commuters:
 - If lodging is a premium, encourage staff with room to take in coworkers.
 - Childcare services for staff with family responsibilities or who must remain on the job.
 - Counseling for those separated from their families for long periods of time.
- At the conclusion of the emergency response phase, arrange for Critical Incident Stress Debriefings for involved personnel.

ATTACHMENT 6a

MEDIA ACCESS REGULATIONS

CALIFORNIA PENAL CODE

Section 409.5 Power of peace officers to close areas during emergencies; entering or remaining within area as misdemeanor; exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (i) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the Health and Safety Code.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

ATTACHMENT 6b**FEDERAL AVIATION REGULATIONS****Subpart B - Flight Rules****Section 91.91 Temporary Flight Restrictions**

- (a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.
- (b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:
- (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;
 - (2) That aircraft is being operated to or from airport within the area and is operated so as not to hamper or endanger relief activities;
 - (3) That operation is specifically authorized under an IFR ATC clearance; VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,
 - (4) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:
 - (i) Aircraft identification, type and color.
 - (ii) Radio communications frequencies to be used.
 - (iii) Proposed types of entry and exit of the designated area.
 - (iv) Name of news media or purpose of flight.
 - (v) Any other information deemed necessary by ATC.

7.0 EOC ORGANIZATION

Figure A-1: City of Roseville EOC Overall EOC Organization



ATTACHMENT 1
ELECTED OFFICIALS
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of potential emergency/disaster, adopt an increased readiness posture:
 - Contact the EPM regarding any warning notice.
 - Review appropriate emergency operations plan, guidelines, and checklist.
- Coordinate public requests for information with the county Public Information Officer (PIO).

Initial Response (To Most Emergencies)

- Compile information on communications activities and forward to the EOC, when activated.
- Communicate through the Director of Emergency Services regarding City operations.

Extended Operations

During a State of War Emergency, a State of Emergency or a Local Emergency, the governing body shall:

- Determine the damage to the political subdivision and its personnel and property. For this purpose, the City Council shall have the power to issue subpoenas to compel the attendance of witnesses and the production of records. [CGC 8643(a)]
- Proceed to reconstitute the Council by filling any vacancies until there are sufficient officers to form the largest quorum required by the applicable law. Should only one member of the governing body or only one standby officer be available (CGC 8636 & 8638), that one shall have power to reconstitute the governing body. [CGC 8643(b)]
- Perform the duties necessary to preserve law and order and to furnish essential local services. [CGC 8643(d)]

Post-Emergency

- ❑ Execute resolution terminating Local Emergency; upon request from Director of Emergency Services.
- ❑ Review After Action Report prepared by OES and take action or recommendations, as appropriate.

ATTACHMENT 2**DIRECTOR OF EMERGENCY SERVICES****EMERGENCY ACTION CHECKLIST*****PRIMARY: CITY MANAGER******ALTERNATE: FIRE CHIEF*****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Notify City Council, and key management staff of situation.
- Review appropriate emergency operations plans, guidelines, and checklist.
- Assess the emergency/disaster.
 - Analyze available information and data to determine scope of event.
 - Determine threat to the following areas.
 - Residential areas
 - Special populations:
 - Hospitals (Acute and Convalescent Care Facilities)
 - Custody facilities
 - Businesses
 - Schools
 - Environment
 - Determine evacuee reception and care requirements.
- Consider activating the EOC.
- Consider alerting/recalling off-duty personnel.
- Assess the availability and condition of resources:
 - Determine the following logistics needs.
 - Feeding and lodging requirements
 - Determine potential re-supply needs
 - Evaluate emergency power
 - Utilize emergency specific checklists.
 - Develop an EOC Action Plan.
- Contact the following who may be affected by the hazard and identify their readiness posture.
 - Fire department
 - Police department
 - City departments

- Utilities
- School Districts

- Coordinate with the City Clerk to determine a safe location and logistics necessary to move vital records if required.

- Consider issuing a press release.
 - Approve Emergency Public Information releases from the City Public Information Officer (PIO).

- Continue to monitor situation.

Initial Response (To Most Emergencies)

- Obtain a briefing from Incident Commander or Operations Section Chief (If EOC activated).
 - Magnitude and scope of the event
 - Areas of the City involved
 - Actions taken
 - EOCs activated
 - Support needed for field units
 - Support needed to support local population

- Activate the EOC.
 - Advise the City Council of EOC activation.
 - Direct the Emergency Preparedness Manager/Liaison or other available staff to notify appropriate EOC staff.
 - Establish and maintain contact with other involved jurisdictional chief executives and elected officials as appropriate.
 - Advise Placer Operational Area of situation and EOC activation.
 - If more than two cities or one city and the county have activated EOCs, the county EOC becomes the OA EOC.

- Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, positions activated, personnel assignments and actions taken.
 - Note data that needs to be shared with other EOC functions.
 - Record actions that require follow-up.
 - List actions that will be needed during recovery operations.
 - Identify conditions that may involve potential liability.
 - Begin the EOC Action Planning process
 - Establish goals and strategy

- Oversee all aspects of the response and ensure emergency needs are being addressed:
 - Ensure the City Council is informed as to the status of the emergency.
 - Consider the need to proclaim a Local Emergency.
 - With the Legal Advisor, review Emergency Proclamation Procedure, and request that Legal Advisor review the appropriate proclamation form.
 - Consider the need to enact emergency ordinances.
 - Consider the need to implement alternate work schedules.
 - Consider the need for continuity of City services should they be disrupted.
 - Authorize appropriate changes in staffing.
 - Approve appropriate emergency expenditures.

- Consult with the PIO on any public notifications required.

- ❑ Monitor the following for information:
 - Commercial broadcast radio:
 - KFBK 1530 AM
 - KAHI 950 AM
 - Other radio and television stations.
- ❑ Confer with the Emergency Preparedness Manager/Liaison on additional notifications to be made.
- ❑ Assign available staff to essential emergency functions.
- ❑ Brief the City Council; determine if a Local Emergency should be declared.
- ❑ Establish schedule for regular EOC briefings.
- ❑ Confer with Operations and Planning Section Chiefs on development of an EOC Action Plan.
- ❑ Establish response and restoration priorities.
- ❑ Identify any potential problems for city. Request that the Emergency Preparedness Manager/Liaison should contact the involved response agencies, as indicated.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Obtain regular updated status reports from Incident Commander(s).
- ❑ Facilitate EOC management, as needed.
- ❑ Respond to requests from EOC staff for inter-organizational contacts.
- ❑ Monitor emergency operations to identify current or potential inter-organizational problems.
- ❑ Provide City Council with periodic briefings.
- ❑ Conduct regular EOC briefings with Management Section members and Section Chiefs.
- ❑ Review and approve the EOC Action Plan for distribution by Planning Section.
- ❑ Determine information needs and inform Management Section staff and Section Chiefs of needs.
- ❑ Support emergency responses in the field.
 - Deploy personnel to the field as necessary.
 - Ensure safety in the field.
 - Proper personal protective equipment is available
 - Communications link with the EOC is maintained
- ❑ Activate Logistics Section, if necessary and request coordination of resources.
- ❑ Activate Finance, if necessary and request the establishment of procedures for emergency procurements and contracting, as indicated.

- ❑ Activate the Operations Section and request the Section Chief to coordinate activities among the response agencies.
 - Coordinate with the Law Enforcement.
 - Coordinate with the Fire and Rescue.
 - Coordinate with the Public Works.
 - Coordinate with the Care & Shelter.
 - Coordinate with Electric
 - Coordinate with Environmental Utilities
 - Coordinate with the County Medical/Health.
 - Coordinate with the Safety Assessment.
- ❑ Request the City Clerk to move essential records from affected areas to a safe location, if indicated.
- ❑ Authorize release of information to news media and approve Emergency Public Information Plan.
- ❑ Request a windshield survey be conducted to determine safety threats and extent of damage.
 - Consider the use of fixed wing and rotary assets
 - Consider opening a Local Assistance Center (LAC), if necessary.

Post Emergency

- ❑ Determine when the EOC can be deactivated and implement Deactivation Procedure when indicated.
- ❑ When deemed appropriate, advise the City Council when the Emergency Declaration may be terminated.
- ❑ Advise the Placer Operational Area of cessation of emergency operations and deactivation of the EOC.
- ❑ Deactivate emergency staffing patterns.
- ❑ Require all departments to initiate detailed cost estimates of damages and personnel-related emergency response.
- ❑ Conduct post-emergency debriefing and critique sessions for all EOC staff.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Assist Finance personnel in determining what action needs to be taken to complete FEMA documents.
- ❑ Prepare After Action Reports and Corrective Action Plan.

ATTACHMENT 3**SAMPLE LOCAL EMERGENCY PROCLAMATIONS**

The enclosed sample Local Emergency Proclamations will need modifications based on the nature of the emergency.

- 3-a Proclamation of a Local Emergency by the Director of Emergency Services
- 3-b Proclamation of a Local Emergency by the Director of Emergency Services and Request of the Governor to Proclaim a State of Emergency
- 3-c Proclamation of a Local Emergency by the Director of Emergency Services and Request of the Governor to Proclaim a State of Emergency and Request a Presidential Disaster Declaration
- 3-d Resolution Proclaiming a Local Emergency and Requesting the Governor to Proclaim a State of Emergency
- 3-e Resolution Proclaiming a Local Emergency and Requesting the Governor to Proclaim a State of Emergency and Request a Presidential Disaster Declaration
- 3-f Resolution Proclaiming a Local Emergency
- 3-g Resolution Designating Applicant's Agent
- 3-h Resolution Reaffirming the Existence of Local Emergency (as proclaimed by the Director of Emergency Services)
- 3-i Resolution Reaffirming the Existence of Local Emergency (as proclaimed by the City Council)
- 3-j Resolution Terminating the Existence of Local Emergency (as proclaimed by the Director of Emergency Services)
- 3-k Resolution Terminating the Existence of Local Emergency (as proclaimed by City Council)

ATTACHMENT 3-A**PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF
EMERGENCY SERVICES**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when this City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days and reaffirmation every 14 days thereafter until such local emergency is terminated; and,

WHEREAS, the Director of Emergency Services of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this City, caused by (List Causes), commencing on or about (Day, Date); and,

That the City Council of the City of Roseville is not in session and cannot immediately be called into session;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME) Date
Director of Emergency Services

ATTACHMENT 3-B

**PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES
AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days and reaffirmation every 14 days thereafter until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by (List Causes), commencing on or about (Day, Date); and,

That the City Council of the City of Roseville is not in session and cannot immediately be called into session; and,

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

That local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the City of Roseville to be in a state of emergency; and,

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME) Date
Director of Emergency Services

ATTACHMENT 3-C

**PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES
AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND REQUEST A
PRESIDENTIAL DECLARATION**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days and reaffirmation every 14 days thereafter until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this City, caused by (List Causes), commencing on or about (Day, Date); and,

That the City Council of the City of Roseville is not in session and cannot immediately be called into session;

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

That local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the City of Roseville to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME) Date
Director of Emergency Services

ATTACHMENT 3-D

RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, the City Council of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by (List Causes) _____, commencing on or about (Day, Date) _____; and,

That the City Council of the City of Roseville is not in session and cannot immediately be called into session; and,

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

That local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the City of Roseville to be in a state of emergency; and,

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-E

RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city, or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, the City Council of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this City, caused by (List Causes) _____, commencing on or about (Day, Date) _____; and,

That the City Council of the City of Roseville is not in session and cannot immediately be called into session;

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

That local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY RESOLVED AND PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the City of Roseville to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-F

RESOLUTION PROCLAIMING A LOCAL EMERGENCY

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "a local emergency may be proclaimed only by the governing body of a county, city and county, or city, or by an official so designated by ordinance adopted by such governing body;"

WHEREAS, the City Council of the City of Roseville does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this City, caused by (List Causes) _____, commencing on or about (Day, Date) _____; 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 RESOLVED AND PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, and by ordinance and resolutions of this City approved by the City Council, and by the *City of Roseville Emergency Operations Plan*, as approved by the City Council.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-G

RESOLUTION DESIGNATING APPLICANT'S AGENT

WHEREAS, 44 Code of Federal Regulations Part 206 designates states responsible for processing federal disaster assistance subgrants to local agencies; and

WHEREAS, Title 19 of the California Code of Regulations Sub-chapter 5 establishes the regulations for applying for state and federal disaster assistance and requires the designation of Local Authorized Agents to be designated to represent local jurisdictions.

NOW, THEREFORE, BE IT RESOLVED that:

_____	_____
Name	Title
	or
_____	_____
Name	Title
	or
_____	_____
Name	Title
	or
_____	_____
Name	Title
	or

is hereby authorized to execute for and in behalf of the City of Roseville, a public entity established under the laws of the State of California, an application for disaster assistance and to file in the Office of Emergency Services for the purpose of obtaining certain state financial assistance under the Natural Disaster Assistance Act.

The City of Roseville, a public entity established under the laws of the State of California, hereby authorizes its agent to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-H

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES)**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "the governing body shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this City is affected or likely to be affected by a public calamity;

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, further requires that the City Council shall take action to ratify the said proclamation within seven (7) days thereafter, or the proclamation shall have no further force or effect, and that they shall review at least every 14 days until such local emergency is terminated, the need for continuing the local emergency;

WHEREAS, a local emergency is deemed to exist in the City of Roseville in accordance with the proclamation by the Director of Emergency Services on the (Date) _____ as a result of conditions of extreme peril to the safety of persons and property have arisen within the City caused by (List Causes) _____, commencing on or about (Day, Date) _____, at which time the City Council of was not in session; and,

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

That local resources are still unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY RESOLVED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Roseville, State of California.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-I

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE CITY COUNCIL)**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "the governing body shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this City is affected or likely to be affected by a public calamity;

WHEREAS, City of Roseville Code Title 9, Chapter 9.28, further states that the City Council shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency, and shall proclaim the termination of such local emergency at the earliest date the conditions warrant;

WHEREAS, a local emergency exists in the City of Roseville in accordance with the proclamation by the City Council on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the City caused by (List Causes), commencing on or about (Day, Date), at which time the City Council of was not in session; and,

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

That local resources are still unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY RESOLVED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Roseville, State of California.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-J

**RESOLUTION TERMINATING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES)**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "the governing body shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency;"

WHEREAS, City of Roseville Code, Title 9, Chapter 9.28, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity;

WHEREAS, City of Roseville Code Title 9, Chapter 9.28, further states that the City Council shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency, and shall proclaim the termination of such local emergency at the earliest date the conditions warrant;

WHEREAS, a local emergency existed in the City of Roseville in accordance with the proclamation by the Director of Emergency Services on the (Date) and its ratification by the City Council on (List Dates) as a result of conditions of extreme peril to the safety of persons and by property by (List Causes); and

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseville, State of California, does hereby proclaim the termination of said local emergency.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 3-K

**RESOLUTION TERMINATING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY CITY COUNCIL)**

WHEREAS, the California Emergency Services Act, Chapter 7, of the California Government Code, commencing with § 8550 confers upon the governing bodies of the political subdivisions of this state emergency powers necessary to protect health and safety and preserve lives and property;

WHEREAS, § 8630 of the California Government Code, states that "the governing body shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency;"

WHEREAS, City of Roseville Code Title 9, Chapter 9.28, states that the City Council shall review, at least every 14 days until such emergency is terminated, the need for continuing the local emergency, and shall proclaim the termination of such local emergency at the earliest date the conditions warrant;

WHEREAS, a local emergency exists in the City of Roseville in accordance with the proclamation by the City Council on the (Date) _____ as a result of conditions of extreme peril to the safety of persons and by property by (List Causes) _____; and,

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

NOW, THEREFORE, the City Council of the City of Roseville, State of California, does hereby proclaim the termination of said local emergency.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Director of the Governor's Office of Emergency Services.

ADOPTED this ____ day of _____, 20____ by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

President

ATTEST:

City Clerk

APPROVED AS TO FORM AND PROCEDURE:

City Attorney

ATTACHMENT 4**LEGAL ADVISOR****EMERGENCY ACTION CHECKLIST
PRIMARY: CITY ATTORNEY
ALTERNATE: DEPUTY CITY ATTORNEY****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise staff assigned to perform an emergency function of the potential need to respond.
- Review the appropriate EOC annex, standard operating procedures and checklists.
- Document preparedness actions, monitor the situation, and maintain readiness posture.
- Review the City of Roseville ordinances and state and federal laws and regulations applicable to emergencies and disasters.

Initial Response

- Report to the EOC (or other designated reporting location) and obtain briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Areas of City of Roseville impacted
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, positions activated, personnel assignments and actions taken within your branch.
 - Note data that needs to be shared with other EOC functions.
 - Record actions that require follow-up.
 - List actions that will be needed during recovery operations.
 - Identify conditions that may involve potential liability.
- Identify available internal and external communications capabilities.
- Advise the Director of Emergency Services of proclamations to be adopted and/or resolutions to be submitted to the City Council.

Extended Operations

- Maintain an activity log.
- Monitor response status and advise the Director of Emergency Services and/or City Council of legal considerations.
- Ensure all required legal documents are available in the EOC.
- Confer with the Director of Emergency Services regarding need to proclaim a local emergency.
- Prepare Emergency Proclamation for signature, if indicated.
- Identify areas of legal responsibility and/or potential liabilities and advise the Director of Emergency Services and/or City Council, as appropriate.
- Attend EOC meetings and briefings as required.
- Consult and collaborate with Section Chiefs as indicated.
- Obtain any needed records or reference materials from Planning and Finance Sections.
- Provide legal justification for mitigation measures, if necessary.

Post-Emergency

- Advise the Director of Emergency Services of the required resolution to terminate the Local Emergency proclamation.
- Prepare required proclamations/resolutions.
- Review claims and advise the City Council and the Director of Emergency Services of actions to be taken.
- Advise City Council and City Manager on reconstruction policies.
- Participate in post-emergency debriefing and critique sessions.
- Submit log and other emergency-related documentation to Documentation unit in the Planning Section.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 5**EMERGENCY ACTION CHECKLIST****PUBLIC INFORMATION OFFICER**
PRIMARY: CITY PUBLIC INFORMATION OFFICER**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise staff assigned to perform an emergency function of the potential need to respond.
- Review appropriate EOP Annex, standard operating procedures and checklists.
- Document preparedness actions, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC and receive briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Current situation and statistics (number and type of casualties, displaced, etc.)
 - Areas of County impacted
 - Emergency objectives and priorities
 - Actions taken
 - City EOCs activated
 - Limits on information to be released
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the PIO, directions given, and actions taken.
 - Log requests from the media, and information needed/required to respond.
 - Lists items that require follow-up.
- Identify available internal and external communications capabilities.
- Determine the need for PIO support and assign additional available staff to perform PIO functions as indicated:
 - Emergency Operations Center Assistant PIO;
 - Public Information Center Assistant PIO; and/or
 - Field Assistant PIO.

-
- ❑ Consult with the Director of Emergency Services regarding any immediate emergency information or instructions to be disseminated and/or restrictions on information to be released.
 - ❑ Prepare the following guidelines for PIO staff:
 - Nature of information to be released
 - Personnel authorized to give interviews
 - ❑ Establish a Media Center, as appropriate, in the vicinity of, but separate from, the EOC.
 - ❑ If media/press representatives are present, introduce yourself as the "Public Information Officer" and, if assigned by the Director of Emergency Services, official Spokesperson for the emergency.
 - Advise media/press that updated information will be provided as soon as it is available.
 - Request the support of radio and TV in communicating lifesaving information to the public as quickly as possible.
 - ❑ Identify public information priorities, particularly those that involve saving lives, reducing injuries, and protecting property.
 - ❑ Coordinate press conferences as requested by the Director of Emergency Services.
 - ❑ Develop plans to disseminate emergency information immediately using radio and TV, with secondary priority to key print media on deadline.
 - Media releases are to include critical information.
 - What has happened; what is threatened?
 - Which areas are affected? Provide only confirmed information about the extent of the impact.
 - Identify agencies on scene and how issue is being resolved. Identify the Incident Command/Unified Command.
 - What should people do or not do to protect personal and family safety? Identify evacuation routes or shelter in place information. Specify areas to be avoided. Clarify where to call/go for help? What about animals?
 - Provide direction on where to obtain additional information:
 - Local news radio or TV;
 - Call OES hotline;
 - Placer County web site; and
 - DO NOT CALL 9-1-1 except to report emergencies.
 - Conclude with anything else essential to public safety or reassurance.
 - ❑ Request media to relay lifesaving information such as evacuations and shelter locations, shelter-in-place instructions, etc.
 - ❑ Brief all media on the emergency, including response actions underway and planned. **Do not** release names or identities of casualties.
 - ❑ Establish a regular media briefing schedule:
 - Use a written fact sheet whenever possible.
 - Clear ALL information prior to release with the Director of Emergency Services.
 - Document media questions and present to the Director of Emergency Services for response.
 - Provide as much information as possible, but do not speculate.
 - ❑ Provide rumor control, as necessary:
 - Immediately correct any misinformation presented by the media.
 - Activate a phone bank in the EOC, or other location, and ask the media to publish the number if there are large numbers of inquiries from the public anticipated.
 - Direct the public to radio, TV, websites and press to receive most information.
-

- Arrange for interviews with key personnel **IF** this does not interfere with response operations and personnel wish to speak.
- Confer with the Director of Emergency Services and the PIO at the Incident Command Post (ICP) to identify areas where the media may safely view the emergency (See attachment 7-J).
 - Arrange tours for more hazardous areas.
 - Request the media's cooperation regarding hazardous areas.
 - Authorities (usually a law enforcement agency) may deny the media access to the emergency if:
 - The area has been declared a crime scene. (CPC 409.5).
 - The area has been declared a National Defense Area (NDA) by military authorities.
 - The media is obstructing or interfering with emergency operations.
 - Establish a media pool to visit the emergency site.
- Communicate with city employees via the e-mail system. Get information clearance from the Director of Emergency Services.
- Document information released and contacts made in an activity log.
- Submit copies of all press releases and other written records to the Planning/Intelligence Section Documentation Staff.
- Provide periodic status reports to the Director of Emergency Services, including:
 - Requests;
 - Activities; and
 - Expenditures.

Extended Operations

- Maintain an activity log.
- Continue proactive media contacts.
- Participate in regular briefings. Keep other PIOs and agencies informed and updated on all materials.
- Ensure that translators are available for multi-lingual media. Obtain translation services to review, update and publish public information materials as needed.
- Provide input to the EOC Action Plan.
- Establish special briefings at a central location in the morning and evening to inform key staff of daily activities.
- Prepare media briefing packet that includes the following information.
 - Nature and scope of event
 - Time of occurrence
 - How and/or why event occurred
 - Response agencies
 - Situation summary
 - Confirmed and approved statistics:
 - Casualties
 - Damage estimates
 - Number of homeless
 - Number of shelters and locations

- Locations of other types of services (feeding centers, etc.)
 - Cost estimates
 - Listing of all agencies involved and their responsibilities or current assignments and actions;
 - Number of people committed to event
 - Key areas of concern (current event objectives)
 - Actions underway
 - Location of Local Assistance Centers (LACs)
 - Major problems associated with:
 - Response (e.g., steep terrain, no water pressure, difficult extrication, severe weather, resource acquisition, etc.)
 - Public Health:
 - ◆ Animal control issues
 - ◆ Coroner operations
 - ◆ Hazardous materials
 - ◆ Sanitation
 - Transportation difficulties or disruptions:
 - ◆ Cause and nature of disruption
 - ◆ Roads closed
 - ◆ Detour routes
 - ◆ Impacts to mass transit
 - ◆ Repairs required
 - ◆ Estimated time for repairs
 - ◆ Long-term outlook
 - Event related information:
 - ◆ Event avoidance methods
 - ◆ Frequency of similar events in jurisdiction
 - ◆ "Myth-correcting" information
 - ◆ Sources/locations for counseling
 - ◆ Volunteer opportunities
 - ◆ Special instructions regarding current hazards
- Distribute media briefing packet to all departments via e-mail. Update information about department activities regularly.
- Update media briefing packets regularly.
- Consult with the Director of Emergency Services and/or Incident Commander(s) regarding a schedule for routine media tour(s) of affected area(s):
- Obtain representation from other jurisdictions for tours, as appropriate.
 - Schedule one photo walk per day of affected area(s) for free lance and other professional photographers.
 - Establish a relationship with video and still photography journalists.
 - Collect business cards.
 - Attempt to get pictures and video footage donated to the jurisdiction for:
 - Developing a video on event for training and general education; and/or
 - County visual displays.
 - Remember to credit the source of the material.
- With the Director of Emergency Services staff schedule EOC tours for the media.
- Advise city departments to provide information to the Public Information Officer regarding progress of department recovery operations.

-
- ❑ Consider publishing a newsletter or bulletin for distribution to staff and general public on changes and updates on the recovery process or ask local press to include a Recovery Bulletin Board in the daily newspaper.
 - ❑ Coordinate the visits of dignitaries.
 - ❑ Establish a hotline for government employees regarding:
 - Office closures or relocations;
 - Different hours for operation;
 - Changes in operations or services provided; and
 - Permitting and rebuilding.
 - ❑ Keep the general public informed regarding:
 - Office closures or relocations;
 - New hours of operation; and
 - Location and type of disaster-related assistance available.
 - ❑ Ensure that all agencies involved in doing outreach and individual assistance are identified and provide the same accurate information.
 - Government agencies (local, state, federal)
 - The American Red Cross
 - The Salvation Army
 - Religious organizations
 - Spontaneously created organizations (grassroots) as a result of the event
 - Community organizations
 - Voluntary Organizations Active in Disaster (VOAD)
 - Church World Service
 - Interfaiths
 - Request space in the newsletter of any of these groups that currently publish or develop as a way or publicizing the jurisdiction's services and activities.
 - ❑ Develop a list of resource phone numbers to be disseminated by all media.
 - ❑ Request all media to publish the availability of information on local cable-access channel.
 - ❑ Develop press releases regarding issues relevant to cleanup and recovery on such topics as (this may be an on-going project – one year or more).
 - Cautions of hazardous materials when involved with property cleanup and debris removal
 - Locations for assistance
 - Reconstruction
 - Insurance
 - Permitting
 - Utilities replacement
 - Other issues as they present themselves

Post Emergency

- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Submit the activity log and other emergency-related documentation to Planning Section Documentation unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Thank news media and others who helped keep the public well informed.

ATTACHMENT 6

EMERGENCY ALERT FORM

FOR IMMEDIATE RELEASE:

City of Roseville

Street Address
City, CA Zip

Date & Time _____

Contact: _____, XXX-XXXX or XXX-XXXX

FROM WHO: _____ serving as Incident/Unified Commander

WHAT: _____ has occurred at

WHERE: _____ (specific location) at

WHEN: _____ am / pm today.

EVACUATIONS in the _____ area are underway.

RED CROSS SHELTERS are located at _____

WHAT SHOULD PEOPLE DO?

Residents are asked to _____

Include information about:

Avoid the areas/intersections of _____ . Remain vigilant, prepared to leave _____
Be prepared to move animals to _____. Animal shelters are located at: _____

FOR MORE INFORMATION:

- o Listen to Emergency Radio
- o Monitor Local TV stations
- o Call the Emergency Public Information Number _____
- o Go online to City of Roseville website, www.roseville.ca.us

OTHER IMPORTANT INFORMATION:

ASSISTING FIRE AGENCIES include:

- | | | |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> City of Roseville Fire | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> California Dept. of Forestry | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Placer County Fire | <input type="checkbox"/> | <input type="checkbox"/> |

ASSISTING AGENCIES include:

- | | | | |
|--------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> City Police | <input type="checkbox"/> Placer County Sheriff | <input type="checkbox"/> CA Highway Patrol | <input type="checkbox"/> Other |
|--------------------------------------|--|--|--------------------------------|

ATTACHMENT 7

The attached samples can be modified depending upon the nature of the emergency. All broadcast messages should be approved by incident command.

- 7-a Earthquake Initial Report
- 7-b Evacuation Ordered (Generic Emergency)
- 7-c Hazardous Materials Initial Report
- 7-d Hazardous Materials Evacuation Ordered
- 7-e Landslide Initial Report
- 7-f Utility Failure Initial Report
- 7-g Wildland Fire Initial Report
- 7-h Winter Storm – NWS Small Stream Advisory
- 7-i Winter Storm – NWS Winter Storm Warning

ATTACHMENT 7-A**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****EARTHQUAKE – INITIAL REPORT**

This is the City of Roseville Emergency Operations Center. An earthquake of undetermined magnitude has been felt in parts of Placer County. At this time there are no confirmed reports of damage or injuries. Local emergency officials are responding to affected areas. More information will be provided as it becomes available.

Be prepared for aftershocks. If the shaking begins again, quickly seek shelter under a sturdy piece of furniture, such as a table. Do NOT run outside.

If your house has been affected, and you smell gas, locate your main gas valve and turn it off. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help.

The City of Roseville Emergency Operations Center will provide updates as information becomes available. You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at <http://www.placer.ca.gov/emergency> www.roseville.ca.us.

ATTACHMENT 7-B**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****EVACUATION ORDERED (GENERIC EMERGENCY)**

This is the City of Roseville Emergency Operations Center. For your safety, you are being asked to leave the (locations) area as soon as possible because of the _____ (fire / flood / _____). Please use the following evacuation routes (routes)_____.

(Depending on time....) Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers -- but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance. (Turn off your gas or electricity.)

The American Red Cross shelter has opened a shelter at the following location: (provide address).

Under state law, pets will not be allowed in Red Cross shelters. The _____ (agency) is sheltering (animals) at the _____ (Placer County Fairgrounds/,etc.) if you cannot make arrangements for someone outside the evacuation area to take care of your animals.

Do not allow your pet or animals to run loose. If you need assistance with your large animals, contact _____ for assistance at (number)_____.

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

Stay tuned to this station for more information and instructions.

The (fire / flood / hazardous material incident, etc.) is _____ (provide status report)_____.
Roads remain closed at _____.

You can receive more information by monitoring this local radio or television stations, or by visiting the City of Roseville website at www.roseville.ca.us.

ATTACHMENT 7-C**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****HAZARDOUS MATERIALS INCIDENT INITIAL REPORT**

This is the City of Roseville Emergency Operations Center. An unidentified substance, which may be hazardous, has been spilled/released/leaked at _____.

Emergency responders have closed off the area and are keeping people out. Please avoid the area, which includes _____.

People already in the area are being advised to remain indoors with windows shut. Additional information will be provided to this station as soon as it is available. You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us.

ATTACHMENT 7-D**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****HAZARDOUS MATERIALS INCIDENT EVACUATION ORDERED**

This is the City of Roseville Emergency Operations Center. A hazardous substance, (unknown or) identified as _____ has been spilled / released / leaked at _____.

Emergency responders have closed off the area and are keeping people out. Please avoid the area, which includes _____.

People living or working nearby have been asked to evacuate to _____ as a precaution while emergency responders contain the material. The affected areas include _____. A Red Cross shelter has been set up at _____ to assist those who have been evacuated. Children attending the _____ School have been evacuated and are being cared for at the _____.

No injuries have been reported. Additional information will be provided as soon as it is available. You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us.

ATTACHMENT 7-E**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****LANDSLIDE INITIAL REPORT**

This is the City of Roseville Emergency Operations Center. The recent (provide situation description) has caused a moderate / severe landslide in the areas of the city/county. As of (time) today, the following roads/streets have been closed by law enforcement officials:

(Provide list of roads.)

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

Again, those roads/streets which have been closed are (repeat list of roads) .

You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us

ATTACHMENT 7-F
HAZARD SPECIFIC EMERGENCY ALERT FORMAT
UTILITY FAILURE INITIAL REPORT

This is the City of Roseville Emergency Operations Center. A _____ (utility type) failure has caused severe/moderate problems in many areas of the county.

As of (time) _____ today, the following areas are without (utility type) _____:

(Provide boundaries of the areas without the utility.)

Please take the following precautions: _____ (Provide list of precautions)

Again, a (utility type) _____ failure is affecting the following areas:

(Provide boundaries of the areas without the utility.)

You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us

ATTACHMENT 7-G**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****WILDLAND FIRE INITIAL REPORT**

This is the City of Roseville Emergency Operations Center, reporting that a large fire is threatening the _____ area. No evacuations have been ordered at this time; however if you live nearby please be ready to leave when requested to do so by law enforcement officials.

_____, _____ and _____ roads are closed due to the fire. Please avoid the area, and stay tuned to this station for updates.

You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us

ATTACHMENT 7-H**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****WINTER STORM – NWS STREAM ADVISORY**

The U.S. Weather Service has issued a small stream advisory for western Placer County during the hours of _____ to _____. City of Roseville Emergency Operations Center urges you to be aware that the grounds are heavily saturated, which means a heavy rainstorm could cause localized flooding. You are advised to watch the water level of creeks and other drainages in your neighborhood carefully, particularly if you live in an area, which has a history of winter flooding.

Low-lying sections of road and bridges may become impassable and pose a danger due to high water. Avoid areas that are flooded. Do not drive across a flooded road. If your car stalls abandon it immediately and seek higher ground. Never try to walk across a flowing stream where the water is above your knees.

If your home is in a flood-prone area, and flooding seems likely, be prepared to leave while you can get out safely.

Please stay tuned to this station or other local stations for emergency information updates. Do not call 9-1-1 except to report an emergency situation.

You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us

ATTACHMENT 7-I**HAZARD SPECIFIC EMERGENCY ALERT FORMAT****WINTER STORM - NWS WINTER STORM WARNING**

The U.S. Weather Service has issued a winter storm warning for _____ City of Roseville during the hours of _____ to _____. The City of Roseville Emergency Operations Center urges you to be cautious and avoid unnecessary driving.

Be aware that the grounds are saturated, which means a heavy rainstorm could cause localized street flooding.

You are advised to watch the water level of creeks and other drainages in your neighborhood if you live in an area, which has a history of winter flooding.

Windy conditions can cause downed trees and broken power lines.

Please stay tuned to this station or other local stations for emergency information updates. Do not call 9-1-1 except to report an emergency situation.

You can receive more information by monitoring this local radio or television station, or by visiting the City of Roseville website at www.roseville.ca.us.

ATTACHMENT 8**EMERGENCY PREPAREDNESS MANAGER****EMERGENCY ACTION CHECKLIST**
PRIMARY: EMERGENCY PREPAREDNESS MANAGER**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review appropriate EOP annex, standard operating procedures and checklists.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Upon request to activate EOC assure that activation notifications are made
 - Contact staff necessary for EOC set-up, report to the EOC.
 - Report to the EOC (or other designated reporting location) and obtain briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Areas of County impacted
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
 - Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, positions activated, personnel assignments and actions taken.
 - Note data that needs to be shared with other EOC functions.
 - Record actions that require follow-up.
 - List actions that will be needed during recovery operations.
 - Identify conditions that may involve potential liability.
 - Identify available internal and external communications capabilities.
 - Ensure completeness and accuracy of emergency contact list.
 - Make notifications as directed by the Director of Emergency Services.
 - Ensure the following agencies/representatives have been notified of the EOC activation.
-

- City Emergency Operations Centers (EOC) where emergency is located
- Placer County Office of Emergency Services
- State Regional Emergency Operations Center (REOC)

Extended Operations

- Maintain an activity log.
- Review the EOC Briefing Procedure with the Director of Emergency Services and discuss how to integrate Agency Representatives.
- Respond to requests from field personnel for inter-organizational contacts.
- Monitor emergency operations to identify current or potential inter-organizational problems and advise the Director of Emergency Services.
- Upon EOC deactivation, make notifications in accordance with Deactivation Procedure.

Post Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to the Planning Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

**ATTACHMENT 9
LIAISON OFFICER****EMERGENCY ACTION CHECKLIST****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review appropriate EOP annex, standard operating procedures and checklists.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC (or other designated reporting location) and obtain briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Areas of County impacted
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, positions activated, personnel assignments and actions taken.
 - Note data that needs to be shared with other EOC functions.
 - Record actions that require follow-up.
 - List actions that will be needed during recovery operations.
 - Identify conditions that may involve potential liability.
- Identify available internal and external communications capabilities.
- Ensure completeness and accuracy of emergency contact list.
- Make notifications as directed by the Director of Emergency Services.
- Ensure the following agencies/representatives have been notified of the EOC activation.
 - City Emergency Operations Centers (EOC) where emergency is located
 - Placer County Office of Emergency Services
 - State Regional Emergency Operations Center (REOC)

Extended Operations

- Maintain an activity log.
- Identify Agency Representatives from involved agencies, including communications links and locations and brief, as necessary.
- Provide a point-of-contact for assisting and cooperating Agency Representatives.
 - Assisting Agency - directly contributing support or service resources to another agency
 - Cooperating Agency - supplying assistance other than direct support or service functions to incident control efforts
- Review the EOC Briefing Procedure with the Director of Emergency Services and discuss how to integrate Agency Representatives.
- Respond to requests from field personnel for inter-organizational contacts.
- Monitor emergency operations to identify current or potential inter-organizational problems and advise the Director of Emergency Services.
- Monitor Operations Section and Planning/Intelligence Section Situation Status Board to track status of any potential inter-agency problems.
- Assist the PIO with arrangements for visiting dignitaries, as available.
- Upon EOC deactivation, make notifications in accordance with Deactivation Procedure.

Post Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to the Planning Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 10
AGENCY REPRESENTATIVE
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Checklist:

- Obtain briefing from the Liaison Officer or the Director of Emergency Services.
 - Ensure EOC staff is aware of available agency resources.
 - If representing an incorporated city or special district, be prepared to participate in Unified Command, as appropriate.
- Establish working location. Advise jurisdiction/agency personnel involved in the emergency that your agency is represented in the EOC.
- Attend EOC planning meetings and briefings as required.
- Provide input on use of agency resources if no resource-use advisors are assigned.
- Cooperate fully with the Director of Emergency Services on agency's involvement in the emergency.
- Ensure the well-being and safety of agency personnel involved in the emergency.
- Advise Liaison Officer of any special agency needs or requirements.
- Determine if any special reports or documents are required and complete, as necessary.
- Report to agency dispatch or jurisdiction on prearranged schedule.
- Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- Ensure that all required agency forms, reports and documents are completed prior to your departure from the EOC.
- Participate in post-event debriefing and critique.
- Provide input to the After Action Report, as requested.

ATTACHMENT 11**SAFETY OFFICER****EMERGENCY ACTION CHECKLISTS**
PRIMARY: RISK MANAGER**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise staff assigned to perform an emergency function of the potential need to respond.
- Review appropriate EOP annex, standard operating procedures and checklist.
- Document preparedness actions, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC (or other designated reporting location) and obtain briefing from the Director of Emergency Services:
 - Magnitude and scope of event
 - Areas of City impacted
 - Actions taken
 - Neighboring City EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information/requests.
 - By date and time, note arrival time, positions activated, personnel assignments and actions taken.
 - Note data that needs to be shared with other EOC functions.
 - Record actions that require follow-up.
 - List actions that will be needed during recovery operations.
 - Identify conditions that may involve potential liability.
- Identify available internal or external communications capabilities
- Monitor emergency operations to identify current or potential inter-organizational problems/

Extended Operations

- Maintain an activity log.
- Monitor Operations Section and Planning/Intelligence Section Situation Status Board to identify current or potential safety problems.
- Identify hazardous or potentially hazardous situations and advise the Operations Section Chief of corrective actions to be implemented without delay.
- Participate in regular EOC Briefings.
- Consult with Operations Section Chief to ensure filed sites are safe.
- Work through normal lines of authority to stop any unsafe practices.
- Provide safety message for inclusion in the EOC Action Plan.
- Work with Care & Shelter branch on location of shelters and ensure that sites have been checked for safety.
- Investigate accidents.
- Forward all safety-related reports to the Director of Emergency Services.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to the Planning Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

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OPERATIONS SECTION

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ANNEX B

OPERATIONS SECTION

1.0 PURPOSE

The Operations Section supports all tactical emergency response assets, regardless of agency affiliation or type of asset. The Operations Section orchestrates strategic support to all emergency response operations. The Operations Section implements the Emergency Operations Center (EOC) Action Plan and facilitates the direction of and makes changes based on the needs of the emergency. The Operations Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens, while managing response to the conditions within the city. Additionally, the Operations Section staff must consider whether an emergency in a neighboring jurisdiction could impact the City of Roseville, or draw upon resources normally available to the city.

When fully staffed, the Operations Section may include each of the following positions.

- Law Enforcement
- Public Works
- Environmental Utilities
- Electric
- Fire and Rescue
- Mass Care
- Health and Medical (County)

Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Operations Section Chief, who is a member of the EOC General Staff and reports to the Director of Emergency Services.

2.0 DUTIES

In general, the Operations Section Chief is responsible to:

- Define the Operations Section organization and required branch activations.
- Gather information related to resource deployment, response and employee conditions and logistical support needs from the Operations Section staff for input into EOC Action Plan.
- Assist the Planning/Intelligence Section Chief with the development of the EOC Action Plan and supervise the activities of the Operations Section to implement the EOC Action Plan.
- Coordinate the activities of the various response branches to ensure an effective response.
- Coordinate with county response agencies, such as Public Health, EMS, Coroner, etc.
- Negotiate issues of conflict between responding agencies.

In general, staff assigned to the Law Enforcement branch are responsible to:

- Coordinate the alerting and warning of the general public.
- Ensure the enforcement of routine and emergency ordinances.

- Coordinate the deployment of law enforcement, crowd control and traffic management resources and personnel, throughout the city. Coordinate evacuation planning with cooperating agencies.
- Provide security and crowd control at Mass Care and other critical facilities.
- Coordinate with the Sheriff for Coroner functions.
- Report conditions related to visible damages to EOC.

In general, staff assigned to the Fire and Rescue function are responsible to:

- Mobilize and deploy fire resources and coordinate fire suppression and related rescue operations.
- Coordinate heavy and urban search and rescue operations.
- Coordinate field medical response.
- Implement the Placer Operational Area Interagency Hazardous Materials Response Team(s).
- As available assist with alerting, notifying and warning activities.
- As available assist in coordinating needed perimeter access and evacuation activities.
- Report conditions related to visible damages to the EOC.

In general, staff assigned to the Public Works function are responsible to:

- Mobilize and deploy public works resources, including transportation and traffic, flood control and engineering.
- Supply heavy equipment for rescue operations.
- Conduct emergency repair and/or restoration of essential streets, roads, highways and related bridges, overpasses, underpasses and tunnels.
- Conduct emergency debris clearance and route recovery operations.
- Arrange transportation resources to meet personnel and resource deployment needs in addition to evacuation demands.
- Support damage assessment activities.
- Assist in flood-fighting operations.
- As available assist in needed access and evacuation activities.
- Report conditions related to visible damages to the Safety Assessment team.
- Mobilize building inspection.
- Evaluate safety of buildings, according to ATC-20-2 procedures.

- Document damage information reported from the field. Orient incoming mutual aid resources on process of building tagging.

In general, staff assigned to the Environmental Utilities branch, are responsible to:

- Monitor creek and stream levels
- Monitor weather conditions
- Conduct flood fighting operations
- Provide potable water if necessary
- Provide Operations Section Chief with updates

In general, staff assigned to the Electric branch, are responsible to:

- Monitor the progress of the emergency as it relates to the provision of energy
- Assist in procuring and distributing essential energy resources to support emergency operations
- Provide accurate and timely information for dissemination to the public through the PIO.
- Coordinate with the California Energy Commission

In general, staff assigned to the Care & Shelter function are responsible to:

- Shelter as many of our citizens within the City boundaries as feasible. Communicate with the Operational Area Mass Care staff and the American Red Cross to accomplish the Mass Care function.
- Participate in the identification of potential shelter locations.
- Coordinate food, clothing, shelter and other basic necessities of life, on a mass care basis, to persons unable to provide for themselves as a result of a disaster.
- Provide an inquiry service to reunite separated families or respond to inquires from relatives and friends outside the affected area.
- Assure an orderly transition from mass care to separate family living to post disaster recovery.

3.0 STAFFING

The demands placed upon the Operations Section Chief to coordinate the operations section branches in response to an emergency require skills at managing crisis conditions. The demands of the emergency may dictate who is selected as the Operations Chief. In the case of a law enforcement event, police staff may act as the Operations Chief. In the event of a fire or hazmat event, the fire department may be the Operations Chief. In the event of a flood, the public works manager may act as the Chief. At the time of the event, the Director of Emergency Services will determine which discipline will act as the Operations Section Chief. When fully activated, the Operations Section may include the following positions organized by branches, divisions or groups:

- Law Enforcement branch, which the Police Department Chief or an alternate, will staff.
- Fire and Rescue branch, which the Fire Department Chief or an alternate, will staff.
- Public Works branches, which the Director of Public Works or an alternate, will staff.
- Care & Shelter branch, which the Parks Department Director or an alternate, will staff.
- Environmental Utilities branch, which the Environmental Utilities Department Director or an alternate, will staff.
- Electric branch, which the Electric Department Director or an alternate, will staff.

If personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Operations Section Chief.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in the City of Roseville Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training drills and exercises. The duties of assigned Operations Section Chief include:

- Participate in regular training of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures, and the materials contained in this annex. Submit recommended revisions and updates to this annex to the EPM.
- Develop any additional information to be incorporated into the assigned annex and submit to EPM.
- Participate in training, exercises and post-exercise critiques conducted by the EPM.

4.2 Initial Response

Specific activities to be performed by the Operations Section personnel are listed in the Attachments to this annex. The Operations Section staff are responsible to:

- Report to the EOC and obtain a briefing. The Operations Section Chief receives the briefing from the Director of Emergency Services. Operations Section personnel receive the briefing from the Operations Section Chief.
- Determine which Operations Section positions should be activated and notify assigned staff, as indicated.
- Initiate and maintain individual activity logs.
- Implement activities outlined in the checklists contained in the Attachments provided with this Annex.

4.3 Extended Operations

- The Section Chief coordinates activities of staff within the assigned Section, and with other Section chiefs, as indicated, and reports unresolved conflicts to the Director of Emergency Services.
- The Section Chief participates in the EOC Action Planning meetings, EOC briefings, and conducts periodic Section Briefings.
- Each Operations Section branch participates in regular EOC Section briefings and provides input into the EOC Action Plan.
- Each Operations Section branch tracks all activities and decisions in an individual activity log.
- Each Operations Section branch coordinates appropriate actions with like discipline representatives in the Operational Area EOC as needed. The Operations Section Chief ensures coordination with County agencies for services normally provided by the County, such as Public Health.
- Each Operations Section branch ensures the health of responders is considered in decisions affecting the EOC Action Plan.

4.4 Post Emergency

- Upon deactivation of the EOC, each Operations Section branch makes notifications as indicated.
- Each Operations Section member provides the Logistics Section Supply/Ordering Staff with a list of any expendable supplies to be replenished.
- Each Operations Section member ensures that non-expendable supplies/equipment are serviced and returned to proper locations.
- Each Operations Section member participates in EOC debriefing and critique sessions.

5.0 ORGANIZATIONS AND RESPONSIBILITIES

5.1 Local Government Level

California Government Code § 8607 requires all local public agencies (cities, special districts and counties) to respond to emergencies using the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) at the scene of a multi-agency emergency and in the EOC. SEMS is a standard emergency response system and organization that enhances the ability of the City EOC to work with a special district, neighboring city, the Placer Operational Area (POA), or a state agency.

City and special district EOCs are required to utilize the same five SEMS/NIMS management functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration) to facilitate interagency communication and coordination. Cities and special districts within the county's boundaries may contact the Placer Operational Area (POA) EOC for information and/or to request support. Requests for information and/or assistance from cities and special districts are typically submitted via the POA Liaison, or directly to the corresponding POA EOC Section.

5.2 Operational Area Level

In accordance with Title 19, Division 2, Placer County and its political subdivisions (cities and special districts) become an Operational Area for emergency response purposes during response to multi-agency disaster events. The POA EOC is established to coordinate emergency operations and manage resources throughout the county. The POA EOC also serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the POA submits regular situation reports and requests for support and resources not available within the POA to the REOC.

Each city and special district may contact the POA EOC via landline phone, cellular phone, amateur radio, discipline specific radio frequencies, Internet or the web-based State OES Resource Information Management System (RIMS).

5.3 Region Level

Placer County is within the Inland Region of State OES. When requested, the Inland Region OES may activate an REOC to coordinate the response by state deployed mutual aid resources.

6.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Operations Section are described below. A checklist of activities to be performed by the Operations Section Chief is contained in Attachment 1.

6.1 Emergency/Disaster Response

Upon notification of a warning or knowledge of a disaster, California Government Code (CGC) §§ 3100 mandates that public agency employees have special responsibilities to protect the public. City of Roseville staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that employees will ensure the safety and security of families and homes before returning to work. If at work when a disaster occurs, the City of Roseville will set up a family information system for employees to check on the welfare of their homes and families. Upon reporting to the Emergency Operations Center (EOC), or other

designated location, assigned staff will implement the activities listed in the function Checklists that are attached to this annex.

6.2 Who Should Respond

In accordance with the CGC §§ 3100, all public agency employees are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. Certain staff have been pre-assigned to perform a specific function in the City of Roseville EOC (as a primary or alternate), or at another location, and are expected to report to the designated location as outlined in the EOC staffing list contained in Attachment 2 to the Basic Plan. Staff assigned to perform an emergency function in the EOC or at another location are expected to report for duty as outlined in the EOC staffing list.

In the rare circumstance when normal communications are out of service and notification may not be possible with use of the normal methods (phone and radio), employees report to their normal work site. If normal work site is not available, employees are to report to the alternate location identified by the department plan. Staff assigned to operate in the EOC are to report to the City of Roseville EOC.

6.3 Access Control Activities

6.3.1 Purpose

During and following an evacuation, perimeter access controls will be necessary to eliminate re-entry into the hazard area by unauthorized persons.

6.3.2 Objectives

- Provide a controlled area from which evacuations will take place, and prevent entry by unauthorized persons.
- Protect lives by controlling entry into extreme hazard areas, thus reducing public exposure to the current or pending hazards.
- Maintain law and order in the hazard area, as well as the normal area of responsibility.

6.3.3 Situation

An area may need to be evacuated for a period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points.
- Signs to control or restrict traffic.
- Two-way radios to communicate with personnel inside and out of the secured area.
- Markers on adjacent highways indicating closure of the area.
- Patrols inside and outside the secured area.

- An established pass system for entry into and exit from the secured area.

6.3.4 Access Control Policies and Procedures

Criteria for allowing entry into closed areas will be established for each incident. Two basic options are available:

- No Access - Prohibits public from entering a closed area. Authorized personnel (i.e., local, state, and federal emergency personnel) will be allowed entry to perform emergency work as necessary. Media representative will be allowed access on a controlled basis.
- Limited Access:
 - Allow persons into a closed area according to criteria established by the Incident Commander.
 - Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include:
 - Residents with valid identification
 - Owners, managers, and employees of businesses located in a closed area
 - All persons allowed access will be required to:
 - Sign a waiver of liability
 - Complete an entry permit (attached)

California Penal Code (CPC) § 409.5 (Authority of Peace Officers to Close Areas in Emergencies):

- California Penal Code § 409.5 indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer, and who willfully remains within such an area after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.
- Nothing in PC 409.5 prevents a duly authorized representative of a news service, newspaper, radio, or television station or network from entering a closed area.
- A record will be maintained of all vehicles and personnel who enter a closed area.
- If hazardous conditions are present in a closed area, all personnel will be advised of the conditions and the appropriate precautions.

7.0 OPERATIONS SECTION ORGANIZATION

Figure B-1. City of Roseville EOC Operations Section



ATTACHMENT 1**OPERATIONS SECTION CHIEF****EMERGENCY ACTION CHECKLIST*****PRIMARY: FIRE CHIEF******ALTERNATE: POLICE CHIEF*****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond.
- Review this annex and appropriate standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC and obtain briefing from the Director of Emergency Services:
 - Magnitude and scope of event
 - Areas of county impacted
 - Current situation and priorities
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Operations Section Chief, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Develop and implement accountability, safety, and security measures for Section staff and resources.
- Identify available internal and external communications capabilities.

- ❑ Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- ❑ Assign and brief incoming staff, in accordance with the EOC Action Plan.
 - Assign specific duties to staff; supervise staff.
 - Develop and implement accountability, safety, and security measures for personnel and resources.
 - Discuss emergency situation with Operations Section personnel.
 - Conduct briefing on the EOC Action Plan
 - Ensure each has a copy of the written Action Plan
 - Establish reporting requirements concerning execution of the action plan.
 - Provide additional information as needed.
 - Review and control operations based on Planning Section information:
 - Resource availability
 - Situation status
 - Weather
 - Communications capability
 - Environmental impact

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular EOC briefings and provide input to the EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Request additional personnel and/or equipment resources, as necessary.
- ❑ Coordinate the activities of personnel assigned to the Operations Section.
 - Receive information routinely or as requested about operations activities from the Operations personnel and Situation Status.
 - Determine adequacy of the operations by:
 - Approving changes to the EOC Action Plan as needed.
 - Providing information on the above changes to the Planning/Intelligence Section Chief.
 - Implement needed changes to activities
 - Coordinate the activities of all assigned resources
 - Manage unresolved problems
 - Ensure the welfare of the field and EOC personnel
- ❑ On a routine basis, report information about activities, events and occurrences to the Director of Emergency Services.
 - Obtain information about special events, personal observations, and comments from operations personnel.
- ❑ Determine needs and request through routine channels or the Logistics Section Chief.
 - Evaluate the progress of operations by obtaining the latest situation report, and receive and evaluate status reports from operations personnel.
 - Determine the reasons for inadequacies of the operations, if any exist.
 - Request additional resources from the Planning/Intelligence Section Resources staff, and provide the type, quantity, need, location, and supervisor to whom assigned resources report, and communications needs.
 - Review the list of suggested resources to be released, if available, and evaluate applicability to the existing need.

- ❑ Identify need for Staging Areas.
 - Identify appropriate locations for staging area(s).
 - Identify expected number and type of resources to be assembled in each staging area.
 - Identify anticipated duration for use.
 - Determine need for Logistics staff at the Staging Area.
- ❑ Evaluate resources and determine which resources may be released for re-assignment, and make recommendation for release to the Director of Emergency Services.
- ❑ Upon EOC deactivation, make notifications in accordance with Deactivation Procedure.
 - Supervise demobilization of Operations personnel, including storage of supplies.
 - Provide Logistics Section/Ordering Supply Staff with a list of supplies to be replenished.

Post-Emergency

- ❑ Coordinate staff to assist at Local Assistance Center(s) (LAC), if necessary.
- ❑ Provide Logistics Section Supply/Ordering Staff with a list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation Staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section, as directed.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 2**LAW ENFORCEMENT****EMERGENCY ACTION CHECKLIST**
PRIMARY: POLICE CHIEF**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist, department operations plans, guidelines, and checklists, and mutual aid agreements.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Develop a potential Action Plan based on the impending emergency.
- Establish contact with Placer County Sheriff:
 - Advise them of the situation.
 - Encourage the adoption of increased readiness posture.
 - Fax copy of Increased Readiness Checklist as appropriate.
- Consider alerting/recalling off-duty personnel and specialized teams:
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
- Assess the availability and condition of resources:
 - Determine the number of properly staffed units.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs:
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Riot gear
 - Specialty vehicles
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.

- ❑ Coordinate Emergency Public Information with the City Public Information Officer (PIO).

Initial Response

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- ❑ Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Law Enforcement position, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.
- ❑ Provide branch status to Operations Section Chief.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular Section briefings and provide input to the EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Coordinate Emergency Public Information through the Operations Section Chief.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Based on the conditions, activate the appropriate plan, if not already activated.
 - Law Enforcement Search and Rescue, including Dive Teams if needed
 - Heavy or Urban Heavy Search and Rescue
 - Multi-Casualty Incident (MCI) Plan
 - Explosive Ordnance Disposal Response Plan
- ❑ Ensure the following actions according to the above noted plan.
 - Make notifications to other agencies for response or stand-by as appropriate.
 - Maintain contact with field personnel.
 - Gather intelligence and pass to Operations Section Chief or the appropriate Branch Chief.
 - Coordinate with other emergency responders.
 - Notify adjoining law enforcement agencies of the local problem and current status.
 - Coordinate mutual aid.
 - Consider restricting airspace, if necessary.
 - Recall off-duty personnel, as needed.

- Coordinate evacuation of population in affected area; as needed, establish an Evacuation Unit and appoint an Evacuation Unit Leader.
 - With Fire, determine where hazardous chemicals, flammable substances and explosives are stored near the hazard area.
 - Coordinate with the Care & Shelter Branch and the American Red Cross if evacuation is being considered or becomes necessary.
 - Based on the evacuation area establish evacuation routes; coordinate with Traffic Control Unit Leader.
 - Locate a rendezvous point, for evacuees, that is out of harm's way if a shelter is not immediately identified.
 - Consider the impact of adverse weather conditions on evacuations.
 - Request Care & Shelter Branch staff to manage shelter needs.
 - Alert threatened population.
 - Coordinate custody of minors with Child Protective Services.
 - Determine the condition and welfare of dependent care facilities (board & care, day care, hospitals, convalescent) and assist with evacuation, as indicated.
 - Determine the condition and welfare of detention facilities and assist with evacuation, as indicated.
 - Ensure that searched areas are appropriately marked.
 - Provide security to evacuated areas.
 - When evacuation orders are lifted:
 - Coordinate the transportation of evacuated persons back to their homes when possible. Determine effects to public transportation.
 - Provide for the storage and establish a recovery process for large numbers of impounded vehicles.
 - Coordinate with DPW the priority for the repair and reopening of roads to assist with large numbers of evacuees returning to the area.

- Coordinate Traffic Control; as needed, establish a Traffic Control Unit and appoint a Traffic Control Unit Leader.
 - Survey status of major evacuation routes and identify alternate routes.
 - Coordinate with DPW and/or CalTrans for barricades and signs.
 - "Post" tow trucks on evacuation routes to assist disabled vehicles; determine disposition procedures for disabled vehicles (full-tow & impoundment vs. clearing roadways).
 - Determine evacuation time estimates if time allows.
 - Coordinate with DPW transportation for those requiring it.
 - Ensure non-ambulatory people are evacuated.
 - Assist with evacuating incarcerated people.
 - Assist evacuees with transportation back to their homes as necessary.
 - Facilitate the movement of emergency vehicles with CHP.
 - Monitor traffic flow on evacuation routes.

- Establish security patrols and perimeter access controls; as needed, establish a Security Unit and appoint a Security Unit Leader.
 - Secure damaged and evacuated areas.
 - Establish security for vital facilities and essential supplies.
 - Consider the need to procure temporary fencing and contract with private security firms.
 - Implement "Access Control Procedures." See Attachment 3.
 - Provide crowd control at assembly locations.
 - Impose and enforce curfews as directed.

- Coordinate light search and rescue operations and assist where needed with Urban or Heavy Search and Rescue operations.

- ❑ Consider the need for animal control services, consider coordination with County Animal Services and Agriculture Commissioner in order to take required animal control measures.
- ❑ Assist with the removal and disposition of the dead if requested by the County Sheriff/Coroner; as needed, appoint a Coroner Unit and appoint a Coroner Unit Leader.
 - Obtain initial assessment of scene.
 - Determine which hospitals injured have been taken to.
 - Assist field with resource needs.
 - Temporary cold storage, body bags, casualty collection points/temporary morgues, forensic labs, local morticians
 - Assist in the reburial of disturbed coffins.
 - Compile statistics on dead, those unidentifiable, next of kin yet to be notified.
- ❑ Consider the need for Critical Incident Stress Debriefing.
- ❑ Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- ❑ As available, assist in damage assessment.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify the agencies and groups with whom communications have taken place. Provide contact name and number(s) for any follow up issues.
- ❑ Provide Logistics Section Supply staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 3

**CITY OF ROSEVILLE
PERMIT TO ENTER RESTRICTED AREAS**

Page 1

Applicant Information		
Name:	Address:	Telephone:
Emergency Contact:	Address:	Telephone:

Reason for Entry
(If scientific research, specify objectives, length of time needed for study, methodology, qualifications, sponsoring party, National Science Foundation grant number, and date.

Travel Information (Fill out applicable sections)	
Method of Travel (vehicle/aircraft):	Description and License Number of Vehicle/Aircraft:
Route of Travel (if by vehicle):	Destination by Legal Location or Landmark:
Alternate Escape Route (if different from above):	

Communication Information
Cellular telephone number. If two-way radio system is to be used indicate type, frequencies, and base-station telephone number that we can contact in an emergency. A CB radio will not be accepted.

ENTRY GRANTED INTO HAZARD AREA:

Authorizing Signature: _____ **Date:** _____ **Expiration Date:** _____

The conditions for entry should be attached to this permit. Any violation of these conditions can result in the revocation of this permit.

The Waiver of Liability is made a part of and is on the reverse side of this permit. All persons entering the restricted area under this permit must sign the Waiver of Liability before entry.

**CITY OF ROSEVILLE
PERMIT TO ENTER RESTRICTED AREAS**

Page 2

Waiver of Liability	
<p>I, the undersigned, hereby understand and agree to the requirements stated in the application for and in the safety regulations and do further understand that I so hereby release and discharge the federal government, the State of California, and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the restricted area.</p>	
<p>I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the restricted area.</p>	
<u>Signatures of Applicant and all Members of Field Party</u>	<u>Date</u>
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	
_____	_____
I have read and understand the above Waiver of Liability	

If additional signatures/date blocks are needed, use additional Page 2s as necessary.

ATTACHMENT 4**FIRE AND RESCUE****EMERGENCY ACTION CHECKLIST**
PRIMARY: FIRE CHIEF
ALTERNATE: ASSISTANT FIRE CHIEF**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
 - Review this annex, checklist and appropriate department standard operating procedures.
 - Document preparedness activities, monitor the situation, and maintain readiness posture.
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Develop a potential Action Plan based on the impending emergency.
 - Establish contact with Operational Area Fire and Rescue agencies.
 - Advise of the situation.
 - Encourage the adoption of increased readiness posture; fax copy of Increased Readiness Checklist as appropriate.
 - Consider alerting/recalling off-duty personnel and specialized teams.
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
 - Assess the availability and condition of resources.
 - Determine the amount of apparatus and equipment available for dispatch within or outside the City of Roseville.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs.
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Medical supplies
 - Rescue equipment and support materials
 - Firefighting materials
 - Protective clothing
 - Extra air bottles
 - Request additional emergency supplies, as necessary.
 - Pre-position equipment in strategic locations to meet expected needs.
-

- ❑ Coordinate Emergency Public Information with the Operations Section Chief.

Initial Response

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- ❑ Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Fire and Rescue branch, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular Section briefings and provide input to EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Coordinate Emergency Public Information with the Operations Section Chief.
- ❑ Based on the conditions, activate the appropriate plan, if not already activated.
 - Heavy or Urban Heavy Search and Rescue
 - Swift Water Rescue
 - Multi-Casualty Incident (MCI) Plan
 - Placer Operational Area Hazardous Materials Emergency Response Plan
 - Dam Failure Evacuation Plan
- ❑ Ensure the following actions according to the appropriate plan.
 - Make notifications to other agencies for response or stand-by as appropriate.
 - Maintain contact with field personnel.
 - Gather intelligence and pass to other EOC staff.
 - Coordinate with other emergency responders.
 - Notify adjoining Fire and Rescue agencies of the local problem and current status.
 - Coordinate mutual aid.
 - Recall off-duty personnel, as needed.
- ❑ Determine if firefighting water system is functional.

-
- ❑ Test communications and determine additional needs.
 - ❑ Conduct windshield survey of response area and report damage to Fire Branch Chief in the EOC.
 - ❑ Consider the need to evacuate or shelter-in-place and coordinate with Law Enforcement, Care & Shelter and PIO.
 - ❑ As available, assist in any mitigation efforts underway (sandbagging, etc.).
 - ❑ Coordinate debris clearance with DPW from preplanned routes to support fire and rescue activities.
 - ❑ Coordinate the activation of multi-purpose staging areas.
 - ❑ Prioritize repairs of damaged equipment and water lines.
 - ❑ Release mutual aid resources as need diminishes.
 - ❑ Coordinate fire-related safety issues with Safety Officer:
 - ❑ Conduct technical rescues; as needed, establish Technical Rescue Unit and appoint a Technical Rescue Unit Leader.
 - Request heavy equipment from DPW.
 - Request a USAR Task Force from Region.
 - ❑ Ensure personnel take precautionary actions to protect medical and fire personnel when caring for contaminated victims.
 - ❑ Consider the need for Critical Incident Stress Debriefing.
 - ❑ Arrange for rest of crews and safety checks of apparatus prior to demobilization.
 - ❑ As available, assist in damage assessment.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- ❑ Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 5**PUBLIC WORKS****EMERGENCY ACTION CHECKLIST**
PRIMARY: PUBLIC WORKS DEPARTMENT DIRECTOR
ALTERNATE: ENGINEERING MANAGER**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Review appropriate emergency operations plans, guidelines, and checklists, and mutual aid agreements.
 - Develop a potential Action Plan based on the impending emergency.
- Consider alerting/recalling off-duty personnel and specialized teams.
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
- Test communications equipment.
- Assess the availability and condition of resources.
 - Review inventory lists and location of equipment.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs.
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Determine specialized equipment needs.
 - Street closure materials
 - Heavy equipment
 - Stockpile vital supplies or equipment.
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.
- Inspect facilities designated as mass care facilities.

- ❑ Monitor roadways, flood control channels, flumes, dams, and bridges.
 - Coordinate Emergency Public Information with City of Roseville Public Information Officer (PIO).

Initial Response

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- ❑ Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Public Works position, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular Section briefings and provide input to the EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Based on the conditions, activate the appropriate plan, if not already activated.
 - Public Works – Flood Warning and Response Plan
- ❑ Implement the following actions according to the plan.
 - Make notifications to other agencies for response or stand-by as appropriate.
 - Coordinate with other emergency responders.
 - Notify adjoining Public Works agencies of the local problem and current status.
 - Coordinate mutual aid.
 - Recall off-duty personnel.
 - Consider the use of private contractors, fire hand crews and volunteer labor for resources.
- ❑ Building Inspections conducts inspection of public and private structures:
 - **A Task Force is a group of personnel with special knowledge/skills temporarily assembled for a specific mission, with common communications and a designated leader.**

-
- Consider selecting personnel from the following agencies.
 - Fire/Hazmat
 - Building Department
 - Health and Human Services Department:
 - Public Health Nursing
 - Mental Health Division
 - Environmental Health
 - Planning Department
 - Volunteer or contract engineers and architects
 - Consider selecting personnel from the following agencies, as conditions warrant.
American Red Cross Damage Assessment Teams
 - Obtain necessary supplies for Safety Assessment Task Forces.
 - Collect area maps:
 - Determine extent of damage.
 - DESTROYED:
 - Building is a total loss or is damaged to the extent that it is neither usable nor economically repairable.
 - MAJOR:
 - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
 - MINOR:
 - Building is damaged and may be used under limited conditions; may be restored to service with minor repairs. Usually involves damages or losses of \$7400.or less.
 - AFFECTED:
 - Some damage to building and suspected damage to contents. Structure is usable without repairs.
 - Determine specific details of damage, as requested.
 - Structure loss factors
 - Vehicle loss
 - Hazardous materials or waste
 - Structural hazards
 - Erosion potential
 - Estimated costs for repair/replacement
 - Compile and review assessment information from field Task Forces.
 - Identify damaged facilities that require detailed engineering damage assessment.
 - Forward assessment information to Situation Status staff and list of buildings that may require detailed inspection to Damage Assessment staff (Planning/Intelligence Section).
 - Consider 24 hour staffing.
 - Safety assessment during the day
 - Data processing during the night
 - In order to avoid duplicate requests for safety assessment inspections, the Planning/Intelligence Section Chief should be asked to activate the Documentation staff.
 - Track requests for assessments.
 - Document inspection findings (postings and abatements).
 - Zoning maps (combine parcel information)
 - Others as needed (utilities, local fire, USFS, law)
-

- Locate appropriate protective clothing and equipment for conditions.
 - Consult Public Health for suggestions
- Locate cellular phones.
- Provide obvious identification.
- Supply flashlights.
- Copy reference materials.
 - Zoning ordinances
 - List of phone numbers - local, state, federal
 - ATC-20-2 Reference Guide and Placards
- Print business cards.
- Provide pens and pencils.
- Initiate safety assessment.
 - Determine location of damage and public and private damaged structures.
 - If physical address is not discernable, use secondary sources.
 - Utility meter/box number (water, gas, cable)
 - Physical description
 - Other source
- Confirm perimeter of disaster area.
 - Fire agencies may have already identified the perimeter of the incident.
- Release mutual aid resources as need diminishes.
- Consider the need for Critical Incident Stress Debriefing.
- Arrange for rest of crews and safety checks of apparatus prior to demobilization.

General Activities

- Maintain communications with field personnel.
 - Request alternate communications where needed.
 - Gather intelligence and submit to Operations Section Chief.
- Allocate personnel and equipment in accordance with established priorities:
 - Dispatch units to survey for safety problems, such as damage, fires, landslides, dam breaks, etc.
 - Inspect roadways, overpasses, bridges, flood control channels for damage.
 - Communicate with County Public Works and CalTrans as needed.
 - Determine damage to key facilities and corporation yards:
 - Advise evacuation and condemnation of hazardous structures.
 - Establish alternate locations if necessary.
 - Organize heavy equipment crews to assist in the rescue of trapped persons.
- Initiate or continue appropriate mitigation measures:
 - Organize crews to continue mitigation efforts and debris clearance.
 - Initiate repairs and restoration.
 - Prioritize repairs of damaged equipment and infrastructure.
 - Construct temporary pipelines as needed.

- ❑ Monitor functionality of lifelines such as gas, electricity, and water to key facilities.
 - Coordinate with Electric Branch to identify a schedule for restoration of lifelines to residents and businesses.
 - Coordinate with Environmental Utilities Department to identify a schedule for restoration of water facilities to residents and businesses.
- ❑ Initiate debris clearance.
 - Ensure personnel have adequate protective clothing for operations in hazardous areas.
 - Clear debris from waterways to alleviate or prevent flooding.
- ❑ Be prepared to provide equipment and assistance in rescue operations.
- ❑ Provide equipment and crews to support hazardous materials removal or containment.

Evacuation Assistance to Law Enforcement

- ❑ Communicate with Law Enforcement about the potential for evacuation.
 - Coordinate Transportation resources if required for evacuating persons or transporting equipment, supplies and personnel.
 - Assist in moving resources and supplies from hazard prone areas.
 - Repair damage to essential routes.
 - Construct detours and alternate routes according to plan.
- ❑ Provide barricades for traffic control.
- ❑ Assist in the removal of disabled vehicles on evacuation routes.
- ❑ Cordon-off areas around hazardous structures
- ❑ Ensure utilities are secured in evacuated areas.

Personnel and Resource Management

- ❑ Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- ❑ Release mutual aid resources as need diminishes.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- ❑ Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to the Planning/Intelligence Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 6**ELECTRIC****EMERGENCY ACTION CHECKLIST
PRIMARY: ELECTRIC DEPARTMENT CHIEF****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Review appropriate emergency operations plans, guidelines, and checklists, and mutual aid agreements.
 - Develop a potential Action Plan based on the impending emergency.
- Consider alerting/recalling off-duty personnel and specialized teams.
 - Establish an emergency work schedule.
- Test communications equipment.
- Assess the availability and condition of resources.
 - Review inventory lists and location of equipment.
 - Determine vehicle suitability for conditions.
 - Determine department logistics needs.
 - Feeding and lodging requirements
 - Anticipate potential re-supply needs
 - Emergency power
 - Stockpile vital supplies or equipment.
 - Request additional emergency supplies, as necessary.
- Pre-position equipment in strategic locations to meet expected needs.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Based on the conditions, activate the appropriate plan, if not already activated.
- Implement the following actions according to the plan.
 - Make notifications to other agencies for response or stand-by as appropriate.
 - Coordinate with other emergency responders.
 - Notify the California Energy Commission and the Office of Emergency Services.
 - Coordinate mutual aid.
 - Recall off-duty personnel.

General Activities

- Maintain communications with field personnel.
 - Request alternate communications where needed.
 - Gather situation status and submit to Operations Section Chief.
- Allocate personnel and equipment in accordance with established priorities:
 - Dispatch units to survey for safety problems, such as downed lines, etc.
 - Establish alternate locations if necessary.
- Initiate or continue appropriate mitigation measures:
 - Organize crews to continue mitigation efforts and debris clearance.
 - Initiate repairs and restoration.
 - Prioritize repairs of damaged equipment .
- Monitor functionality of lifelines such as gas, electricity, and water to key facilities.
 - Coordinate with Operations Section Chief the schedule for restoration of lifelines to residents and businesses.
- Ensure utilities are secured in evacuated areas.

Personnel and Resource Management

- Arrange for rest of crews and safety checks of apparatus prior to demobilization.
- Release mutual aid resources as need diminishes.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to the Planning/Intelligence Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 7**CARE & SHELTER****EMERGENCY ACTION CHECKLIST**
PRIMARY: PARKS and RECREATION DIRECTOR**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Review appropriate emergency operations plans, guidelines, and checklists, and mutual aid agreements.
- Communicate with the American Red Cross to assess the availability and condition of resources.
 - Location of potential shelters
 - Location of needed equipment
- Position equipment in strategic locations to meet expected needs.
- Request Safety Assessment inspection of facilities designated as shelters.
- Determine if Red Cross, or the County have sufficient supplies locally for anticipated shelter needs.
 - Review locations of cots, blankets, and other shelter supplies and ensure they are out of hazardous areas.
 - Assist with delivery of resources as needed.
 - Determine emergency fuel and generator needs.

Initial Response

- Report to the City of Roseville EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.

- By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Mass Care Coordination position, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- ❑ Assign and brief any subordinates, as indicated.
 - ❑ Ensure adequate communications links exist between EOC and potential or existing shelters.
 - ❑ Establish contacts with the Red Cross, the Salvation Army, and other volunteer agencies to coordinate emergency efforts.
 - ❑ Estimate the number of persons requiring shelters in the event of an evacuation is ordered.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular Section briefings and provide input to EOC Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Ask Operations Section Law Enforcement branch if evacuations are being considered.
 - Determine reception and care requirements.
 - Determine appropriate shelters (avoid schools and churches as long-term shelter sites).
 - Place personnel on stand-by.
 - Monitor incidents.
- ❑ Coordinate with the American Red Cross (ARC) and POA (if appropriate) Care & Shelter representative, if evacuations are underway.
 - Inquire about the opening of shelters outside the threatened areas (avoid shelters too close to impacted areas that might require evacuation).
 - Coordinate information with the City of Roseville PIO regarding the location of mass care centers.
- ❑ Ask ARC and the POA Mass Care Coordinator about their coordination efforts with the City Animal Control and County Animal Services and Agriculture Commissioner for the managing the care of evacuees domestic and livestock animals.
- ❑ Ensure shelters are inspected by the fire and County Health Departments.
- ❑ Coordinate with law enforcement for shelter security.
- ❑ Communicate with the Shelter Managers.
 - Obtain regularly updated lists of victims.
 - Coordinate with the Red Cross Disaster Welfare Inquiries (DWI).

Note that the Red Cross may take at least 48 hours to initiate a DWI process.

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- ❑ Ask ARC and the POA Mass Care Coordinator about their coordination efforts with County Mental Health to establish counselors at shelters.
 - ❑ Ask ARC and the POA Mass Care Coordinator about their coordination efforts to provide transportation for victims to return home if needed.
 - ❑ Evaluate damage assessment information collected by the Planning Section Situation Status staff.
 - Communicate with ARC and the POA Mass Care Coordinator about the potential shelter needs (number and duration).
 - Anticipated duration of event
 - Number of dwellings:
 - Destroyed;
 - Uninhabitable; and
 - Projected losses.
 - Coordinate with the Electric and Environmental Utilities Branches to obtain estimate from utilities for restoration of damaged water, gas electric, sewage, or other systems in the jurisdiction.
 - ❑ Communicate with ARC and the POA Mass Care Coordinator about the policies for use of emergency shelters by existing homeless.
 - Consider allowing them the same services at the community level as those made homeless by the earthquake.
 - ❑ Communicate with ARC and the POA Mass Care Coordinator about the closure of shelters located at schools and churches.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- ❑ Provide Logistics Section Supply/Ordering Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 8
SHELTER FACILITIES FORM

Shelter Facilities					
Facility	Address	Capacity	Occupancy	Purpose	Remarks
Prepared by:		Title:		Operational Period:	

ATTACHMENT 9**ENVIRONMENTAL UTILITIES****EMERGENCY ACTION CHECKLIST
PRIMARY: ENVIRONMENTAL UTILITIES DIRECTOR****EMERGENCY ACTION CHECKLIST****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
 - Establish and maintain an activity log.
 - Notify alternates of situation.
 - Notify other key management of situation.
 - Review appropriate emergency operations plans, guidelines, and checklists, and mutual aid agreements.
 - Develop a potential Action Plan based on the impending emergency.
- Consider alerting/recalling off-duty personnel and specialized teams.
 - Establish an emergency work schedule.
 - Determine clothing suitability for personnel.
- Monitor the flows of creeks and streams.
- Review emergency plans, procedures and programs.
- Monitor the weather and anticipated weather.
- Recommend activation of the City's EOC if conditions dictate.
- Test communications equipment.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Public Works position, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.
- Review pre-emergency operating guidelines.
- Provide situation status of drinking water and wastewater storage.
- Continue to monitor creeks and streams.
- Recommend appropriate evacuation area(s) to the Operations Section Chief if situation worsens.

Extended Operations

- Develop and maintain activity logs.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Based on the conditions, activate the appropriate plan, if not already activated.
 - Assist in Public Works – Flood Warning and Response Plan
 - Establish contact with solid waste handler for large debris bins for neighborhood debris removal
- Implement the following actions according to the plan.
 - Make notifications to other agencies for response or stand-by as appropriate.
 - Coordinate with other emergency responders.
 - Notify adjoining Public Works agencies of the local problem and current status.
 - Coordinate mutual aid.
 - Recall off-duty personnel.
 - Consider the use of private contractors, fire hand crews and volunteer labor for resources.

General Activities

- ❑ Maintain communications with field personnel.
 - Request alternate communications where needed.
 - Gather situation status and submit to Operations Section Chief.
- ❑ Allocate personnel and equipment in accordance with established priorities:
 - Dispatch units to survey for safety problems, such as downed lines, etc.
 - Establish alternate locations if necessary.
- ❑ Initiate or continue appropriate mitigation measures:
 - Organize crews to continue mitigation efforts and debris clearance.
 - Initiate repairs and restoration.
 - Prioritize repairs of damaged equipment.
- ❑ Monitor functionality of lifelines such as gas, electricity, and water to key facilities.
 - Coordinate with Operations Section Chief the schedule for restoration of water/sewer to residents and businesses.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- ❑ Provide Logistics Section Supply/Ordering Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ANNEX C

PLANNING SECTION

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ANNEX C**PLANNING SECTION****1.0 PURPOSE**

The Planning Section is responsible for directing and managing the creation of a comprehensive situation status report, development of EOC Action Plans for each operational period, and maintenance of all documentation related to the emergency. The Planning Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens, while managing response to the conditions within the city. Additionally, the Planning/Intelligence Section staff must consider whether an emergency in a neighboring jurisdiction could impact the City of Roseville, or draw upon resources normally available to the city.

When fully staffed, the Planning/Intelligence Section may include each of the following positions.

- Situation Status
- Resources Status
- Damage Assessment
- Documentation

Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Planning/Intelligence Section Chief, who is a member of the EOC General Staff and reports to the Director of Emergency Services.

2.0 DUTIES

In general, the Planning Section Chief is responsible to:

- Facilitate the preparation of an EOC Action Plan that is approved by the Director of Emergency Services.
- Consult with Operations Section Chief to identify critical problems.
- Consult with the Director of Emergency Services to establish response priorities.
- Develop regular Situation Status Reports.
- Hold periodic Planning/Intelligence Section briefings and assure all planning functions are being performed.
- As emergency response phase winds down, identify recovery and demobilization issues.

In general, staff assigned to the Situation Status function are responsible to:

- Post and maintain pertinent status/damage information on EOC Status Boards.
- Assist Planning Section Chief in preparing Situation Status Reports.
- Assist Planning and Operations Section Chiefs with developing the EOC Action Plan.

In general, staff assigned to the Resources Status function are responsible to:

- Track all personnel and equipment resources assigned to an incident site or Staging Area.
- Prepare and process personnel or material requests, mutual aid (non law or fire) requests, and the status of the resources.
- Prepare and maintain displays, charts and lists that reflect the current status and location of operational resources, including support vehicles.

In general, staff assigned to the Damage Assessment function are responsible to:

- Compile and analyze status and damage reports provided by Incident Commanders (ICs), special districts, city departments and other City EOC staff.
- Establish and maintain database and EOC status boards for damage information and damage cost estimates.
- Review preliminary damage/safety assessment findings to identify private and public properties that require detailed engineering evaluations.
- Establish priorities for detailed damage surveys.
- Request appropriate city, county, contract, and/or volunteer engineers and architects from Resource Status Unit.
- Assign, orient and mobilize Damage Assessment Teams (DATs) comprised of appropriate engineers and other personnel to conduct detailed damage surveys.
- Consult with Operations and Planning/Intelligence Section Chiefs to determine priorities for emergency repairs, demolition and/or restoration.
- Consult with County Assessor to determine damage cost estimates for public and private property.

The Documentation staff are responsible to:

- Establish and maintain a central repository for all written EOC messages and status/damage reports coming into and disseminated from the EOC.
- Maintain accurate and complete electronic and hardcopy files on the emergency or disaster.
- Provide duplication services to EOC personnel.
- Package and store files for legal, analytical, and archival purposes.
- Coordinate delivery of GIS documentation.

The GIS staff are responsible to:

- Establish and maintain mapping of impacted area(s).

3.0 STAFFING

At full activation, the Planning Section will be staffed by:

- Planning Director, or alternate, will serve as the Planning Section Chief.
- Planning Department staff will serve as the Situation Status staff.
- Planning Department staff will serve as the Resources Status staff.
- Planning Department staff will serve as the Damage Assessment staff.
- Planning Department staff will serve as the Documentation staff.
- City GIS staff will serve as the GIS staff.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in the City of Roseville Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists, and participate in training drills and exercises. The duties of the assigned Planning Section staff include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures, and the materials contained in this annex. Consolidate recommended revisions and updates to this annex and submit changes to the EPM.
- Develop any additional information to be incorporated into the assigned annex and submit to the EPM.
- Participate in training, exercises and post-exercise critiques conducted by the EPM.
- Review internal EOC information management with Planning Section Staff and other Section Chiefs to be sure information is shared and known to all EOC staff.

4.2 Initial Response

Specific activities to be performed by the Planning Section staff are listed in Attachments to this annex. The Section staff are responsible to:

- Report to the EOC. The Planning Section Chief obtains a briefing by the Director of Emergency Services. In turn the Chief briefs his assigned staff.
- Determine the extent to which the Section should be activated and notify assigned staff, as indicated.
- Initiate and maintain an activity log for each position.

- Implement activities outlined in the checklist contained in the Attachments.
- Collect and analyze all data regarding field incidents.
- Collect, summarize and post pertinent data regarding disaster response in the City.
- Facilitate the development of an EOC Action Plan in concert with other EOC staff.
- Develop and disseminate a comprehensive Situation Report.
- Identify potentially critical problems, and the Section Chief will advise the Operations Section Chief and the Director of Emergency Services.
- Assist the Public Information Officer (PIO) by maintaining updated information.

4.3 Extended Operations

- The Planning Section Chief will coordinate activities of staff within the assigned Section, and with other Section staff, as indicated.
- The Section Chief will consult with Director of Emergency Services regarding any unresolved conflicts.
- Each position will participate in regular EOC briefings and Section briefings held by the Planning Section Chief. Each briefing will cover the priorities set by the Director of Emergency Services.
- Each position will contribute to the development of an EOC Action Plan for each operational period.
- Each position will track all activities and decisions in an activity log.
- Damage Assessment staff will work with Safety Assessment staff to collect and consolidate damage information within the City.
- Documentation staff ensure that a centralized file for written documents generated in the EOC is maintained.
- Situation Status maintains status boards in the EOC.
- Identify demobilization and recovery issues.

4.4 Post Emergency

- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Supply/Ordering staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Participate in EOC debriefing and critique sessions.

5.0 ORGANIZATIONS AND RESPONSIBILITIES

5.1 Local Government Level

California Government Code § 8607 requires all local public agencies (cities, special districts and counties) to respond to emergencies using the Standardized Emergency Management System (SEMS) at the scene of a multi-agency emergency and in the EOC. The 2003 presidential directive, *Presidential Directive* (HSPD)-5, required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance beginning in fiscal year 2005. SEMS/NIMS is a standard emergency response system and organization that enhances the ability of the City EOC to work with a special district, neighboring city, the Placer Operational Area (POA), or a state agency.

City and special district EOCs are required to utilize the same five SEMS/NIMS management functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration) to facilitate interagency communication and coordination. Cities and special districts within the county's boundaries may contact the Placer Operational Area (POA) EOC for information and/or to request support. Requests for information and/or assistance from cities and special districts are typically submitted via the POA Liaison, or directly to the corresponding POA EOC Section.

5.2 Operational Area Level

In accordance with Title 19, Division 2, Placer County and its political subdivisions (cities and special districts) become an Operational Area for emergency response purposes during response to multi-agency disaster events. The POA EOC is established to coordinate emergency operations and manage resources throughout the county. The POA EOC also serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the POA submits regular situation reports and requests for support and resources not available within the county to the REOC.

Each city and special district may contact the POA EOC via landline phone, cellular phone, amateur radio, discipline specific radio frequencies, Internet or the web-based State OES Resource Information Management System (RIMS).

5.3 Region Level

Placer County is within the Inland Region of State OES. When requested, the Inland Region OES may activate an REOC to coordinate the response by state deployed mutual aid resources.

6.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Planning/Intelligence Section are described below. A checklist of activities to be performed by the Planning/Intelligence Section Chief is contained in Attachment 1 followed by checklists for all Planning/Intelligence Section staff positions.

6.1 Emergency/Disaster Response

Upon notification of a warning or knowledge of a disaster, California Government Code (CGC) §§ 3100 mandates that public agency employees have special responsibilities to protect the public. City of Roseville staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that employees will ensure the safety and security of families and homes before returning to work. If at work when a disaster occurs, the City of Roseville will set up a family information system for employees to check on the welfare of their homes

and families. Upon reporting to the Emergency Operations Center (EOC), or other designated location, assigned staff will implement the activities listed in the function Checklists that are attached to this annex.

6.2 Who Should Respond

In accordance with the CGC §§ 3100, all public agency employees are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. Certain staff have been pre-assigned to perform a specific function in the City of Roseville EOC (as a primary or alternate), or at another location, and are expected to report to the designated location as outlined in the EOC staffing list contained in Attachment 2 to the Basic Plan. Staff assigned to perform an emergency function in the EOC or at another location are expected to report for duty as outlined in the EOC staffing list.

In the rare circumstance when normal communications are out of service and notification may not be possible with use of the normal methods (phone and radio), employees report to their normal work site. If normal work site is not available, employees are to report to the alternate location identified by the department plan. Staff assigned to operate in the EOC are to report to the City of Roseville EOC.

6.3 Situation Status Reporting

The Planning/Intelligence Section is responsible for developing and distributing Situation Status Reports (Sitstat) on a regular basis. The Section Chief reviews status and damage information compiled by the Situation Status function and develops a comprehensive report for review and discussion with the Operations Section Chief and the Director of Emergency Services. The Sitstat Report (Attachment 2) contains a narrative describing situation and summarizing service and facility status by exception. Following approval by the Director of Emergency Services, the Sitstat Report is distributed throughout the City, and to the Operational Area, State OES, and key external agencies.

6.4 EOC Action Planning

Based on the Sitstat Report and response priorities established by the Director of Emergency Services, the Planning/Intelligence Section Chief facilitates development of an EOC Action Plan for each operational period (usually 12 hours). The Action Plan outlines the objectives to be accomplished, establishes priorities, and describes the response strategies to be employed, including the personnel and major equipment resources assigned to address each objective.

Attachment 2 to this annex outlines the Action Planning process. Attachment 3 contains the Response Information Management System (RIMS) Action Plan Form.

6.5 Status Boards

Specific Planning/Intelligence Section staff are responsible to post and maintain confirmed information on specific Status Boards. However, if the Emergency Operations Center (EOC) design does not allow for each Status Board, this Annex provides sample forms which demonstrate the information that needs to be captured by the assigned staff.

Situation Status staff are responsible for maintaining status boards that capture information regarding:

- **Expedient Facilities** (Attachment 5) to track what critical facilities have been activated, where they are located and who to contact.

- **Significant Events** (Attachment 6) to track the most critical events that have occurred, the status of the event, and remarks such as who to contact.
- **Utility Disruptions** (Attachment 7) to track the location of utility outages and the current or potential impacts.
- **Weather Conditions** (Attachment 8) to track the ongoing weather conditions that could affect emergency response.

Resources Status staff are responsible for maintaining the status boards that capture information regarding:

- **EOC Roster** (Attachment 10) to track who has arrived at the EOC and the function that is filled.
- **Resources Status** (Attachment 11) to track the resources that have been deployed to field for response to an incident site or Staging Area.
- **Mutual Aid Request Status** (Attachment 12) to track mutual aid requests for personnel and resources other than Law and Fire, which have long established procedures. Fire and Law staff in the Operations Section track their respective mutual aid request.
- **Volunteer Resources Available** (Attachment 13) to track personnel and material resources delivered or offered by private (non-governmental agencies) companies.
- **Volunteer Resources Needed** (Attachment 14) to track needed personnel and material resources.

While the process of how damage information is collected is described in Part Two, Procedures, of the Emergency Operations Plan (EOP), the Damage Assessment staff are responsible for maintaining the damage assessment status boards that capture information regarding.

- **Damage Assessment Survey** (Attachment 16) to track the overall impact of the emergency/disaster, including the number of people displaced, injured or dead; severity of damaged homes and businesses; damage to public facilities and private enterprise; and utility disruption.
- **Critical Facilities** (Attachment 17) to track the public facilities that have been affected by the emergency and to what extent.

7.0 PLANNING SECTION ORGANIZATION

Figure C-1. City of Roseville EOC Planning/Intelligence Section



ATTACHMENT 1**PLANNING SECTION CHIEF****EMERGENCY ACTION CHECKLIST
PRIMARY: PLANNING DEPARTMENT DIRECTOR****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond.
- Review this annex and appropriate standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC and obtain briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
- Identify available internal and external communications capabilities.
- Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- Assign and brief incoming staff, according to the EOC Action Plan. Activate the appropriate units.
 - Situation Status
 - Resources Status
 - Damage Assessment
 - Documentation

- ❑ Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to which you report, decisions made, positions activated, personnel assigned to report to the Planning/Intelligence Section Chief, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- ❑ Develop and implement accountability, safety, and security measures for Section staff and resources.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular EOC briefings.
- ❑ Facilitate the development of EOC Action Plans.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Request additional personnel and/or equipment resources, as necessary.
- ❑ Establish information requirements and reporting schedules for all EOC organizational elements for use in preparing the EOC Action Plan (see Planning Cycle Guide for time estimates).
 - Present general goals and objectives, including alternatives.
 - Participate in a discussion of specific operations being considered, and provide detailed information concerning the following issues.
 - Resource availability
 - Situation status
 - Situation predictions
 - Weather
 - Communication capabilities
 - Environmental impact and cost of resources
 - Participate in selection of operational objectives for the next operational period.
 - Assemble appropriate material for inclusion in the Action Plan.
 - Ensure that all Operations Section support and service needs are coordinated with the Logistics Section prior to release of the Action Plan.
 - Document and distribute the Action Plan to the Director of Emergency Services, Section Chiefs, management staff and Agency Representatives.
 - Receive notification of Action Plan changes from the Operations Section Chief.
 - Distribute Action Plan changes as indicated.
- ❑ Conduct Action Planning Briefings. See Attachment 2 for the process. Note: The Planning/Intelligence Section Chief may include in the meeting those technical specialists deemed necessary.
- ❑ Collect and process information about the incident(s).

- ❑ Supervise preparation of EOC Action Plans that at a minimum include the following elements.
 - Incident objectives
 - Map of impacted area
 - Summary of current actions
 - Basic organization structure
 - Group/personnel assignments
 - Resource summary
- ❑ Hold Action Planning Sessions, distribute the EOC Action Plan, and ensure implementation.
 - Brief on situation and resource status.
 - With Director of Emergency Services, set goals and objectives.
 - Ensure the Operations Section Chief (OPS) develops specific measurable objectives.
 - Work with OPS to identify needed resources.
 - Plot event facilities and events on map.
 - With Logistics Section Chief, consider Communications Plan requirements.
 - With Director of Emergency Services and all Section Chiefs, finalize, approve and disseminate the EOC Action Plan.
- ❑ Compile and display Situation Status summary information.
 - Display pertinent incident status summary information, including multiple overlays, if needed.
 - Receive information from Situation Status and Resources Status.
 - Review information for completeness; specify location and method of display.
 - Ensure that pertinent reports are displayed.
 - Repeat these procedures at intervals specified by the Director of Emergency Services or upon occurrence of significant events.
- ❑ Advise EOC staff of any significant changes in emergency situation status.
- ❑ Incorporate plans (Traffic, Medical, Communications) into the EOC Action Plan.
- ❑ Ensure Director of Emergency Services orders are prepared and distributed.
- ❑ Instruct Planning Section units in how to distribute event information.
- ❑ Prepare recommendations for release of resources (to be submitted to Director of Emergency Services).

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- ❑ Provide Logistics Section Supply/Ordering Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 2**PLANNING SECTION CHIEF****ACTION PLANNING PROCESS****1.0 PURPOSE**

The EOC Action Plan provides a process and a tool for establishing and communicating to all involved personnel and agencies the City's emergency response objectives and priorities for a given operational period.

Action planning is a required element in SEMS/NIMS, as described in Title 19 of the California Code of Regulations. The field Incident Action Plan (IAP) differs from the EOC Action Plan:

- IAPs -- At the field response level, written or verbal Incident Action Plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. The field incident planning process generally uses perimeter and proposed control lines (where applicable) divided into logical geographical units for planning purposes. The tactics and resources are then determined for each of the planning units and the planning units are combined into divisions/groups, utilizing span-of-control guidelines. IAPs are an essential and required element in achieving objectives under ICS.
- EOC Action Plans -- At the Local Government (city or Operational Area (OA) Level of SEMS/NIMS, EOC Action Plans establish a global posture for the affected governments, forecast future areas of concern, and identify resource needs to support field forces. Consolidated Action Plans may be developed at the OA level to reflect the needs of all political subdivisions impacted by the event. Therefore, the City EOC Action Plan may be divided into logical geographic units, following political subdivisions.

2.0 PLANNING REQUIREMENT

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

A written EOC Action Plan is required whenever the following conditions apply.

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

The EOC Action Plan addresses a specific operational period (usually 12 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

3.0 PLAN ELEMENTS

An EOC Action Plan includes the following elements.

- Operational period covered by the plan.
- Identify parts of EOC organization that have been activated on an organization chart.

- Assignment of primary and support personnel and materiel resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.
- State the objectives (attainable, measurable and flexible) to be accomplished.
- Establish the current priorities to meet the objectives.
- Describe the strategy to be utilized to achieve the objectives.

In addition to the required elements listed above, the Action Plan provides the following information.

- Specify section mission assignments/branch mission assignments.
- Identify policy and/or cost constraints.
- Outline any inter-agency considerations.

4.0 PLANNING RESPONSIBILITIES

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

For incidents requiring close coordination with external agencies (e.g., local fire or police departments, special districts, etc.), input from the involved agencies should also be included in the Action Planning process.

The following EOC staff have specific responsibilities for the EOC Action Plan.

4.1 Director of Emergency Services

- Provide general incident objectives and strategy.
- Provide direction and overall management.
- Ensure incident safety.
- Approve the completed Action Plan.

4.2 Operations Section Chief

- By coordinating with the branches in the section
- Determine the tactics necessary to achieve objectives.
- Determine resource requirements.
- Communicate Action Plan to EOC staff and Incident Commanders, as appropriate.
- Conduct Operations Shift Briefing.

4.3 Planning Section Chief

- Conduct the Action-Planning meeting.
- Establish planning timelines.
- Coordinate preparation of the Action Plan.
- Manage planning process.

4.4 Logistics Section Chief

- Establish/confirm procedure for off-incident resource ordering.
- Ensure that resource ordering procedures are communicated to EOC/ICP staff.
- Ensure that Logistics Section can support the Action Plan.

4.5 Finance Section Chief

- Provide cost assessment of incident objectives.
- Ensure that adequate finance approvals are in place for implementation of the Action Plan.

5.0 PLANNING PROCESS

The Planning /Intelligence Section staff will maintain the EOC Major Incident Status Board and will develop short- and long-term planning scenarios based upon the situation and its impacts on City facilities and operations, as reported.

Utilizing these planning scenarios, the Planning/Intelligence Section Chief will conduct an Action Planning meeting with the Director of Emergency Services, General Staff and Branch Chiefs.

The Operations Section Chief will immediately report any significant changes in information verbally to the Planning/Intelligence Section Chief.

6.0 PLANNING CONSIDERATIONS

In developing the Action Plan, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the Action Plan.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> • Use of resources • Contact information and frequency • Communications methods 	Liaison
Public Information	<ul style="list-style-type: none"> • Constraints on information to be disseminated • Special instructions • Target areas/audiences 	Public Information Officer Director of Emergency Services
Safety	<ul style="list-style-type: none"> • Special precautions to be taken • Personal protective gear required 	Safety Officer
Technical Resources	<ul style="list-style-type: none"> • System maps and schematics • Technical expert input 	Operations Section Branches
Operations	<ul style="list-style-type: none"> • Special skills required • Mutual aid needs • Staging Area need 	Operations Section Chief
Policy	<ul style="list-style-type: none"> • Legal/political issues • Fiscal constraints 	Director of Emergency Services
Special Needs	<ul style="list-style-type: none"> • Contingency Plans 	Planning Section Chief
Special Resources	<ul style="list-style-type: none"> • Availability of special supplies and equipment • Transportation support 	Logistics Section Chief

7.0 PLANNING CYCLE

The Planning/Intelligence Section Chief, with input from the Director of Emergency Services and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily.

The following table provides a suggested schedule for development of the Action Plan.

Planning/Intelligence Section Planning Cycle Guide	
Time	Event
0700 - 0800	Shift Change.
0800 - 0900	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
0900 - 1000	Planning Meetings (with Management and General Staff, Resource status Unit Leader, Supply /Ordering Unit Leader, Communications Unit Leader).
1000 - 1400	Prepare EOC Action Plan.
1400 - 1600	Finalize EOC Action Plan.
1600	Complete EOC Action Plan.
1600 - 1700	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
1700 - 1800	Operations Briefing (Management, General Staff, and identified Operations Branches).
1800 - 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC).
1900 - 2000	Shift Change.
2000 - 2100	Prepare for Planning Meeting. Purpose: To review accomplishments, identify new issues, identify resource needs, and determine assignments for next operational period.
2100 - 2200	Planning Meetings (with Management and General Staff, Resource status Unit Leader, Supply /Ordering Unit Leader, Communications Unit Leader).
2200 - 0200	Prepare EOC Action Plan.
0200 - 0400	Finalize EOC Action Plan.
0400	Complete EOC Action Plan.
0400 - 0500	Prepare for Operations Briefing. Purpose: To review EOC Action Plan for next operational period.
0500 - 0600	Operations Briefing (Management, General Staff, and identified Operations Branches).
0600 - 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC).

8.0 Documentation and Distribution

Written EOC Action Plans will be documented on the attached form.

The Planning Situation Status function is responsible for:

- Posting a copy of the current Action Plan in the EOC and on the Intranet, if operational
- Maintaining a copy of each Action Plan as part of the permanent incident record
- Distributing copies of the current Action Plan to all involved agencies and City personnel as directed by the Planning Section Chief

The Operations Section Chief will ensure that the current EOC Action Plan is distributed to all Operations Section personnel, including the appropriate ICPs.

ATTACHMENT 3

**RESPONSE INFORMATION MANAGEMENT SYSTEM
SEMS/NIMS EOC ACTION PLAN**

MANUAL ADAPTATION FROM RIMS VERSION (UNDATED)

Instructions: Complete the entire form.

Action Plan for:	Event Name:
Plan Reviewed by: Planning Intelligence Section Chief	Plan Approved by: Director of Emergency Services
Current Operational Period: From: (Date) Hrs: (Time)	To: (Date) Hrs: (Time)

Situation Summary:

MAJOR INCIDENTS/EVENTS IN PROGRESS:		
SITUATION (Type of Incident or Event)	LOCATION (Op Area, City, Landmark)	SUPPORT REQUESTED (Yes/No)
1.		Yes No
2.		Yes No
3.		Yes No
4.		Yes No
5.		Yes No
6.		Yes No
7.		Yes No
8.		Yes No

OVERALL OBJECTIVES:			
OBJECTIVES	SECTION RESPONSIBLE	% COMPLETE	EST COMP DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

MANAGEMENT OBJECTIVES:

OPERATIONS OBJECTIVES:

LOGISTICS OBJECTIVES:

PLANNING/INTELLIGENCE OBJECTIVES:

FINANCE/ADMINISTRATION OBJECTIVES:

Insert current organization chart/roster, or graphs, etc. in the space below:

Attachments:
Attach all appropriate documents.

STATE AGENCY LIAISON	
Agency:	SEMS/NIMS Functional Assignment:
FEDERAL ESF LIAISON	
Agency:	SEMS/NIMS Functional Assignment:

Created by: (Jurisdiction) on: (Date/Time)
Last Modified by: (Jurisdiction) on: (Date/Time)

ATTACHMENT 4
SITUATION STATUS
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC (or other designated reporting location) and obtain briefing from the Planning Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to which you report, decisions made, positions activated, personnel assigned to report to the Situation Status unit, directions given, and actions taken.
 - Information to be shared with other EOC sections
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.

- Monitor response activities and identify any potential issues that require prompt attention.
- Begin collection and analysis of incident data as soon as possible.
 - Ensure data is collected from the city Incident Commander and appropriate special districts.
 - Consider damages in nearby unincorporated areas that may impact on the city.
- Prepare and maintain required status boards and displays.
- Prepare event predictions periodically or as requested.
- Participate in Action Planning meetings, as required by the Planning/Intelligence Section Chief or Director of Emergency Services.
- Prepare situation summaries for reports to the Operational Area as required.
- Provide photographic services and maps. Coordinate with GIS.
- Prepare, post, and disseminate situation status information as required.
- Maintain Situation Status records or forward to Documentation unit, if activated.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Provide Logistics Section Supply Staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

**ATTACHMENT 5
SITUATION STATUS
EXPEDIENT FACILITIES**

Facility	Address	Status	Remarks		
Joint Public Information Center					
Local Assistance Centers					
Mass Care Facilities					
Staging Areas					
Prepared by:		Title:		Operational Period:	

**ATTACHMENT 6
SITUATION STATUS
SIGNIFICANT EVENTS**

Significant Events				
Date	Time	Event	Status	Remarks
Prepared by:		Title:		Operational Period:

**ATTACHMENT 7
UTILITY DISRUPTIONS
SITUATION STATUS**

Utility Disruption				
Type	Problem	Location	Effect	Action
Prepared by:		Title:		Operational Period:

ATTACHMENT 8
SITUATION STATUS
WEATHER CONDITIONS

Weather Conditions																
Forecast Data		Temperature		Precipitation				Wind		Humidity	NWS Products Issued					
Source		High	Low	Last 6 Hours	Last 12 Hours	Last 18 Hours	Last 24 Hours	Snow Level	Speed	Direction		Advisory	Watch	Warning	Expiration	
Date								Event Total				Significant but not Threatening	Potential Threat	Imminent Threat	Date	Time
Time																
City North	Current															
	Forecast															
City East	Current															
	Forecast															
City South	Current															
	Forecast															
City West	Current															
	Forecast															
Prepared by:						Title:						Operational Period:				

ATTACHMENT 9

RESOURCES STATUS

EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to which you report, decisions made, positions activated, personnel assigned to report to the Resources Status unit, directions given, and actions taken.
 - Information to be shared with other EOC Sections
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.

- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Establish check-in procedure for EOC.
- Gather, post and maintain resource status information and displays.
- Establish contacts with city departments to identify available resources.
- Track volunteer resources needed and available.
- Participate in Section meetings as required by the Planning Section Chief.
- Provide resource summary information to Situation Status staff as requested.
- Maintain Resource Status Unit records or forward to Documentation staff if activated.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

**ATTACHMENT 10
RESOURCES STATUS
EOC ROSTER FORM**

EOC Roster									
Position	Primary	Shift		Alternate 1	Shift		Alternate 2	Shift	
		A	B		A	B		A	B
Policy Group									
Mayor									
Council member 1									
Council member 2									
Council member 3									
Council member 4									
Council member 5									
Management Section									
Director of Emergency Services									
Legal Advisor									
Public Information Officer									
Assist PIO 1 (if activated)									
Assist PIO 2 (if activated)									
Emergency Preparedness									

EOC Roster										
Position		Primary	Shift		Alternate 1	Shift		Alternate 2	Shift	
			A	B		A	B		A	B
Manager										
Liaison Officer										
Safety Officer										
Agency Representative	Special District									
	Special District									
	Special District									
	Special District									
Agency Representative										
Agency Representative										
Agency Representative										
Agency Representative										
Agency Representative										
Agency Representative										
Agency Representative										
Operations Section										
Operations Section Chief										
Law Enforcement										

EOC Roster									
Position	Primary	Shift		Alternate 1	Shift		Alternate 2	Shift	
		A	B		A	B		A	B
Fire and Rescue									
Public Works									
Safety Assessment									
Care & Shelter									
Environmental Utilities									
Electric									
Planning / Intelligence Section									
Planning Section Chief									
Situation Status									
Resource Status									
Damage Assessment									
Documentation									
Technical Specialists:									

EOC Roster									
Position	Primary	Shift		Alternate 1	Shift		Alternate 2	Shift	
		A	B		A	B		A	B
Logistics Section									
Logistics Section Chief									
Communications									
Facilities									
Supply									
Ordering Manager									
Ordering Manager									
Finance / Administration Section									
Finance Section Chief									
Cost									
Procurement									
Prepared by:		Title:		Operational Period:					

ATTACHMENT 11
RESOURCES STATUS
RESOURCES STATUS FORM

Resources Status									
Date	Time	Agency	Location	Status					
				Assigned	Available	O/S Rest	O/S Mech	O/S Pers	ETR
Prepared by:		Title:		Operational Period:					

ATTACHMENT 12
RESOURCES STATUS
NON – FIRE/LAW MUTUAL AID STATUS FORM

Mutual Aid Non – Fire/Law				
Request	Time Requested	Time Filled	Agency/Jurisdiction Providing	
Prepared by:		Title:		Operational Period:

ATTACHMENT 13
RESOURCES STATUS
VOLUNTEER PERSONNEL RESOURCES AVAILABLE FORM

Volunteer Personnel Resources Available				
Number	Point of Contact or Organization		Skills	Remarks
	Telephone			
Prepared by:		Title:		Operational Period:

ATTACHMENT 14
RESOURCES STATUS
VOLUNTEER PERSONNEL RESOURCES NEEDED FORM

Volunteer Personnel Resources Needed			
Number	Location	Skills	Remarks
Prepared by:		Title:	Operational Period:

ATTACHMENT 15
DAMAGE ASSESSMENT
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate reference materials and department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to the EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of city impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to which you report, decisions made, positions activated, personnel assigned to report to the Damage Assessment staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.

- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Obtain necessary supplies for compiling and processing damage assessment information.
 - Locate Area Maps.
 - City DPW Mapping:
 - Parcel
 - 800 Scale Base Maps (Location Map)
 - Assessor's Office:
 - Map book Index - Copy all maps of involved area
 - Others as needed (utilities, local fire, USFS, law)
 - Allocate pens and pencils.
 - Coordinate collection of information with GIS.
- ❑ Request support personnel as needed:
 - County Assessor's Office
 - Building Department
 - Planning Department
 - Fire Department
 - Volunteer/Contract engineers and architects, etc.
- ❑ Obtain Safety Assessment survey information from Operations Section:
 - Conduct quality review:
 - Ensure all information is legible.
 - Reconcile all addresses with master base map:
 - Return irreconcilable addresses to Operations (Safety Assessment)
 - Establish a database of all affected properties/locations listing:
 - Jurisdiction
 - Group
 - Address or water meter number
 - Parcel numbers
 - Indicate damaged or destroyed
 - Estimated loss

If the Damage Assessment Unit is not co-located in the EOC, ensure that all damage assessment information is documented and passed to the Damage Assessment Unit.

- ❑ Consider using a separate base map for each area affected.
- ❑ As needed use mylar overlays to separate jurisdictional survey information.
 - Color-code reconciled parcels on master base map.
 - Red
 - Yellow
 - Green
- ❑ Review and analyze Safety Assessment findings to identify public properties that require detailed engineering evaluations.
- ❑ Establish priorities for detailed damage surveys.
- ❑ Request appropriate County, contract, and/or volunteer engineers and architects from Resource Status Unit.

- ❑ Assign, orient and mobilize Damage Assessment Teams (DATs) to conduct detailed damage surveys.
- ❑ Establish and maintain database and EOC status boards for damage information and damage cost estimates.
- ❑ Utilizing Assessor's and Tax Collector's and GIS information determine accurate damage data.
 - Determine property values of subdivision or community.
 - Determine number of parcels in each damage category.
 - DESTROYED:
 - Building is a total loss or is damaged to the extent that it is neither usable nor economically repairable.
 - MAJOR:
 - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
 - MINOR:
 - Building is damaged and may be used under limited conditions; may be restored to service with minor repairs. Usually involves damages or losses of \$7400.or less.
 - AFFECTED:
 - Some damage to building and suspected damage to contents. Structure is usable without repairs.
- ❑ Tally estimated costs.
 - Private property damage
 - Public property damage
- ❑ Provide damage estimates to the Planning Section Chief. The Director of Emergency Services will forward cost estimate to the staff designated to coordinate Recovery.
 - Include completed Initial Damage Estimate form (State Response Information Management System -- RIMS).

Loss estimates are only intended to give state and federal disaster assistance officials a "snapshot" of the scope of damage.

More accurate information will be collected during the detailed damage assessments conducted in the days following the disaster.

- ❑ Date stamp and initial reconciled surveys, and forward to Planning Section Documentation staff:
 - Create Disposition Forms.
 - Document number
 - Disposition of survey:
 - Completed
 - Incomplete (reason)
 - Log document number on Disposition Form.
 - Photocopy surveys, if necessary.
 - Create appropriate files
 - Separate survey information by community.
 - Community
 - Special district
 - Other agency

- Separate jurisdictional survey information into the following groups.
 - Residential
 - Government properties and facilities
 - Infrastructure:
 - Roads
 - Public Utilities

- Consider 24 hour staffing.
 - Damage assessment during the day.
 - Data processing during the night.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow-up issues.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 16
DAMAGE ASSESSMENT
DAMAGE ASSESSMENT SURVEY FORM

Damage Assessment Survey													
		Incorporated Area											Totals
		Area 1	Area 2	Area 3	Area 4	Area 5							
Persons	Dead												
	Injured												
	Displaced												
Single Family Dwellings	Destroyed												
	Major Damage												
	Minor Damage												
Multiple Family Dwellings	Destroyed												
	Major Damage												
	Minor Damage												
Businesses	Destroyed												
	Major Damage												
	Minor Damage												
Public Property	Destroyed												
	Major Damage												
	Minor Damage												
Utilities:	Electricity												
	Natural Gas												
	Telephone												
	Sewer												
	Water												
Prepared by:		Title:		Operational Period:									

ATTACHMENT 17
DAMAGE ASSESSMENT
CRITICAL FACILITIES FORM

Critical Facilities					
Facility	Address	Damage/Limitations	Open	Closed	Remarks
Prepared by:		Title:		Operational Period:	

ATTACHMENT 18
DOCUMENTATION
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Documentation staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.

-
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
 - Accept and file reports and forms submitted by EOC staff.
 - Establish duplication service and respond to requests for document duplication.
 - Provide duplicates of forms and reports to authorized requestors.
 - Establish and organize files on the emergency or disaster situation, which may include the following categories.
 - Weather Reports
 - Safety/Damage Assessment Information
 - DPW/State Road Reports
 - EOC Logs/Notes (may need to separate by function)
 - (Other Department/Agency) EOC Logs/Notes (separate by agency)
 - PIO Press Releases (sent)
 - Rumor Control issues
 - OA Press Releases (received)
 - Outside Agency Press Releases Received
 - City status reports
 - City and Operational Area Situation Reports
 - Damage/safety assessment reports
 - State OES Situation Reports
 - Emergency/Official Actions (Proclamations, Resolutions, Orders)
 - EOC Action Plans
 - Visuals (Pictures, maps)
 - Newspaper articles
 - Others as needed
 - Check on the accuracy and completeness of records submitted for files.
 - File all official forms and reports.
 - Correct errors or omissions by contacting the appropriate EOC staff.
 - Prepare emergency response documentation for the Planning Section Chief when requested.
 - Maintain, retain, and store emergency response files for use after the emergency.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Notify agencies and groups with whom communications have taken place. Provide contact name and number for any follow up issues.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ANNEX D

LOGISTICS SECTION

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	4.1 Preparedness.....	D-4
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1 -	Logistics Section Chief Emergency Action Checklist.....	D-10
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ANNEX D

LOGISTICS SECTION

1.0 PURPOSE

The Section Chief is responsible to provide facilities, services, communications and information systems, and material in support of the emergency or disaster. When fully staffed, the Logistics Section may include each of the following positions.

- Supply/Ordering
- Facilities
- Communications
- Human Resources

Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Logistics Section Chief, who is a member of the EOC General Staff and reports to the Director of Emergency Services.

2.0 DUTIES

In general, the Logistics Section Chief is responsible to:

- Assign and brief Section staff as indicated.
- Obtain, allocate and track ordered resources to support emergency operations.
- Oversee distribution of supplies, equipment and personnel, in accordance with priorities established by the Director of Emergency Services.
- Establish and manage Multi Purpose Staging Areas and employee care facilities as necessary.
- Advise Director of Emergency Services if suspension of competitive bidding is warranted.
- Assess status of communications/information systems and arrange for repairs and/or alternate systems if necessary.
- Assess damage to City buildings to determine habitability, accessibility and need for repairs.
- Maintain complete and accurate records of resource requests, acquisitions and distributions.

In general, the Supply/Ordering staff are responsible to:

- Advise Logistics Section Chief of the need to execute emergency vendor and/or service contracts.
- Maintain an inventory of available supplies and equipment.
- Distribute available supplies and equipment in accordance with priorities established by the EOC Action Plan.

- Obtain, order, purchase, or receive, and store all supplies for the emergency.
- Arrange for special service contractors as necessary.
- Coordinate service for non-expendable supplies and equipment.
- Implement single point ordering process for supplies and equipment.
- Coordinate the ordering and delivery of supplies with other jurisdictions.
- Track ordered items to ensure delivery, use and return (if a non-expendable supply).

In general, the Facilities staff are responsible to:

- Identify alternate public facilities to conduct essential government services, if required.
- Obtain facilities to support emergency operations, if necessary.
- Establish Staging Areas for resources, as necessary.
- Coordinate food, water, sleeping and sanitation facilities for emergency personnel.

In general, the Communications staff are responsible to:

- Provide and maintain essential communication links for the EOC, between City facilities, and with field units.
- Determine communications/IT needs for emergency response.
- Provide alternate communications/IT capabilities as needed.
- Refer issues to IT staff for resolution as indicated.
- Recruit and assign Amateur Radio operators, if necessary.

In general, the Human Resources staff are responsible to:

- Provide and maintain personnel to deploy on missions as appropriate per the EOC Action Plan.

In general, the Fleet Management staff are responsible to:

- Provide and maintain specialized vehicles.
- Service vehicles used in the incident.

3.0 STAFFING

At full activation, the Logistics Section will be staffed by:

- Central Services Department Director will serve as the Logistics Section Chief.
- Central Services staff will serve as the Supply/Ordering staff.
- Central Services staff will serve as the Facilities staff.
- Information Technology will serve as the Communications staff.
- Human Resources staff will serve as the Human Resources staff.
- Central Services staff will serve as the Fleet Management staff.

See Attachment 2 in Part Two of the Emergency Operations Plan for a full staffing plan.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in the City of Roseville Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training drills and exercises. The duties of assigned Logistics Section Chief include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures, and the materials contained in this annex. Consolidate recommended revisions and updates to this annex and submit changes to the EPM.
- Develop any additional information to be incorporated into the assigned annex and submit to the EPM.
- Identify methods and sources for obtaining emergency contracting services, personnel, supply and equipment resources, and procuring alternate facilities and telecommunications/information systems.
- Identify key resources that may be required during various emergency scenarios and develop lists of vendors and contractors that could provide the services/equipment needed at the time of emergency.
- Participate in training, exercises and post-exercise critiques conducted by the EPM.

4.2 Initial Response

Specific activities to be performed by the Logistics Section Chief are listed in Attachment 1 to this annex. Specific activities of other Logistics Section staff follow Attachment 1. The Logistics Section will typically be activated for a significant emergency event in which the EOC is fully activated for longer-term (e.g., more than 24 hours) events and resource support is required from mutual aid sources. During the initial response, the Logistics Section Chief assesses the situation and identifies potential resource needs. The Logistics Section personnel are responsible to:

- Report to the EOC. The Chief obtains briefing by the Director of Emergency Services. In turn the Chief provides the briefing to the responding Logistics staff.
- Determine the extent to which the Section should be activated and notify assigned staff, as indicated. The Chief determines the level of activation with consultation with the Director of Emergency Services.
- Initiate and maintain an activity log.
- Evaluate the availability of personnel and equipment resources.
- Identify potential needs and options to address those needs.
- Implement activities outlined in the checklist contained in Attachments.

4.3 Extended Operations

- Coordinate activities of staff within the assigned Section, and with other Section, as indicated.
- As needed, the Section Chief will consult with Director of Emergency Services regarding any unresolved conflicts.
- Participate in regular Section and EOC briefings and in the development of the EOC Action Plan.
- Decide on the most appropriate option(s) to fill resource gaps.
- Confer with the Logistics Chief, who in turn consults the Director of Emergency Services to determine EOC staffing needs and response personnel support needs.
- Arrange for alternate facilities to continue essential City functions (business recovery), if necessary.
- Track resources procured and deployed, and all logistics-related expenditures.
- Track all activities and decisions in activity log.

4.4 Post Emergency

- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Supply/Ordering staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Confirm the location of Local Assistance Centers (LACs).
- Identify the resources required at the LAC and determine staffing needs.
- Ensure internal and external deactivation notifications are made.
- Participate in EOC debriefing and critique sessions.

5.0 ORGANIZATIONS AND RESPONSIBILITIES

5.1 Local Government Level

California Government Code § 8607 requires all local public agencies (cities, special districts and counties) to respond to emergencies using the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) at the scene of a multi-agency emergency and in the EOC. SEMS/NIMS is a standard emergency response system and organization that enhances the ability of the City EOC to work with a special district, neighboring city, the Y Operational Area (POA), or a state agency.

City and special district EOCs are required to utilize the same five SEMS/NIMS management functions (Management, Operations, Planning, Logistics, and Finance) to facilitate interagency communication and coordination. Cities and special districts within the county's boundaries may contact the Operational Area (POA) EOC for information and/or to request support. Requests for information and/or assistance from cities and special districts are typically submitted via the POA Liaison, or directly to the corresponding POA EOC Section.

5.2 Operational Area Level

In accordance with Title 19, Division 2, Placer County and its political subdivisions (cities and special districts) become an Operational Area for emergency response purposes during response to multi-agency disaster events. The POA EOC is established to coordinate emergency operations and manage resources throughout the county. The POA EOC also serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the POA submits regular situation reports and requests for support and resources not available within the county to the REOC.

Each city and special district may contact the POA EOC via landline phone, cellular phone, amateur radio, discipline specific radio frequencies, Internet or the web-based State OES Resource Information Management System (RIMS).

5.3 Region Level

Placer County is within the Inland Region of State OES. When requested, the Inland Region OES may activate an REOC to coordinate the response by state deployed mutual aid resources.

6.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Logistics Section are described below. A checklist of activities to be performed by the Logistics Section Chief is contained in Attachment 1.

6.1 Emergency/Disaster Response

Upon notification of a warning or knowledge of a disaster, California Government Code (CGC) §§ 3100 mandates that public agency employees have special responsibilities to protect the public. City of Roseville staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that employees will ensure the safety and security of families and homes before returning to work. If at work when a disaster occurs, the City of Roseville will set up a family information system for employees to check on the welfare of their homes

and families. Upon reporting to the Emergency Operations Center (EOC), or other designated location, assigned staff will implement the activities listed in the function Checklists that are attached to this annex.

6.2 Who Should Respond

In accordance with the CGC §§ 3100, all public agency employees are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. Certain staff have been pre-assigned to perform a specific function in the City of Roseville EOC (as a primary or alternate), or at another location, and are expected to report to the designated location as outlined in the EOC staffing list contained in Attachment 2 to the Basic Plan. Staff assigned to perform an emergency function in the EOC or at another location are expected to report for duty as outlined in the EOC staffing list.

In the rare circumstance when normal communications are out of service and notification may not be possible with use of the normal methods (phone and radio), employees report to their normal work site. If normal work site is not available, employees are to report to the alternate location identified by the department plan. Staff assigned to operate in the EOC are to report to the City of Roseville EOC.

6.3 Supply Resource

Logistics Section Supply staff are responsible to coordinate the ordering and delivery of supplies. Attachment 3 provides a Resource Registration Form for tracking the request and delivery of such equipment.

7.0 LOGISTICS SECTION ORGANIZATION



Figure D-1-1. City of Roseville EOC Logistics Section

ATTACHMENT 1**LOGISTICS SECTION CHIEF****EMERGENCY ACTION CHECKLIST*****PRIMARY: CENTRAL SERVICES DEPARTMENT DIRECTOR*****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond.
- Review this annex and appropriate standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC and obtain briefing from the Director of Emergency Services:
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - City, Special District and Operational Area EOCs activated
 - Existing or anticipated problems/issues
- Identify available internal and external communications capabilities.
- Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- Assign and brief incoming staff.
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Logistics Section Chief, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability

- ❑ Develop and implement accountability, safety, and security measures for Section staff and resources.

Extended Operations

- ❑ Maintain an activity log.
- ❑ Participate in regular EOC briefings and provide input to an EOC Action Plan.
 - Prepare Logistics elements of the EOC Action Plan.
 - Review suggested strategy and operations for next operational period.
 - Identify logistic requirements for planned and expected operations.
 - Estimate future logistic requirements.
 - Compare required capabilities with current capabilities.
 - Determine additional service and support requirements corresponding to the EOC Action Plan.
 - Coordinate and process requests for additional personnel and equipment resources.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Request additional personnel and/or equipment resources, as necessary.
 - Receive and process requests for resources to be ordered from members of the General Staff or the Planning Section Resource status staff.
 - Coordinate requests for additional resources to eliminate duplicate requests.
 - Submit requests for additional resources from outside the emergency through the communications center.
 - Follow up on all requests, as necessary, to obtain confirmation and estimated time of arrival (ETA) or denial.
- ❑ Activate Multipurpose Staging Areas as destination points for mutual aid, if indicated.
- ❑ Ensure key facilities have adequate power, sanitation, or other critical services and supplies.
- ❑ Notify the Planning Section, Resource status staff of which Logistics Section units will be activated, including names and locations of assigned personnel.
- ❑ Upon EOC deactivation, approve requests for release of resources, as indicated.
- ❑ Supervise demobilization of Section staff.

Post-Emergency

- ❑ Assign staff to assist at Local Assistance Center(s) (LAC), if necessary.
- ❑ Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- ❑ Submit log and other incident-related documentation to Planning Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section, as directed.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 2**SUPPLY/ORDERING****EMERGENCY ACTION CHECKLIST**
PRIMARY: CENTRAL SERVICES DEPARTMENT DIRECTOR**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
- Advise staff assigned to perform an emergency function of the potential need to respond.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Supply/Ordering unit, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to an EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Determine the type and amount of supplies available and enroute.
- Review EOC Action Plan for information on supplies, equipment and/or services that might be needed.
- Obtain, receive, inventory, distribute and store supplies and equipment, as indicated.
- Maintain an inventory of supplies and equipment and track all resources deployed.
- Assign a Donations coordinator, if necessary.
- Ensure reusable equipment is serviced, as necessary.
- Assign a Volunteer Resource Manager, if necessary. Implement ordering procedure and set-up filing system.
- Obtain names of personnel who have ordering authority and identify what has already been ordered.
- Ensure order forms are completed properly.
- Place orders in a timely manner. Check with Donations Coordinator for donated items that may fill a need and consolidate orders when possible.
- Identify times and locations for the delivery of supplies and equipment and advise ordering department/entity.
- Directly receive and distribute supplies and equipment, as indicated.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Compile a list of supplies to be replenished from other EOC staff.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Identify staff to assist at the Local Assistance Center (LAC) as needed.
- Replenish expendable supplies as indicated.
- Submit log and other incident-related documentation to Planning/Intelligence Section Documentation staff.

- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section, as directed.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 3

SUPPLY

RESOURCE REGISTRATION FORM

Name (Agency/Company/Individual)				Donation? (Yes / No)			
Mailing Address							
Business Phone				Fax			
Chief Executive				Phone			
Primary Service/Function: (Type of Business)							
Emergency Contacts							
Business Hours	Name		After Hours	Name			
	Phone			Phone			
	Pager/Cell			Cell/Pager			
Resources							
Item		Type	Qty	Operators?			
				Yes	No	Qty	
Heavy Equipment							
Lighting							
Generators							
Fuel							
Transportation							
Other:							
Other:							
Talents / Professional Skills							
Please attach additional sheets if necessary.							

ATTACHMENT 4**FACILITIES****EMERGENCY ACTION CHECKLIST**
PRIMARY: CENTRAL SERVICES DEPARTMENT DIRECTOR**How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Facilities staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to an EOC Action Plan.

- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- ❑ Ensure a regular sanitation schedule for the City EOC, which includes the following responsibilities.
 - Rest rooms
 - Food service areas
 - Garbage
- ❑ Coordinate alternate public facilities for conduct of essential government services if required through Property Management Division.
- ❑ Identify the types of facilities and 24-hour resources required by response to the emergency.
- ❑ Arrange for facilities to support emergency operations.
 - Determine requirements for each facility type.
 - Coordinate leases.
 - Prepare layouts of emergency facilities.
 - Notify EOC staff of facility availability and layout.
 - Activate emergency facilities.
 - Assign Facility Managers and support staff, as necessary.
 - Ensure that assigned staff are oriented to life safety systems in alternate facilities.
- ❑ Provide food needs for the entire emergency, as appropriate, and for personnel unable to leave tactical field assignments.
 - Determine food and water requirements.
 - Identify method of feeding to best fit each facility or situation.
 - Order sufficient food and potable water from the Logistics Section Supply staff.
 - Maintain an inventory of food, water, and other resources.
- ❑ Arrange for transfer of personnel back to assigned facilities when able.
- ❑ Supervise demobilization of assignment, including storage of supplies.

Post-Emergency

- ❑ Upon EOC deactivation, release resources, as able.
- ❑ Identify staff to assist at the Local Assistance Center (LAC) as needed.
- ❑ Provide Logistics Section Supply/Ordering Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation staff.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 5
COMMUNICATIONS / INFORMATION TECHNOLOGY
EMERGENCY ACTION CHECKLIST
PRIMARY: CITY INFORMATION OFFICER

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
- Advise staff assigned to perform an emergency function of the potential need to respond.
- Develop list of Communications and IT capabilities and contact numbers for EOC.
- Prepare a contact list of Amateur Radio operators.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Communications staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

- Identify available internal and external communications capabilities.
- Assess EOC Communications and IT systems.
- Implement alternate communications as necessary.
- Activate and deploy Amateur Radio operators as necessary.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Provide input to EOC Action Plan, as indicated.
- Request additional personnel and/or equipment resources, as necessary.
- Participate in Logistics Section planning activities.
- Distribute and track portable radios, consistent with established priorities.
 - Advise EOC staff on the communications capabilities and/or limitations during preparation of the EOC Action Plan.
 - Provide technical information and assistance as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitations on communications systems
 - Equipment capabilities
 - Amount and types of equipment needed
 - Anticipated problems in the use of communications equipment
 - Ensure IT needs are coordinated and alternate solutions are implemented as needed
- Supervise Communications activities, including the integration of Amateur Radio resources

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Identify staff to assist at the Local Assistance Center (LAC) as needed.
- ❑ Recover communications equipment from relieved or released units.

ATTACHMENT 6**HUMAN RESOURCES****EMERGENCY ACTION CHECKLIST
*PRIMARY: RISK MANAGER*****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Advise staff assigned to perform an emergency function of the potential need to respond.
- Develop list of personnel capabilities and contact numbers for EOC.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Communications staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC branches or from responders in the field.
- Assign and brief any subordinates, as indicated.
- Coordinate Emergency Management Mutual Aid (EMMA) as necessary through the POA.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Maintain information regarding:
 - Personnel volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not yet filled.
- Provide input to EOC Action Plan, as indicated.
- Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Supply/Ordering unit.
- Establish a plan for childcare for employees as needed. Coordinate with the Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.
- Request additional personnel and/or equipment resources, as necessary.
- Participate in Logistics Section planning activities.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation staff.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.

- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Identify staff to assist at the Local Assistance Center (LAC) as needed.

ATTACHMENT 7**FLEET MANAGEMENT****EMERGENCY ACTION CHECKLIST*****PRIMARY: CENTRAL SERVICES DEPARTMENT DIRECTOR*****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Communications staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Coordinate with Planning and Operations Sections to determine which disaster routes are available for emergency routes.
- Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCP's)

- Individuals to medical facilities
- Emergency workers and volunteers to and from impacted area.

- Coordinate with the Operations Section on the movement of disabled and special needs persons.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Coordinate transportation of animals with Animal Control as required.
 - Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- Provide input to EOC Action Plan, as indicated.
- Request additional personnel and/or equipment resources, as necessary.
- Participate in Logistics Section planning activities.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering staff with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Identify staff to assist at the Local Assistance Center (LAC) as needed.

ANNEX E
FINANCE SECTION

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ANNEX E

FINANCE SECTION

1.0 PURPOSE

The Finance/Administration Section is responsible to organize and operate the finance and administration actions for the EOC; arrange for emergency purchasing and financing of resources and services; participate in development and implementation of the EOC Action Plan; and activate and supervise the Finance Section staff. When fully staffed, the Finance Section may include each of the following positions.

- Cost
- Procurement

Only those positions required by the emergency are activated. If personnel are not available for the required position, the duties assigned to the unstaffed function are the responsibility of the Finance/Administration Section Chief, who is a member of the EOC General Staff and reports to the Director of Emergency Services.

2.0 DUTIES

In general, the Finance Section Chief is responsible to:

- Assign and brief Section staff as indicated.
- Implement emergency finance procedures as necessary and advise all EOC staff of those procedures.
- Implement timekeeping and expenditure tracking procedures and advise EOC staff of the procedures to follow.
- Arrange for administrative support to EOC as necessary.
- Compile cost estimates associated with damages, in consult with EOC Damage Assessment staff.
- Complete insurance claim forms and State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) documentation for disaster assistance applications, as appropriate.

In general, the Cost staff are responsible to:

- Collect all cost data.
- Perform cost effectiveness analyses.
- Provide cost estimates and cost saving recommendations associated with emergency response.

In general, the Procurement staff are responsible to:

- Interpret contracts and/or agreements.

- Coordinate equipment and supply purchases with the Supply/Ordering unit in Logistics.
- Process documentation for payment.

3.0 STAFFING

At full activation, the Finance Section will be staffed by:

- Finance Department Director will serve as the Finance Section Chief.
- Finance Department staff will serve as the Cost staff.
- Finance Department/Central Services Department staff will serve as the Procurement staff.

See Attachment 2 in Part Two of the Emergency Operations Plan for a full staffing plan.

4.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in the City of Roseville Emergency Operations Plan (EOP), Basic Plan. More detailed information about each function in the Emergency Operations Center (EOC) is presented in this and other annexes to the EOP.

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training drills and exercises. The duties assigned to all personnel in the Finance/Administration Section include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures, and the materials contained in this annex. Consolidate recommended revisions and updates to this annex and submit changes to the Emergency Preparedness Manager (EPM)
- Develop any additional information to be incorporated into the assigned annex and submit to the EPM.
- Participate in training, exercises and post-exercise critiques conducted by the City's EPM.

4.2 Initial Response

Specific activities to be performed by the Finance Section are listed in Attachments to this annex. The Section Chief is responsible to ensure that all section staff:

- Report to the EOC and obtain briefing. The Section Chief meets with the Director of Emergency Services, and the Section staff meet with the Finance Section Chief.

- Determine the extent to which the Section should be activated and notify assigned staff, as indicated.
- Initiate and maintain an activity log.
- Implement activities outlined in the checklist contained in Attachments to this Annex.

4.3 Extended Operations

- Coordinate activities of staff within the assigned Section, and with other Section chiefs, as indicated.
- As needed the Section Chief will consult with the Director of Emergency Services regarding any unresolved conflicts.
- Participate in regular EOC and Section briefings and provide input into the development of the EOC Action Plan.
- Track all activities and decisions in an activity log.

4.4 Post Emergency

- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Supply staff with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Participate in EOC debriefing and critique sessions.

5.0 ORGANIZATIONS AND RESPONSIBILITIES

5.1 Local Government Level

California Government Code § 8607 requires all local public agencies (cities, special districts and counties) to respond to emergencies using the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) at the scene of a multi-agency emergency and in the EOC. SEMS is a standard emergency response system and organization that enhances the ability of the City EOC to work with a special district, neighboring city, the Y Operational Area (POA), or a state agency.

City and special district EOCs are required to utilize the same five SEMS/NIMS management functions (Management, Operations, Planning, Logistics, and Finance) to facilitate interagency communication and coordination. Cities and special districts within the county's boundaries may contact the Operational Area (POA) EOC for information and/or to request support. Requests for information and/or assistance from cities and special districts are typically submitted via the POA Liaison, or directly to the corresponding POA EOC Section.

5.2 Operational Area Level

In accordance with Title 19, Division 2, Placer County and its political subdivisions (cities and special districts) become an Operational Area for emergency response purposes during response to multi-agency disaster events. The POA EOC is established to coordinate emergency operations and manage resources throughout the county. The POA EOC also serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the POA submits regular situation reports and requests for support and resources not available within the county to the REOC.

Each city and special district may contact the POA EOC via landline phone, cellular phone, amateur radio, discipline specific radio frequencies, Internet or the web-based State OES Resource Information Management System (RIMS).

5.3 Region Level

Placer County is within the Inland Region of State OES. When requested, the Inland Region OES may activate an REOC to coordinate the response by state deployed mutual aid resources.

6.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Finance Section are described below. A checklist of activities to be performed by the Finance Section Chief is contained in Attachment 1.

6.1 Emergency/Disaster Response

Upon notification of a warning or knowledge of a disaster, California Government Code (CGC) §§ 3100 mandates that public agency employees have special responsibilities to protect the public. City of Roseville staff may be requested to modify shift schedules, return to work, remain at work, or perform different work assignments. If at home when a disaster occurs, it is expected that employees will ensure the safety and security of families and homes before returning to work. If at work when a disaster occurs, the City of Roseville will set up a family information system for employees to check on the welfare of their homes and families. Upon reporting to the Emergency Operations Center (EOC), or other designated location, assigned staff will implement the activities listed in the function Checklists that are attached to this annex.

6.2 Who Should Respond

In accordance with the CGC §§ 3100, all public agency employees are considered Disaster Service Workers and are eligible to be assigned to perform an emergency role at the time of a disaster. Certain staff have been pre-assigned to perform a specific function in the City of Roseville EOC (as a primary or alternate), or at another location, and are expected to report to the designated location as outlined in the EOC staffing list contained in Attachment 2 to the Basic Plan. Staff assigned to perform an emergency function in the EOC or at another location are expected to report for duty as outlined in the EOC staffing list.

In the rare circumstance when normal communications are out of service and notification may not be possible with use of the normal methods (phone and radio), employees report to their normal work site. If normal work site is not available, employees are to report to the alternate location identified by the department plan. Staff assigned to operate in the EOC are to report to the City of Roseville EOC.

7.0 FINANCE/ADMINISTRATION SECTION ORGANIZATION



Figure E-1-1. City of Roseville EOC Finance/Administration Section

ATTACHMENT 1

FINANCE SECTION CHIEF

EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Advise pre-assigned Section staff of the potential need to respond.
- Review this annex and appropriate standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC and obtain briefing from the Director of Emergency Services.
 - Magnitude and scope of event
 - Areas of City impacted
 - Current situation and priorities
 - Actions taken
 - EOCs activated
 - Existing or anticipated problems/issues
- Identify available internal and external communications capabilities.
- Determine the extent to which Section functions should be activated and initiate staff notification procedure.
- Assign and brief incoming staff.
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Finance Section Chief, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability

- Develop and implement accountability, safety, and security measures for Section branch and unit resources.

Extended Operations

- Maintain an activity log.
- Participate in regular EOC briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.
- Request additional personnel and/or equipment resources, as necessary.
- Issue a memorandum to City staff advising of purchase and time card instructions:
 - Ensure that all City personnel time records are accurate.
 - Timesheets are to be coded properly.
 - Straight time to regular cost account
 - Overtime to disaster cost account
 - Timesheets reflect the location or project worked-on with respect to hours worked.
 - Timesheets are duplicated and retained by departments/divisions prior to submittal to Auditor-Controller
 - Ensure that all vendor and contract payment documents for invoices of purchased items are properly handled.
 - Contract payments are to be coded with appropriate organization code, cost, and expenditure accounts
 - Contracts are to correspond to specific projects, if possible
- Track all expenditures.
- Provide Director of Emergency Services with financial forecasts and financial analyses, as requested.
- Track Cost Recovery issues.
 - Costs for personnel overtime and consumable supplies, and the repair, restoration, reconstruction or replacement of public real property or facilities may be reimbursable to local government for eligible disasters and/or disaster projects.
 - Timecards must tie-in to specific project work and location.
 - Establish disaster cost accounting.
 - Contact the _____ and obtain the required information.
 - Assignment of all primary purchases to:
 - General Fund
 - _____ Budget Unit
 - Create appropriate accounts to track costs..
 - Cost Account (specific to the disaster)
 - Expenditure account number (specific to the disaster)
- Brief Management on all financial management issues needing attention and follow-up.
- Upon EOC deactivation, approve requests for release of resources, as indicated.
- Supervise demobilization of Section staff.

Post-Emergency

- ❑ Assign staff to assist at Local Assistance Center(s) (LAC), if necessary.
- ❑ Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning Section Documentation unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance Section, as directed.
- ❑ Participate in post-emergency debriefing and critique sessions.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 2**COST****EMERGENCY ACTION CHECKLIST****How to Use the Checklist**

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City of Roseville impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Cost Staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.

- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Obtain and record all cost data.
- Prepare cost summaries.
- Prepare resources-use cost estimates for Planning Section.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative cost records on emergency response.
- Review all cost documents for accuracy.
- Ensure all agencies are providing accurate documentation for disaster related expense information ("Emergency Work" - Category A and B work).
 - As a minimum create files for the following departments.
 - Building Department
 - DPW
 - Fire
 - Law Enforcement
 - Others as necessary

Post-Emergency

- Identify staff to assist at the Local Assistance Center (LAC) as needed.
- Upon EOC deactivation, release resources, as directed.
- Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance Section.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

ATTACHMENT 3
PROCUREMENT
EMERGENCY ACTION CHECKLIST

How to Use the Checklist

- Read this entire checklist before following the stated action.
- If a checklist item is not applicable to the situation, then it should be skipped.
- Conversely, if a situation develops where a previously skipped item becomes relevant, then that action should be taken.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Review this annex, checklist and appropriate department standard operating procedures.
- Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- Report to EOC (or other designated reporting location) and obtain briefing from the Section Chief.
 - Magnitude and scope of event
 - Areas of City of Roseville impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Initiate and maintain an activity log. Record the following information.
 - By date and time, note arrival time, to whom you report, decisions made, positions activated, personnel assigned to report to the Procurement staff, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief any subordinates, as indicated.

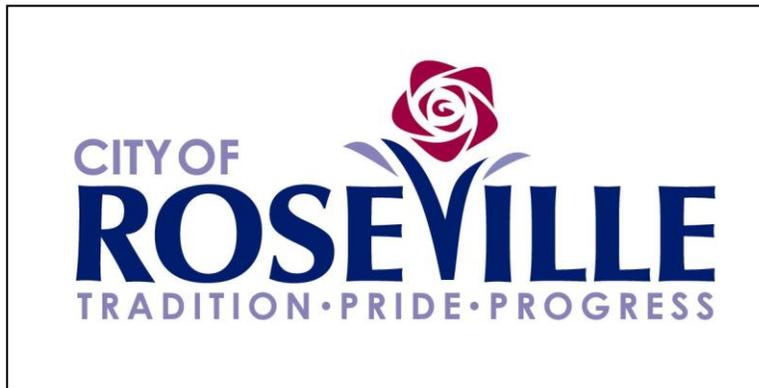
Extended Operations

- Maintain an activity log.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Monitor response activities and identify any potential issues that require prompt attention.

- Receive and process or refer, as appropriate, requests for personnel, supplies and/or equipment, as indicated.
- Contact appropriate sections to ascertain requirements and special procedures.
- Coordinate with the local jurisdiction on plans and supply sources.
- Develop an Event Procurement Plan to create single-point ordering.
- Prepare and have contracts and land use agreements signed as needed.
- Draft memoranda of understanding as necessary.
- Establish contracts with supply vendors as required.
- Interpret contracts/agreements and resolve claims or disputes with delegated authority.
- Coordinate with the City of Roseville _____ on procedures for handling claims for compensation or claims-related matters (other than for injury) for event.
- Complete final processing and send documents for payment.
- Coordinate cost data in contracts with Finance Section Cost unit.

Post-Emergency

- Upon EOC deactivation, release resources, as directed.
- Identify staff to assist at the Local Assistance Center (LAC).
- Provide Logistics Section Supply/Ordering unit with list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning Section Documentation unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.



City of Roseville

**TERRORISM CONTINGENCY
PLAN**

December 2010

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TERRORISM CONTINGENCY PLAN

1.0 INTRODUCTION

Through the State Office of Emergency Services (OES), the Federal Department of Homeland Security (DHS) provided grant funds to Placer County to update its Emergency Operations Plan (EOP) for response to terrorist threats or events. Following several collaborative sessions between the Placer County Office of Emergency Services, Placer County Department staff and representatives of the six incorporated cities within the Placer County Operational Area (PCOA), this Terrorism Contingency Plan (TCP) was developed to provide an overview of how the City of Roseville EOP will be activated, resources will be organized, and staff will respond with state and federal resources to such an event.

The TCP was developed with guidance provided by the Federal Emergency Management Agency (FEMA), Office of Domestic Preparedness (ODP) and State OES. The TCP also contains information gathered during the 2003 State Homeland Security Assessment Survey (SHSAS) completed by the Placer Operational Area, with input from the City of Roseville.

1.1 Purpose

The TCP supplements, rather than supplants, the City of Roseville EOP already in effect. It is designed to identify terrorism related responsibilities and to coordinate preparedness, response and recovery activities. The guidance is general in nature, since specific response actions depend on presenting conditions at the time of the emergency, including the availability of local and mutual aid resources.

The TCP highlights planning considerations identified in Federal reports regarding the September 11th terrorist attacks at the World Trade Center (WTC) and Pentagon and:

- Identifies how local, state and federal response resources are integrated;
- Establishes a common response protocol to terrorist threats and events;
- Implements existing mutual aid programs; and
- Outlines a unified strategic plan for all responders.

Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, the TCP anticipates that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction, using multiple agents aimed at one or multiple targets. Therefore, the TCP is broad in scope, yet flexible enough to deal with the unexpected.

While responsibilities of responding agencies are presented throughout the TCP, a summary of responsibilities is provided in Attachment A.

1.2 Authorities

In addition to the authorities referenced in the City of Roseville EOP, the TCP considers the following:

1. Bio-terrorism Act, February 2002 (Federal)
2. Public Law 107-296, Homeland Security Act, January 2002 (Federal)
3. Executive Order 13231, Critical Infrastructure Protection, October 16, 2001 (Federal)
4. Executive Order 13228, Office of Homeland Security, October 8, 2001 (Federal)

5. Executive Order 13234, Citizens Prepared, November 9, 2001 (Federal)
6. Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
7. Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
8. Presidential Decision Directive 62 - Combating Terrorism, May 1998
9. National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

1.3 References

In addition to the references noted in the City of Roseville EOP, the TCP considers the following:

1. State Homeland Security Assessment Survey, 2003, Department of Homeland Security, Office of Domestic Preparedness. (Federal)
2. Introduction to State and Local EOP Planning Guidance, Federal Emergency Management Agency, August 2002 (Federal)
3. Managing the Emergency Consequences of Terrorist Incidents, Interim Planning Guide, Federal Emergency Management Agency, July 2002 (Federal)
4. Tool Kit for Managing the Emergency Consequences of Terrorist Incidents, Federal Emergency Management Agency, July 2002 (Federal)
5. California Terrorism Response Plan- An Annex to the State Emergency Plan, State of California, March 1999, updated February 2001 (State)
6. Local Planning Guidance on Terrorism Response, State of California, Office of Emergency Services, December 1998 (State)

2.0 TERRORISM HAZARD SUMMARY

2.1 Nature of the Hazard

The Federal Bureau of Investigation (FBI) defines terrorism as the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. The three key elements to defining a terrorist event are:

- Activities involve the use of illegal force;
- Actions are intended to intimidate or coerce; and
- Actions are committed in support of political or social objectives.

At least three important considerations distinguish terrorism hazards from other types of hazards. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and emergency medical technicians. Second, there is limited scientific understanding of how these agents affect the population at large. Third, terrorism evokes very strong emotional reactions, ranging from anxiety, to fear, to anger, to despair, to depression.

The public's emotional reaction will be dealt with swiftly as response to the event occurs. The area of the event must be clearly identified in all emergency alert messages to avoid the "worried well" syndrome. The public will be informed clearly and frequently about what government agencies are doing to mitigate the impacts of the event. The public will also be given clear directions on how to protect the health of individuals and families. Public Health and Public Information staff will coordinate their actions closely to address public reaction to a terrorism-related event.

2.2 Weapons of Mass Destruction (WMD) Agents

Weapons of Mass Destruction (WMD) include Chemical, Biological, Nuclear, Radiological and Explosive agents. The acronym CBNRE is a common reference to these types of WMD. Response considerations for field responders are updated regularly and presented in the *Emergency Response to Terrorism Job Aid*, which is distributed, to all first responders.

2.2.1 CHEMICAL

Chemical agents take the form of liquid, spray, vapor or powder. In these conditions the chemicals may kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (Hazmat) teams, emergency medical services (EMS), and hospital emergency room staff. These responders will need adequate training and equipment. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which could have serious consequences.

The risk of such an event is present in the City of Roseville. Chemical storage is present in many businesses located within the City of Roseville. These chemicals could easily be used in destructive ways by terrorists and criminals.

2.2.2 BIOLOGICAL

Biological agents can be transmitted by liquid, spray, vapor, or powder. After contact with the agent, the pathogen can enter the body via open cuts, inhalation or direct ingestion. When people are exposed to a pathogen, such as anthrax or smallpox, they may not know that they have been exposed. Those who are infected, or subsequently become infected, may not feel sick for some time and may unknowingly spread the condition. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community. Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

The City of Roseville is at risk for such an event. The white powder spills and anthrax hoaxes that occurred in October 2001 demonstrate the potential for spreading such terror. The H1N1 flu virus epidemic that occurred in 2009/ 2010 demonstrates how such a biological agent can be used to cause harm to public health and the economy.

2.2.3 RADIOLOGICAL/NUCLEAR

The negative effects of a radiological device present difficulty to responding agencies. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained in its use. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards.

The major transportation arteries for vehicles or rail that cross through or nearby the City of Roseville contribute to the risk of such an event. Such products can unknowingly pass through any one of the city's transportation corridors.

2.2.4 EXPLOSIVE

The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse the chemical, biological, or radiological agents previously described. The components are readily available, as are detailed instructions on constructing such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. According to FEMA, historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

Pipe bomb and suspicious package events have occurred in the City of Roseville in the past. While none of the events has been specifically identified as a WMD, it points to the fact that such resources are readily available. Additionally, the agricultural communities surrounding the City maintain sufficient products and quantities for use in explosive events, such as the Oklahoma City bombing.

2.2.5 COMBINED HAZARDS

The previously identified WMD agents can be combined to have a greater total effect. When combined, the impacts of the event can be immediate and longer-term. Casualties will likely suffer from both immediate and long-term burns and contamination. Given the risks associated with CBNRE agents in Placer County and the City of Roseville, the possibility exists for such a combined event to occur.

2.3 Other Terrorism Hazards

2.3.1 LOW TECH DEVICES AND DELIVERY

Terrorists frequently use small explosive devices that can be left in packages or bags in public areas for later detonation, or devices can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. While deadly, these types of explosive and incendiary devices do not meet the WMD criteria. The relatively small size of these devices and absence of specific security measures make these attacks difficult to prevent.

The risk of such an attack is present throughout Placer County, as evidenced by the frequency of pipe bomb discoveries and occasional threats against specific groups (e.g., racial, ethnic, schools).

2.3.2 INFRASTRUCTURE ATTACKS

In May 1998, President Clinton signed Presidential Decision Directive 63 to evaluate the nation's critical infrastructure for the possibility of terrorist attack. Eight infrastructures were evaluated: 1) government operations, 2) emergency services, 3) telecommunications, 4) energy, 5) transportation, 6) banking and finance, 7) water systems, and 8) fuel storage and manufacturing.

While not related to terrorism, the impact of the East Coast power outage in August 2003 demonstrates the significant impact that infrastructure attacks could have on the nation's economy and production.

The risk of an attack on the fuel, power, telecommunications or water systems that cross Placer County is significant, as the impact would have both local and regional impact.

2.3.3 CYBER-TERRORISM

Cyber-Terrorism involves the malicious use of communications and information technology to disrupt, intimidate or coerce a population to further political or social objectives. Although cyber-terrorism is not covered in this plan, the computer virus of August 2003 shut down many local governments and business centers for days, slowing the nation's economy and productivity. The risk of similar attacks in the future is very real.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

The threat of terrorism is real in Placer County and the City of Roseville. In September 2003, with input from the City of Roseville, the county conducted a State Homeland Security Assessment Survey, funded by the Department of Homeland Security. The survey reviewed the current vulnerabilities in the city and county, the personnel available to respond, and the equipment needed. The resulting information is considered classified, available only to responders at the time of the emergency. (Both state and federal laws protect such information.)

Placer County's geographic proximity to the capitol of the fifth largest economy in the world presents unique conditions and possibilities. The transportation, energy and communications systems that cross the county have impacts on the local, regional and

even national economy. As part of an effort to evaluate the threats that face the county, the areas discussed below have been evaluated for vulnerability, impact and response conditions.

3.1.1 ENVIRONMENTAL CONCERNS

- The impacts of development on the Tahoe Basin, the Sierra Foothills, the corridor leading to Tahoe, and surrounding areas have drawn the ire of Environmental Groups.
- The impacts of arson fires on development under construction are devastating.

3.1.2 POPULATION

- Retirement communities have increased in the City of Roseville, so planning for the needs of an elder population has been considered.
- An influx of non-English speaking populations was noted in the 2000 census and has been considered when developing public education materials.
- Placer County and the communities within make up the fastest growing county in the State of California.

3.1.3 REGIONAL

- As noted in the previous section, the agricultural community is significant to Placer County. The resources required to maintain the agricultural community can be used in a negative way against the local and regional population.

3.1.4 CRITICAL INFRASTRUCTURE/TRANSPORTATION

- While beneficial to the tourism trade, the major transportation arteries present conditions that could invite terrorist activity.
- Significant water supply, storage, and aqueduct systems reside in or cross through Placer County.
- Significant power generation, communication links and rail systems cross the county, including one of the largest railyards in the country resides within the city limits of Roseville.

3.1.5 GOVERNMENT FACILITIES

- A favorite target for demonstrations or threat, the City of Roseville has a city hall and a corporation yard that could be considered a focal point for terrorist activity.

3.1.6 GATHERING FACILITIES

- The Galleria Mall in Roseville draws large numbers of shoppers from the region.
- The presence of several large churches provides a location for significant numbers of people to gather.
- Thunder Valley Casino between the cities of Lincoln and Roseville draws large crowds of people daily.

3.2 Assumptions

3.2.1 THREAT

Less than five percent of terrorist incidents, including explosions, are preceded by a warning. Therefore, the plan and procedure should prepare staff to respond without a threat or warning.

3.2.2 ACTIVATION

Upon notification of a threat, suspected terrorism event, or actual terrorist event, law enforcement will respond according to Section 4.2 and the City of Roseville EOP will be activated to:

- Respond to an event within the City and nearby County jurisdiction;
- Support the activation of a Local Government EOP or Emergency Operations Center (EOC); or
- Upon request by the Operational Area, Regional or State Office of Emergency Services, for mutual aid or response to a neighboring jurisdiction.

3.2.3 PERSONNEL

The plan recognizes that in terrorism incidents, as in many disasters, some emergency personnel may not be available to respond during the first few hours or possibly days. During response, the potential for injuries or casualties among responders is a distinct possibility.

3.2.4 CONTINUITY OF GOVERNMENT

The City of Roseville EOP lays out how the City manages Continuity of Government (COG) and Continuity of Operations (COO) Plans. Please refer to the EOP for this information.

4.0 CONCEPT OF OPERATIONS

4.1 General

As required by State of California Government Code (Section 8607), the Placer Operational Area and City of Roseville incorporate the use of the Incident Command System (ICS) and the State of California Standardized Emergency Management System (SEMS) as the basis for response and concept of operations for any multi-agency response to an emergency, including terrorism. The ICS and SEMS components and levels and assigned responsibilities are outlined in the City of Roseville Emergency Operations Plan (EOP). The concept of operations discussed in this TCP identifies where SEMS roles may differ and how the influx of state and federal resources can be integrated as part of the SEMS process. While not required, federal agencies are encouraged to participate in the SEMS process to facilitate a coordinated response. Training and practicing the SEMS process with federal agencies before an event will enhance the response that is outlined in this TCP.

Terrorism incidents, including WMD events, differ from other mass casualty hazards (e.g., chemical spills, transportation mishaps, or natural disasters) in a variety of ways, and present special challenges to the City of Roseville emergency management organization (EMO):

- Traditional hazardous materials and emergency medical procedures may be inadequate to respond to a WMD event.
- Unique issues arise in areas such as decontamination, detection of viruses, risk to first responders, and the psycho-social impacts of terrorism on the community.
- Persons involved in a biological weapons attack may take days to develop symptoms and seek medical care, complicating collection of information on who is affected, and creating quarantine or medical care concerns.
- A large geographic area may be affected by a biological attack and persons may unwittingly infect others outside the city and county, including hospital personnel.
- Victims may travel outside the city and county, spreading the event beyond the jurisdiction of the City of Roseville and Placer County.
- The entire affected area of a potential and confirmed terrorist event is a crime scene.
- Overall responsibility for investigation of confirmed terrorist attacks passes to the Federal Bureau of Investigation (FBI).

4.2 Threat Assessment

The threat of a terrorist event can occur in three ways:

- A threatening letter or call;
- A public agency employee, trained to recognize a terrorist situation, comes across a condition that appears to be a terrorist event, (e.g., locates a large pipe bomb, or sees a suspicious vehicle in a critical location); or
- An obvious event occurs (e.g., explosion).

Upon notification of an incident that appears to be terrorist related, the receiving entity (if not law enforcement) will notify the City of Roseville police department, in turn the police will notify the Placer County Sheriff's Department Special Operations Division and the Sacramento FBI office. Once the Sheriff and FBI have arrived at the scene, together the law enforcement agencies will determine the credibility of the threat, if an event has not occurred, or the credibility of the caller. Once an event is considered a possible or actual terrorism event, the police will contact the City Manager to determine the level of EOC activation to be implemented. The Sheriff's Department will contact the Placer County OES to activate the county EOP and carry out the activities described in the EOP and the Terrorism Contingency Plan.

4.3 Alert and Notification

Following an assessment of a threat or incident, the FBI and Sheriff's Department will identify the necessary notifications or alerts to other law enforcement entities and request the appropriate resources to address the situation. The FBI will directly request appropriate federal resources. Mutual aid requests will flow through normal channels from the appropriate Operational Area Coordinator to State OES. The Placer County Sheriff's Department will notify the Placer County Office of Emergency Services (OES) to assist in notifications and coordination of necessary resources. Notifications may include:

- Law Enforcement resources
- Fire and Rescue resources
- Hazmat Teams
- Public Health Department
- Emergency Medical Services
- Neighboring jurisdictions
- Public Works
- Mass Care
- State Office of Emergency Services

State OES will notify and activate the appropriate State resources, which may include:

- California Highway Patrol
- National Guard
- State Department of Health
- State Emergency Medical Services Authority
- State Environmental Protection Agency
- State Department of Agriculture

The threat of, or an actual terrorist event, raises significant issues regarding information sharing and dissemination. Security and confidentiality concerns will be weighed against operational needs and public interest in public information dissemination. Emergency response personnel will monitor the use of radio communications. The most secure forms of communications should be considered first. **Sensitive information will not be communicated via unscrambled cell phone or open radio frequencies.**

In completing the notification and any subsequent updates, every effort will be made to provide the information either verbally through the most secure form of landline available, or in written form, (e.g., fax or electronic communication devices). The Placer County Teleinder system is a programmable phone calling system, accessible at each of the City of Roseville public safety answering points (dispatch). The system can be programmed to make a broadcast notification of key officials and response agencies within any geographic boundaries.

4.4 Warning

Alerting the public to a pending emergency will be accomplished as outlined in the City of Roseville EOP. To summarize, the Public Information Officer (PIO) will draft the message, contact the County PIO to coordinate the public message, obtain approval by the Emergency Services Director or his/her designated representative, and then broadcast it by using all available commercial radio and television stations received in the City of Roseville area. Other information dissemination resources include:

- Government access channel
- Emergency Alert System (EAS)
- Emergency Digital Information System (EDIS)
- AM 530
- City's Web Page
- The WARN phone system to the area surrounding the event
- Sirens and public address equipment on emergency vehicles
- Door-to-door contact by community volunteer or emergency response personnel

The WARN phone system at each of the six public safety answering points (dispatch) in the county can be programmed to telephone specific geographic regions. The system can also target specific populations or facilities, (e.g., schools). The City of Roseville PIO will produce a message that can be widely disseminated. The Emergency Services Director, Incident Commander, City of Roseville PIO, OA PIO and the County Public Health Officer can activate the warning systems.

The Public Information Officer and Public Health Officer shall craft clear messages regarding:

- Location and description of the event
- Actions taken by responders
- Isolation areas, evacuation areas, relocation sites, and any mass care facilities

- Protective measures the public may take
- How to obtain information about any victims

4.5 Communications

Interoperability of radio equipment among responders may pose a communications problem and accentuate the critical role the Communications Coordinator has in the ICS structure. Field responders, especially the Incident Commander (IC), must be able to communicate with all responding agencies. To enhance communication between responders, the IC will hold frequent briefings with the key players, and they in turn will brief their respective staffs. During these briefings, sensitive information will remain confidential and will not be disseminated beyond those that “need to know”. Sensitive information that must be communicated via radio or cellular phone will be encrypted.

The existing radio system does not allow multiple disciplines to talk with each other on the same frequency or channel. As an adjunct, CALCORD radios, available through Placer County Office of Emergency Services, may be used at the scene. These low watt, low band radios will be distributed among key response agency representatives to enhance existing communications between the disciplines. Additionally, Placer County OES maintains a small cache of VHF radios to allow for redundant or expanded radio coverage at an incident site.

4.6 Protective Actions

First responders may be entering an environment that contains biological or chemical agents, or radioactive materials at the scene, or hazardous air pollutants from collapsed buildings. Other incidents that may pose environmental or physical risks to responders include, structurally damaged buildings, bridges, or potentially deadly hazardous materials from a pipeline, tank car, or tank trucks.

In practice, the IC in the field and the Planning Section in the EOC will also address the need for first responders to perform a risk assessment and to modify standard protocols (e.g., establish plans for inoculating first responders) if the risk assessment so indicates. The assessment may indicate monitoring and sampling resources are needed before additional resources can be deployed. The Roseville Fire Department Hazardous Materials Response Team performs regional monitoring and sampling capabilities. Responders will be provided with appropriate personal protective equipment (PPE), including respirators.

Upon arrival at the scene of a suspected terrorist event, first responders will set up the appropriate hot zone and isolation areas, particularly in chemical or explosive situations. Similar to routine hazmat response protocols, fire agencies typically identify the exclusion zones and law enforcement manages access to the area. For chemical and biological conditions, decontamination resources will be notified by fire and staged for deployment. In biological events, the IC will notify county public health to identify any necessary quarantine procedures. Until public health determines the need for quarantine procedures, the scene, personnel and victims will be isolated by on-scene law, fire and hazmat personnel.

Attachment B provides initial considerations by the Incident Commander when approaching a suspected terrorist incident. Response considerations for field responders are updated regularly and presented in the *Emergency Response to Terrorism Job Aid*, which is distributed, to all first responders.

Licensed civil engineers will be used to ensure the structural integrity of buildings at the scene where explosives were used. The Public Health Department will be consulted

regarding PPE requirements and appropriate protective actions and equipment necessary.

4.7 Standardized Emergency Management System (SEMS) Response

The State of California and local agencies have lead authority to make decisions regarding the consequences of terrorism. Ordinarily, local first response will be conducted under California's Standardized Emergency Management System (SEMS), which forms the basis of the concept of operations for managing any kind of emergency or disaster, including terrorist incidents.

The local responders will manage all aspects of the incident until the FBI assumes command -- by virtue of its specific legal authority -- of the law enforcement aspects relating to identifying, apprehending, and neutralizing the terrorists and their weapons. However, local and state authorities *always* maintain control of their respective response resources and continue to operate utilizing SEMS.

The SEMS process is well defined in the City of Roseville EOP. The descriptions that follow apply to response to potential terrorism incidents.

4.7.1 FIELD INCIDENT COMMAND

The use of the Incident Command System (ICS) is required in the field for emergencies requiring response by multiple agencies. The first responder on the scene assumes the role of Incident Commander (IC) until arrival of law enforcement personnel, whom have authority to assume the IC role when terrorism is suspected.

Based on the presenting situation, the IC will determine what elements of the ICS will be activated. As appropriate, the IC will determine when to transfer command to another person or agency, or to activate Unified Command. In most cases, Incident Command transfers to a Unified Command structure to manage overall response.

Specific state and federal resources will be deployed to the scene when a threat or actual terrorist event has occurred. The incoming resources will report to the IC for identification and assignment in the ICS response structure. Transfer of command may take place at the end of the Operational Period, or upon the arrival of a more qualified and experienced responder. As appropriate, the FBI may participate in the Unified Command structure, assume the IC role, or act as an Agency Representative/Liaison to the existing IC.

The IC remains in command of scene response to the emergency and is responsible for the safety of on-scene personnel. Initially, responding fire and hazmat resources will identify the appropriate hot zone or isolation areas, depending on the environmental indicators. With available equipment, fire and hazmat units will determine the agent of concern, the dispersion area, and the initial actions to take. Upon arrival, Public Health staff will determine any additional environmental and/or health-related protective actions to be taken. Following an explosion, or if structural conditions create safety concerns, a structural engineer will be consulted on decisions regarding the safety of the structure for occupancy.

To enhance communications between responders, the IC will hold frequent briefings with the key players, and they, in turn, will brief their respective staffs. During these briefings, sensitive information will remain confidential and will not be broadcast beyond those that "need to know".

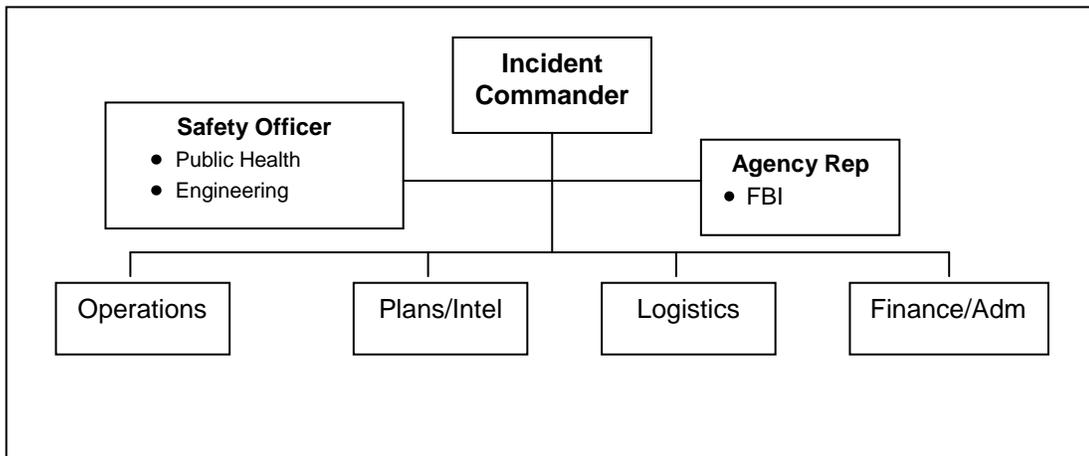


Figure 1
Optional SEMS Assignments - FBI, Public Health and Engineering

4.7.2 UNIFIED COMMAND

A Unified Command structure will be used when an incident involves several agencies with jurisdictional authority. In the case of terrorism, the FBI has federal jurisdiction, state law enforcement has state authority and local law enforcement has local jurisdiction. Under Unified Command, multiple agencies work together to determine overall incident objectives, select strategies and tactical operations, and maximize use of available resources.

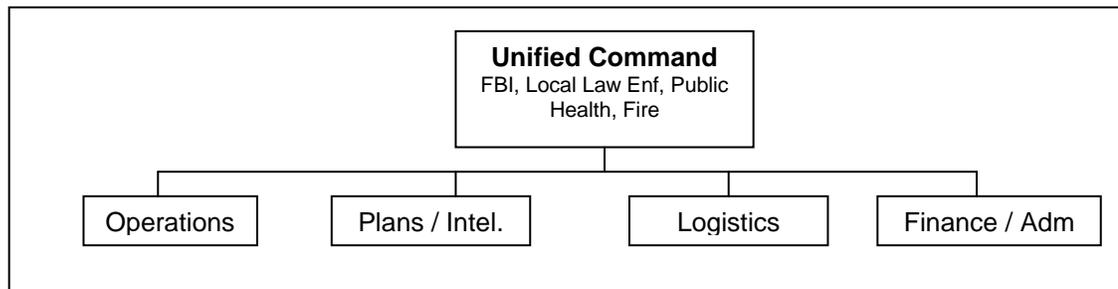


Figure 2
SEMS Unified Command

4.7.3 LOCAL EMERGENCY OPERATIONS CENTER (EOC)

If a terrorist incident occurs within the boundaries of the City of Roseville, appropriate city staff will activate the city EOP and Emergency Operations Center (EOC). In accordance with SEMS, field and EOC response will include the five SEMS functions – Command (in the field) or Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Communications from the field to the EOC will occur via radio, cell phone or the most expedient method that considers security of the information. Radio communications may be monitored by a local or central dispatch center. (See figure 3.)

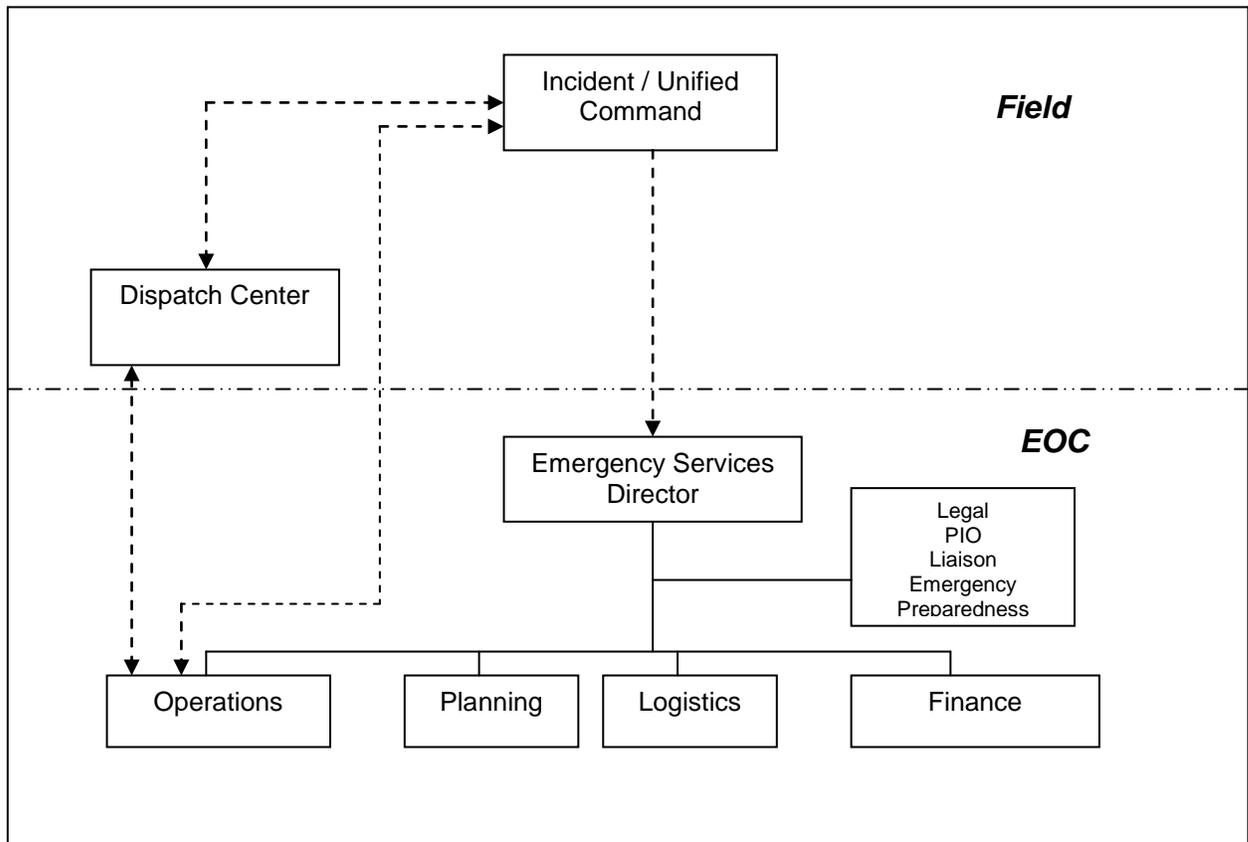


Figure 3
Field to Local EOC Communications Links

The City of Roseville EOC will direct its resources according to the needs of the community. In addition to the information and resource requests outlined in the OA Emergency Operations Plan, Section 5.2, the Local EOC will forward public health and environmental issues to the Operational Area EOC for consideration and action. Additionally, the OA will provide an Emergency Services Liaison at the City EOC and at the ICP in a large incident, if City of Roseville is the only city affected. The City EOC Liaison will facilitate coordination with the OA on all resource needs. Communications and coordination will also take place between the respective field and EOC Sections (e.g., field Operations to EOC Operations, etc.).

Communications to the OA Emergency Operations Center will be via radio, cell phone, Internet, e-mail, the Response Information Management System (RIMS), or the most expedient method that also ensures security of the information.

4.7.4 OPERATIONAL AREA EMERGENCY OPERATIONS CENTER

The Operational Area EOC will be activated according to the Placer OA EOP. In all cases of terrorism, the EOC will be activated and staffed with appropriate staff from the County, State or Federal agencies as required. Only those positions that are needed will be activated within the five SEMS functions (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration). The following functions will be considered for activation for suspected terrorism incidents:

- Law Enforcement
- Fire
- National Guard
- Public Information Officer for emergency public information
- Public Health for protective actions of responders and public
- Mass Care for shelter operations
- Emergency Medical for multi-casualty
- Urban Search and Rescue for ongoing rescue and recovery operations
- Logistics for resource management operations
- Recovery Operations for returning to normal operations and business

To enhance communications between EOC staff, the Emergency Services Director will hold frequent briefings with the key players, and they, in turn, will brief their respective staffs. During these briefings, sensitive information will remain confidential and will not be broadcast beyond those that “need to know”.

Communications to Regional or State Emergency Operations Center may take place via secure radio, cell phone, Internet, e-mail, the Response Information Management System (RIMS) or the most expedient method that also ensures security of the information.

4.7.5 REGION AND STATE

In accordance with SEMS, the Regional Emergency Operations Center (REOC) and State Operations Centers (SOC) may be activated to support the activation of an Operational Area EOC. According to the State EOP, the State OES would activate its REOC and SOC in a terrorist event. The Regional and State EOC will activate those SEMS functions that are required by the incident.

4.7.6 FEDERAL

The Federal Bureau of Investigation (FBI) is the lead federal agency that responds to terrorism events. Once notified of an event or a threat of an event, the Sacramento Office of the FBI will activate its response protocols. As the situation develops, appropriate federal resources will be identified and deployed by the FBI. The Federal Emergency Management Agency (FEMA) is the lead federal response agency for recovery. As needed, a regional federal office may be activated to serve as the Federal EOC.

4.7.7 PRIVATE SECTOR

State and federal agencies have entered into agreements with private laboratories for testing samples. These resources will be made available upon notification to State OES of a terrorist event. Private, non-profit organizations, such as the American Red Cross and Salvation Army, may respond if requested to assist in Mass Care support. These resources will be activated in accordance with the EOP.

4.8 Coordination Among Disciplines

Effective coordination among the various responding agencies is of paramount importance. Confusion regarding who has authority to respond will exacerbate emergency conditions, leading to chaos. At each level of response - field, local, operational area, region, state and federal - each of the responding agencies will coordinate its response with the next lower and higher levels, as indicated.

4.8.1 CRISIS AND CONSEQUENCE MANAGEMENT

Crisis management response measures are used by the FBI while responding to a threatened or initial response to a terrorist threat. This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the Lead Federal Agency (LFA) for crisis management for such an incident and will designate an On-Scene Commander. During crisis management, the FBI On-Scene Commander coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA.

Consequence management measures are typically used post-event, (e.g., after the explosion). The Federal Emergency Management Agency (FEMA) is designated the lead agency for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. This includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. Additionally, FEMA supports the FBI in crisis management.

The Homeland Security Presidential Directive 5 (HSPD-5), February 2003 requires a National Response Plan (NRP), which integrates prevention, preparedness, response and recovery into one integrated plan. Under the NRP, a National Incident Management System (NIMS) provides a consistent response framework. NIMS mirrors the concepts of SEMS on a national level. The NRP treats "crisis management" and "consequent management" as a single integrated function rather than two separate functions.

4.8.2 UNIFIED COMMAND

As described in Section 4.7.2, to ensure a coordinated response to complex incidents such as a terrorist event, the initial Incident Commander transfers command to a Unified Command. In the City of Roseville, all terrorism events will use Unified Command in the field as a means to ensure a coordinated response with all responding resources, such as the FBI.

4.8.3 EMERGENCY OPERATIONS CENTERS

To encourage coordination between incoming state and federal resources and the four SEMS EOC levels (local, operational area, regional and state EOCs), the FBI and State OES Law Enforcement representatives will be invited into the Operational Area EOC. The FBI representative may serve as an Agency Representative to the Liaison Officer, assist the Operations Section Chief, or provide support to the Law Enforcement staff in the Operations Section. In addition, the FBI may activate two centers to enhance on-scene response.

□ **Joint Operations Center**

A Joint Operations Center (JOC) may be established by, and under the direction of, the FBI at or near the incident site. The JOC serves as a nucleus for decision-making, coordination, and overall management of ongoing operations and is an extension of the on-scene FBI response. If activated, the City of Roseville Emergency Services Director will determine how to liaison with the JOC. As one option, the JOC may co-locate with the City of Roseville or Operational Area EOC.

□ **Joint Information Center**

The FBI, at a site separate from the JOC, may establish a Joint Information Center (JIC). The JIC coordinates communications with the public on the status of the incident and precautionary and/or protective actions to be taken. If activated, the City of Roseville Emergency Services Director will determine how to liaison with the JIC and how the City of Roseville PIO will coordinate release of information to the media.

5.0 ORGANIZATION AND RESPONSIBILITIES

The responsibilities listed in this section relate specifically to response to terrorism and are over and above those assigned to each level and function in the City of Roseville EOP.

5.1 Incident Commander

One Incident Command Post (ICP) will be established where all emergency responders will report for assignment and to coordinate response. The IC maintains command of the scene and directs the activities of all agencies at the scene. The IC determines the extent to which the ICS structure will be activated, based on the needs of the incident and the availability of trained personnel. The IC will activate those ICS sections and functions that are needed and will assign staff that can best fill specific responsibilities.

In the City of Roseville, the Police Department assumes the IC role; in the unincorporated area, the Placer County Sheriff assumes the IC role then establishes a Unified Command structure. Under conditions where interstate or major highways are affected, CHP may assume the IC role, and will most likely establish Unified Command (UC). At a minimum, the IC, or UC, is responsible for, but may delegate, the following responsibilities to an appropriate response agency:

- Notify key officials and responders, including public health
- Communicate with the respective EOCs to coordinate on-scene activities
- Public Information at the scene
- Safety of responders
- Coordinate with responding agencies at the scene
- Determine the scope and impact of the incident
- Establish site security, including access and egress control
- Warn those immediately affected
- Order immediate evacuation
- Identify perimeters and zones
- Decontamination
- Crowd and traffic control
- Firefighting

- Rescue
- Medical triage, treatment and transport
- Transition to Unified Command upon the arrival of FBI or other terrorism specialists with jurisdictional authority

5.2 Local Emergency Operations Center (EOC)

If a terrorist event occurs in the City of Roseville, the city will activate its Emergency Operations Plan, and staff the EOC SEMS organization accordingly. When the City EOC is activated, the city will be responsible for EOC management, law, fire, and public works responsibilities. Placer County will provide the services normally provided by Placer County (e.g., public health, animal services, etc.) The Placer OA EOC will be activated and perform the functions noted in Section 5.3 to coordinate any assistance needed by the city.

The City of Roseville EOP outlines detailed responsibilities of each of the city EOC functions during all emergencies. Unless specified otherwise, the staff assigned to a specific function within the EOC for terrorism events are the same as those listed in the city EOP. In addition to those responsibilities outlined in the city EOP, the activities listed below are specific to a terrorism event. Overall management assignments are depicted in Attachment A.

5.2.1 EOC MANAGEMENT

The primary role of the Emergency Services Director in a terrorist event includes the following:

- Activate the appropriate SEMS functions for response to a terrorist event.
- Coordinate citywide response to a single or multiple terrorist event(s).
- Identify liaisons to the Joint Operations Center (JOC) or Joint Information Center (JIC) if activated by the FBI.
- Ensure the use of Unified Command between city and Operational Area resources and the FBI in response to terrorism at all the appropriate SEMS levels.
- Ensure timely public warning, alerting, and notification among the responding agencies.
- Direct consequence management activities.

The Public Information Officer, Safety Officer, Emergency Preparedness Manager, and Liaison Officer support the Emergency Services Director in completing specific roles identified in the city EOP. If these positions are not activated, the functions remain the responsibility of the Director.

Public Information Officer - PIO

The PIO is responsible for the timely dissemination of Emergency Public Information (EPI) during the event and to:

- Coordinate all emergency public information with County PIO and County Medical/Public Health staff.
- Coordinate all emergency public information with the FBI and respective law enforcement agencies.
- Support the operations of the JIC, if activated.
- Ensure the timely dissemination of information concerning protective measures to the public.

□ **Safety Officer**

The health, safety and security of field and EOC personnel is paramount, and is the primary responsibility of the Safety Officer. The Safety Officer is also responsible to:

- Communicate frequently with County Public Health and hazardous materials teams to identify findings from environmental monitoring.
- Gather information on the appropriate PPE required for response personnel.
- Confer with County Public Health on the need for medical care/inoculations for emergency responders.

□ **Emergency Preparedness Manager**

- The preparation of Emergency Plans and the readying of the City's Emergency Operation Center and staff training is the responsibility of the City's Emergency Preparedness Manager. The Emergency Preparedness Manager is also responsible to: Initiate Contact with the POA.
- Make internal and external notifications as indicated by the situation, and/or as directed by the Director of Emergency Services.
- Compile information and requests from external agencies and advise the Director of Emergency Services.
- Confer with the PIO on major notifications and/or any special instructions required.

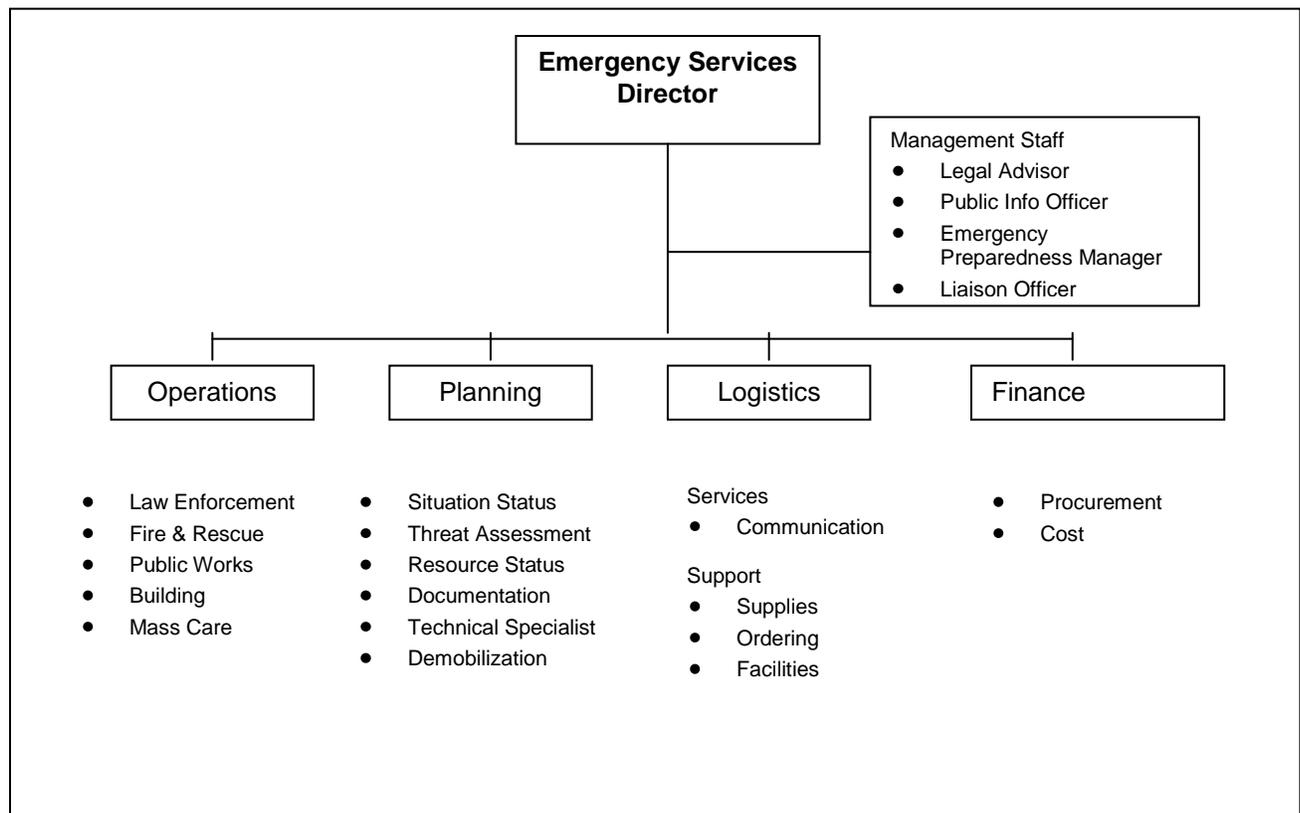


Figure 4
City of Roseville EOC Organization

□ **Liaison Officer**

Communications with responding agencies and with local, regional and federal EOCs is critical and is the role of the Liaison Officer. The Liaison Officer may also be responsible to:

- Contact appropriate non-profit organizations that provide support for terrorist threats or incidents.
- Establish communications with the FBI, in concert with law enforcement, to determine the need to activate a JOC or JIC.
- Review reports for any sensitive information prior to transmission.
- Coordinate potential response from the following Operational Area, state and federal resources:
 - Placer Operational Area EOC
 - State Office of Emergency Services
 - Federal Emergency Management Agency
 - Office of National Preparedness
 - Office of Domestic Preparedness

5.2.2 OPERATIONS SECTION

A police department representative will likely serve as the Operations Chief in the event of a terrorism threat or incident. In addition to the responsibilities outlined in the City of Roseville EOP, and following an actual or threatened terrorism event, the Operations Chief will:

- Encourage inclusion of the FBI in the EOC.
- Ensure coordination of any actions to be implemented with the FBI, if present at the scene or in the EOC.

□ **Field Incident Command Posts and Staging Areas**

These sites will be established as deemed necessary by the Incident Commander (IC). Communications between the IC and the EOC will take place through the most expedient means, including the use of dispatch resources and electronic communication, such as pagers and text messaging.

□ **Operations Section Chief**

Based on the presenting circumstances, the Operations Chief may organize the Operations functions into Branches, Groups or Units.

□ **Law Enforcement**

The Police Department staffs the Law Enforcement function and has primary responsibility for the following:

- Coordinate the response of any special law resources, including:
 - Special Weapons and Tactics (SWAT) units
 - Bomb disposal units
 - Coordinate light and mountain search and rescue
 - Implement evacuation orders, warning notices, and traffic control, for mass and spontaneous evacuations
 - Provide evidence security and forensic investigations
 - Coordinate hostage situations, hijackings, and kidnappings
-

- Coordinate the potential response from the following state and federal resources, as indicated:
 - Law Enforcement Operational Area Mutual Aid Coordinator
 - California Highway Patrol
 - National Guard
 - Federal Bureau of Investigation
 - Department of Defense
- Notify District Attorney and Attorney General, if indicated.

Fire and Rescue

The Fire Department will have primary responsibility to:

- Determine the need for response by the Hazmat Unit
- Coordinate medium and heavy Search and Rescue operations, including:
 - Use of safety engineers
 - Use of state and federal Urban Search and Rescue resources
- Coordinate the use of personnel protection equipment with County Public Health
- Coordinate with County Public Health on environmental conditions and health threats to responders and the public
- Coordinate potential response from the following state and federal resources:
 - Operational Area Fire and Rescue Mutual Aid Coordinator
 - California Department of Forestry
 - US Fire Administration
 - US Bureau of Land Management
 - Urban Search and Rescue from local and federal resources

Public Works

The City of Roseville Public Works Department has primary responsibility for construction and engineering, following procedures outlined in the City EOP.

Building Inspection

The City of Roseville Building Department has primary responsibility for building inspections, following procedures outlined in the City EOP.

Mass Care (Care and Shelter)

The City of Roseville Community Services and Facilities staff has primary responsibility for mass care, following procedures outlined in the City EOP.

5.2.3 PLANNING SECTION

At the time of the terrorist event, City of Roseville staff will be assigned by the Emergency Services Director to serve as the Planning Section Chief and will be responsible to:

- Establish a Threat Assessment Group that:
 - Includes representatives of law and fire with communications with County public health
 - Includes the FBI

- Gathers intelligence data on the prevailing situation and incoming data from the field to determine credibility, responsibility and facts that should be considered in implementing an Action Plan.
- Maintain Situation Status
- Maintain Resource Status
- Produce EOC Action Plan
- Produce Demobilization Plan

5.2.4 LOGISTICS SECTION

Staff from City of Roseville Central Services Department has primary responsibility for the Logistics Section and completes the assignments identified in the City EOP.

5.2.5 FINANCE SECTION

The City of Roseville Finance Department has primary responsibility for the Finance Section and completes the assignments identified in the City EOP.

5.3 **Placer Operational Area Emergency Operations Center**

The Placer County Operational Area (POA) EOP outlines detailed responsibilities of each of the POA EOC functions during all emergencies. Unless specified otherwise, the staff assigned to a specific function within the EOC for terrorism events are the same as those listed in the POA EOP. In addition to those responsibilities outlined in the OA EOP, the activities listed below are specific to a terrorism event.

Incoming state and federal resources and the four SEMS EOC levels (local, operational area, regional and state EOCs), the FBI and State OES Law Enforcement representatives will be invited into the Operational Area EOC. The FBI representative may serve as an Agency Representative to the Liaison Officer in the EOC, assist the Operations Section Chief, or provide support to the Law Enforcement Branch/Group in the Operations Section.

5.3.1 EOC MANAGEMENT

When fully activated, the following POA EOC functions will be staffed by Placer County. The roles and responsibilities may be similar to those assigned to City Management as described above, while representing the needs of all members of the Operational Area.

- EOC Director**
- Legal Advisor**
- Public Information Officer**
- Liaison Officer**
- Safety Officer**

5.3.2 OPERATIONS SECTION

When fully activated, the following POA EOC functions will be staffed by Placer County. The roles and responsibilities may be similar to those assigned to the City EOC as described above, while representing the needs of all members of the Operational Area.

- Law Enforcement**

- Fire and Rescue**
- Public Works**
- Safety Assessment (Building Inspection)**
- Mass Care**

The following County responsibilities will also be activated to support city response.

Coroner

Because the Sheriff's Department provides coroner operations, the responsibilities listed below will likely be combined with the Operational Area EOC Law Enforcement responsibilities:

- Coordinate with Medical & Health staff on relocation of deceased.
- In the case of mass casualties:
 - Establish collection points for deceased persons
 - Identify mass burial sites if required
- Coordinate response from state and federal resources such as the federal Disaster Mortuary Operational Response Team (DMORT)

Hazardous Materials

The Roseville Fire Department Hazmat Team will have primary responsibility to:

- Coordinate support with public health and environmental health to:
 - Assess whether an agent is biological, chemical or radiological
 - Determine the initial release area
 - Establish appropriate hot and cold zones
 - Control entry
 - Implement decontamination
 - Make additional notifications

Emergency Medical Services

The Placer County Medical Health Division has primary responsibility to:

- Implement the Multi-Casualty Incident Plan as appropriate in a terrorism event.
- Provide instructions to medical facilities regarding treatment for chemical, biological or radiological exposure.
- Identify the injured and notify next of kin
- Coordinate potential response from the following state and federal resources:
 - Emergency Medical Services Authority
 - Center for Disease Control
 - Department of Health and Human Services
 - Disaster Medical Assistance Team (DMAT)
 - National Medical Response Team – Weapons of Mass Destruction (NMRT-WMD)

□ **Mental Health**

The Placer County Mental Health Division has primary responsibility to:

- Consult with the PIO on the release of public information in terms of handling terrorism events from a mental health perspective.
- Coordinate mental health response from the following state and federal resources:
 - State Department of Health Services
 - Federal Department of Health and Human Services

□ **Public Health**

The Placer County Public Health Division has primary responsibility to:

- Staff the Bio-terrorism Coordinator position and ensure implementation of the Bio-terrorism Plan, as indicated and in coordination with the EOC.
- Dispatch staff to the field to assist in:
 - Site assessment and to determine if event involves biological, chemical or radiological agents
 - Ensure appropriate PPE is available for use by field staff
 - Identify appropriate agent antidotes
- Dispatch staff to the field to coordinate necessary protective actions, and within the EOC, coordinate incoming state and federal resources to:
 - Isolate individuals who pose an infectious hazard
 - Quarantine affected areas/personnel
 - Implement special precautions to avoid transmission of disease to medical staff and other patients
 - Provide vaccinations
 - Recommend use of masks by the public
 - Cease public transportation
 - Limit public gatherings
- Coordinate with Mass Care regarding the following:
 - Decontamination if necessary prior to sheltering
 - Establishing safety perimeters
 - Patient tracking for epidemiological services
- Determine the need for:
 - In-place sheltering or quarantine vs. evacuation
 - Multi-hazard / multi-agent triage
 - Disease monitoring, treatment/immunization, or outbreak investigation.
 - Emergency powers related to quarantine and controlling medical facilities
- Coordinate the dissemination of public information regarding:
 - Disposition of patients requiring specialized care
 - How to obtain and integrate supplementary medical professionals for terrorist incident
- Coordinate potential response from the following state and federal resources:
 - National Guard Civil Support Teams (CST)
 - State Department of Health Services
 - Federal Department of Health and Human Services
 - Environmental Protection Agency
 - Department of Energy (radiological events)

Environmental Health

The Placer County Environmental Health Division has primary responsibility for hazardous materials response and decontamination.

 Agriculture

The Placer County Agriculture Commissioner has primary responsibility to:

- Coordinate the following:
 - Test, decontaminate and dispose of dead livestock, contaminated food and food byproducts
 - Quarantine any contaminated food products
- Coordinate response to animal conditions with Animal Services.
- Coordinate response to release of agricultural pesticides.
- Coordinate potential response from the following state and federal resources:
 - California Department of Food and Agriculture
 - Federal Agriculture Department
 - Food and Drug Administration

 Animal Care

The Placer County Animal Services Division has primary responsibility for animal care, following procedures outlined in the POA EOP.

5.3.3 PLANNING /INTELLIGENCE SECTION

When fully activated, the following POA EOC functions will be staffed by Placer County. The roles and responsibilities may be similar to those assigned to the City EOC as described above, while representing the needs of all members of the Operational Area.

 Planning/Intelligence Section Chief **Threat Assessment**

All other functions assigned to the Planning/Intelligence Section functions will be performed according to the POA plan.

5.3.3 LOGISTICS SECTION

When fully activated, Placer County OA EOC staff assigned to Logistics will complete the assignments identified in the Basic Plan of the POA EOP.

5.3.4 FINANCE/ ADMINISTRATION SECTION

When fully activated, Placer County OA EOC staff assigned to Finance/Administration will complete the assignments identified in the Basic Plan of the POA EOP.

6.0 RECOVERY

The City of Roseville EOP provides recovery information for multiple hazards. The significant impacts that would affect recovery following a terrorism incident are:

- County Public Health would have key responsibility for protection of the public from exposure to contaminated materials during recovery.
- County Environmental Health would have key responsibility for the disposal of contaminated debris.
- The Placer County Agriculture Commissioner would have key responsibility for clean-up of contamination from CBRNE incidents that impact agriculture, crops or animals.
- The Placer County Social Services Department would have key responsibility for managing the long-term recovery of Critical Incident Stress Debriefings (CISD), mental health issues and assisting those displaced from their homes or out of work due to the loss of businesses.

7.0 PLAN MAINTENANCE, TRAINING AND EXERCISES

The City of Roseville has primary responsibility for maintaining the EOP and any associated contingency plans. Changes to this Terrorism Contingency Plan are to be coordinated with Placer County OES. With input from the City of Roseville, Placer County completed a State Homeland Security Assessment Survey for the county and its six municipal jurisdictions. Based on the survey findings, the County Approval Authority will establish a training and exercise program, consistent with the Department of Homeland Security recommended courses. Each year the training program will be evaluated and appropriate training scheduled. A sample training program is included in Attachment C.

**ATTACHMENT A
TERRORISM FUNCTIONS**

The purpose of the “Functional Responsibilities Matrix” is to broadly identify those agencies that are responsible for emergency response functions. The list may not be all-inclusive, but is meant to be illustrative. Please note that primary responsibilities in the field may shift to a different department in the Emergency Operations Center (EOC), because one agency has legal primary responsibility in the field and resources to accomplish the listed task, while the primary responsibility may shift to another group in the EOC to help coordinate the activities. The “Primary in Field” column identifies who has key responsibility to make critical decisions prior to EOC activation or if life safety decisions need to be made immediately in the field.

P = Primary Responsibility S = Support Responsibility IC = Incident Commander OES = Ofc of Emg Serv ARC = Am Red Cross

General Function	Task	Primary in the Field	Emergency Operations Center								County Services					Other			
			City Mgt	Law Enf	Fire	Public Wrks	Planning	Building	Cmty Srvc	Admin Srvc./ Finance	Hazmat	Health/Med	Social Srvc	OES	Animal Srvc / Agriculture	Sheriff / Coroner	School Dist	ARC	Utilities
Management / Command	Management (EOC) (Command in field)	Law Enf	P		S														
	EOC Activation	Law Enf		P	S														
	Determine Size of Exclusion Zone around the incident	Fire		S	P	S	S				S	S		S					
	Incident Wide Coordination	Law Enf	P	S	S		S				S	S		S					
	Order Immediate Incident Evacuation	IC		P	S						S	S							
	Order Planned Area Evacuation	IC	S	P	S	S					S	S		S					
	Evacuation Support	Law Enf	P	S	S	S			S	S	S	S		S	S		S	S	
Warning and Public Information	Public Warning	Law Enf	P	S	S						S		S						S
	Public Notification	Law Enf	P	S	S						S		S						
	Emergency Public Information (EPI)	Law Enf	P	S	S						S		S	S	S	S	S		S
Communications	Primary and backup Comm. system	Law Enf	P	S	S														
	Incident wide communications	Law Enf	P	S	S								S			S			
	Notification to neighboring jurisdictions	Law Enf	P	S	S														
	Notification to next level of response: <input type="checkbox"/> County	Law & Fire	P	S	S														
	Secure comm. to safeguard against cyber attacks	Law Enf	P	S	S														

General Function	Task	Primary in the Field	Emergency Operations Center								County Services					Other			
			City Mgt	Law Enf	Fire	Public Wrks	Planning	Building	Cmty Srvc	Admin Srvc./ Finance	Hazmat	Health/Med	Social Srvc	OES	Animal Srvc / Agriculture	Sheriff / Coroner	School Dist	ARC	Utilities
Information and Planning	Information collection, analysis and reporting	IC		S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
	Dissemination of weather information	OES					P						S						
	Geographic Information System (GIS)/ Map Displays	Fire	P				P	S											
	Maintaining situation status	Fire		S	S	S	P	S	S	S									
	Maintaining display boards	Fire		S	S	S	P	S	S	S									
Firefighting	Firefighting	Fire		S	P	S													
	Rescue Victims	Fire		S	P	S													
Search and Rescue	Collapsed Structure Response	Fire			P	S		S											
	Dive Team	Fire		S	S											P			
	Swift Water Rescue	Fire		S	P														
Health and Medical Coordination	Patient Identification	Fire		S	P							S							
	Patient Transportation	Fire			S								P						
	EMS Medicines and medical supplies	Fire			S								P						
	Agent Specific antidote for responders	Health		S	S						S	P							S
	Immediate Veterinary Actions	Law		S		S						S		P					
	Planned Veterinary Actions	Law		S		S	S					S		P					
	Body identification and processing	Law		S												P			
	Remains collection and storage	Law		S												P			
	Preliminary WMD agent identification actions for:																		
	Chemical	Fire		S	P						S	S							S
	Biological	Fire		S	S						S	P							S
	Nuclear/Radiological	Fire			P						S	S	S						S
High Explosive	Law		P																
Public Health Support / Eval Centers	Health	S				S		S			P	S	S		S	S			
Hazardous Materials	Determine location of contamination	Fire			P						S	S							
	Establish hot, warm and cold zones	Fire			P						S	S							
	Decontamination – mass	Fire			P						S	S							
	Decontamination – victim (at scene)	Fire			P						S	S							
	Decontamination – responder	Fire			P						S	S							
Haz./Mat.	Incident site access / egress	Law Enf		P		S	S				S	S							

General Function	Task	Primary in the Field	Emergency Operations Center								County Services					Other			
			City Mgt	Law Enf	Fire	Public Wrks	Planning	Building	Cmty Svcs	Admin Svcs. / Finance	Hazmat	Health/Med	Social Svcs	OES	Animal Svcs / Agriculture	Sheriff / Coroner	School Dist	ARC	Utilities
	Crime scene security and investigation	Law Enf		P	S	S													
	Implement area evacuation	Law Enf		P	S	S	S				S	S		S		S			
	Disposal / mitigation	IC			S	S	S				P	S							S
Security and Safety	Forensics	Law Enf		P											S				
	Traffic control	Law Enf		P	S	S	S			S									
	Crowd control	Law Enf		P		S				S									
	Quarantine management	Health		S		S						P		S					
	Incident site security	Law Enf		P		S				S									S
Resource Support	Resource Accountability	IC		S	S	S		S	S	P									
	Resource inventory	IC				S				P									
	Obtain, deploy and re-supply specialized resources	IC	S	S	S	S				P									
	Purchasing authority and limits	IC	P						S	S									
	Donation Management	IC							S	P			S				S		
	Spontaneous Volunteers	IC	S						P	S			S				S		
Transportation	Shut down transportation centers (e.g. airports, mass transit, public transit, etc.)	IC	P	S		S					S	S		S		S			
	Identify transportation needs	IC	S			S	S		P		S	S							
	Resume transportation services	IC				S			P										
	Coordinate alternative / additional transport needs	IC				S	S		P							S			
Mass Care	Immediate post incident shelter, food, water and hygiene	IC	S	S		S	S		P	S		S	S	S		S	S		
	Long term post incident shelter, food, clothing, water and hygiene	IC	S			S	S		S	S		S	P	S		S	S		
	Shelter first aid, medical monitoring, etc.	ARC			S				S			S				S	P		
Infrastructure Eval and Restoration	Shut down critical public services / facilities	IC	P	S	S	S		S			S	S							
	Structural damage assessment	Building				S	S	P					S						
	Emergency demolition	Pub Work			S	P		S											
	Debris removal	Pub Work		S	S	P		S					S						
	Restoration of critical public services	Pub Work	P			S	S	S					S						
	Building / safety inspection	Building			S			P					S						

ATTACHMENT B**INCIDENT COMMANDER TERRORISM CHECKLIST**

- Use the Incident Command System to command, control, and coordinate the use of resources and personnel (to include defining the direction and control structure that will be used at the incident scene).
- Increase readiness (alert/activation of response teams, emergency operations centers, control centers, etc.) based on threat level.
- Synchronize threat levels for all organizations involved in response operations.
- Alert and notification protocols for all organizations involved in response operations.
- Inform response team members about any health risks associated with exposure to the specific hazard and the appropriate protective posture to take when responding.
- Ensure response team members deploy with appropriate personal protective equipment and review safety and operating procedures for:
 - working at the incident scene
 - use of protective gear, detection and decontamination devices
 - self aid and hazard avoidance techniques
 - interoperable communications and communication procedures, before entering the “hot zone”
- Search the impacted area to find and remove the injured/dead, and secondary devices, and to inspect damage.
- Use modeling data to estimate the spread of contamination and size of the downwind/crosswind hazard zone.
- Ensure facilities impacted by the attack are secured and access is restricted.
- Restrict, reroute, or suspend services in and around the impacted area and close transportation facilities, as appropriate.
- Protect response teams and equipment located at the incident site.
- Secure and protect evidence found at the incident scene.
- Report suspicious activities in or near the incident site.
- Integrate arriving state and federal responders into the on-scene organization.
- Monitor the environment and response personnel for contamination or illness.
- Define the area at risk.
- Control access to the incident site.
- Comply with state and federal regulations for decontamination.
- Dispose of contaminated materials that cannot be decontaminated.
- Determine when the area impacted by the attack is safe for re-entry.

ATTACHMENT C
MASTER TRAINING & EXERCISE SCHEDULE
(EXAMPLE ONLY)

<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
Awareness Training	First Responder	Exercise Preparation	Joint Exercise with Cities
Course consists of two components: 1. An orientation to terrorism 2. Personal awareness and protection	Training for First Responders has three components: 1. Refresher on terrorism issues 2. Personal awareness and protection 3. Discipline specific technical information	POA EOC Exercise Scenario to be determined Field component: None	Activation of both City and County EOCs Scenario to be determined Field component to be determined, depending upon scenario
Audience: All Staff with EOC and DOC responsibilities	Audience: Law Enforcement, Fire, EMS selected other personnel	Participants: Staff assigned EOC duties	Participants: Staff from both City and County assigned EOC duties Staff for field component: To be determined

Notes: This is a generic master training schedule. At the beginning of the training year, training coordinators from Placer County and participating cities will meet to identify the training emphasis, objectives and funding.

References available for dealing with domestic terrorism include:

Emergency Responder Guidelines, Office for Domestic Preparedness (ODP), Aug. 2002

<http://www.ojp.usdoj.gov/odp/docs/EmergencyRespGuidelinesRevB.pdf>.

The ODP provides state and local guidance for various aspects of training.

ATTACHMENT D**KEY DEFINITIONS**

Aerosol – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

Biological Agents – Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Chemical Agent – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (The Homeland Security Presidential Directive 5 (HSPD-5) February 2003 calls for a National Response Plan (NRP) which integrates prevention, preparedness, response and recovery into one integrated plan. Under the NRP, a National Incident Management System (NIMS) will provide a consistent framework. The NRP will treat “crisis management” and “consequent management” as a single integrated function rather than two separate functions. The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

Cyber Terrorism – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures, such as energy, transportation, or government operations in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Decontamination – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Safford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management Source: FRP Terrorism Incident Annex, April 1999). The FRP is being replaced by the **National Response Plan**.

Homeland Security Presidential Directive-5 (HSPD-5)- A Presidential directive issued on February 28, 2003 and intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Joint Operations Center -The center established by, and under the direction of the FBI at or near the site of event that serves as the nucleus for the decision-making, coordination, and overall management of ongoing operations. The JOC is an expansion of the on-scene FBI Command Post.

Lead Agency – The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Mitigation – Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

National Incident Management System- A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Response Plan - A plan mandated by HSPD-5 that integrates Federal Government domestic awareness, prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nonpersistent Agent – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Persistent Agent – An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preparedness – Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

Radiation – High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Recovery – Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

Response – Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Weapons-Grade Material – Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

ATTACHMENT E
ACRONYMS

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CATS	Consequence Assessment Tool Set
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act ("Superfund")
CHEMTREC	Chemical Transportation Emergency Center
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education, and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Team
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ERTU	Evidence Response Team Unit
ESF	Emergency Support Function

EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
GIS	Geographic Information System
HazMat	Hazardous Material(s)
HEPA	High-Efficiency Particulate Air
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DoD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
IST	Incident Support Team
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LLNL	Lawrence Livermore National Laboratory
MEDC	OM Medical Command
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
ODP	Office for Domestic Preparedness (DOJ)
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OHS	Office of Homeland Security
OIG	Office of the Inspector General (USDA)
ONP	Office of National Preparedness (FEMA)
OSC	On-Scene Commander

PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PPE	Personal Protective Equipment
PT	Preparedness, Training, and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REAC/TS	Radiation Emergency Assistance Center – Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
US&R	Urban Search and Rescue
VA	Department of Veterans Affairs
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team
WTC	World Trade Center
Y2K	Year 2000

ATTACHMENT F
RESPONSE GUIDELINES

Response Guidelines are contained in the Emergency Response to Terrorism Job Aid which is distributed to all first responders and EOC staff.