

**Shasta County, California
EMERGENCY OPERATIONS PLAN**



September 2014

Prepared for:

Shasta County Office of Emergency Services
1450 Court St., Suite 308A
Redding, CA 96001-1680

Prepared by:





This document was prepared under a grant from the Community Development Block Grant Program. Points of view or opinions expressed in this document do not necessarily represent the official position or policies of the United States Department of Housing and Urban Development.

Immediate Action Checklist

Use the following Immediate Action Checklist to initiate Shasta County's response to and support of an emergency incident.

1. Receive alert of incident.

- Alerts should be directed to the County Director of Emergency Services (Sheriff).
- If the Director of Emergency Services is not available, alerts should be directed to the Deputy Director of Emergency Services, Undersheriff, Emergency Services Coordinator, or County Fire Warden based on the line of succession outlined in Section 1.8.1 of this plan.
- Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.
- *See ESF 2 – Communications of this plan for more information on alert and warning.*

2. Determine need to implement the County's Emergency Management Organization.

- The Director of Emergency Services should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the County for the incident. This may range from the Director of Emergency Services being on stand-by to full activation of the Emergency Operations Center.
- Identify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated.

3. Notify key County personnel and response partners.

- The Director of Emergency Services will notify key personnel to staff the Emergency Operations Center based on incident needs.
- Notify appropriate emergency response agencies. Initial notification requests will be made by the Incident Commander through the Shasta Area Safety Communications Agency (SHASCOM).
- *See the Emergency Contact List maintained by the Director of Emergency Services.*

Immediate Action Checklist

- 4. Activate the County Emergency Operations Center as appropriate.**
 - The County will utilize the Incident Command System in managing the Emergency Operations Center.
 - Primary Emergency Operations Center Location: Shasta Area Safety Communications Agency (SHASCOM), 3101 South Street, Redding, CA 96001-2379
 - Alternate Emergency Operations Center Location: California Department of Forestry, 1000 Cypress Street, Redding, CA 96001
 - *See Section 5.4 of this plan for information on Emergency Operations Center operations.*
- 5. Establish communications with the on-scene Incident Commander.**
 - Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
 - The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.
 - *See EF 2 – Communications of this plan for more information on communications systems.*
- 6. Identify, in coordination with the on-scene Incident Commander, key incident needs.**
 - Consider coordination of the following, as required by the incident:
 - Protective action measures, including evacuation and shelter-in-place
 - Shelter and housing needs for displaced citizens
 - Emergency public information and coordination with the media
 - Provisions for Access and Functional Needs Populations, including unaccompanied children
 - Provisions for animals in disaster

Immediate Action Checklist**7. Inform the Standardized Emergency Management System Operational Area, Region, and State of the Emergency Operations Center activation and request support as needed.**

- California Governor's Office of Emergency Services (Cal OES) Inland Region (Mutual Aid Region III): 916.657-9210
- California State Warning Center: 800-852-7550
- If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802.

8. Declare a State of Emergency for the County, as appropriate.

- If the incident has overwhelmed or threatens to overwhelm the County's resources to respond, the County should declare a State of Emergency.
- A declaration may be made by the Sheriff and will be ratified by the Board of Supervisors within seven days.
- The declaration should be submitted to California Governor's Office of Emergency Services.
- *See Section 1.7 of this plan for information on the disaster declaration process. See Appendix A for a sample disaster declaration form.*

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how Shasta County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of California, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and California Governor's Office of Emergency Services plans.

A primary responsibility of government is response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage. It is the goal of the State of California that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. Therefore California Government Code Section 8607(a) requires the use of the Standardized Emergency Management System (SEMS) for managing emergencies involving multiple jurisdictions and agencies as outlined in the California Code of Regulations Section 2400-2450. This Emergency Operations Plan is based on the functions and principles of SEMS and identifies how the County fits into the overall SEMS structure. SEMS served as the model for the National Incident Management System and National Response Framework, and these systems are designed to be compatible through their use of the Incident Command System. SEMS has since been updated to fully integrate National Incident Management System components into its structure. Therefore, this plan formally adopts the principles of the National Incident Management System.

Consisting of a Basic Plan, Emergency Function Annexes, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, community organizations, faith-based organizations, and private-sector partners.

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Letter of Promulgation

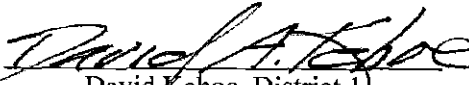
To all Recipients:

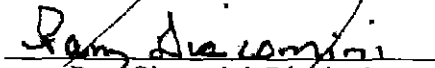
Promulgated herewith is the Emergency Operations Plan for Shasta County (County). This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the County.

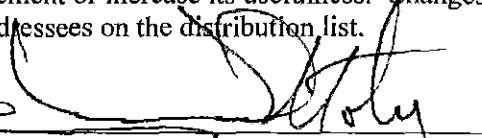
Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordination with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

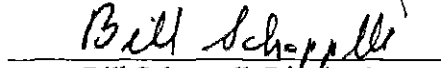
This plan has been reviewed by the Director of Emergency Service and approved by the County Board of Supervisors. It will be revised and updated as required. All recipients are requested to advise the Director of Emergency Services of any changes that might result in its improvement or increase its usefulness. Changes to the plan will be transmitted to all addressees on the distribution list.


David Kehoe, District 1


Pam Giacomini, District 3


Les Baugh, District 5


Leonard Moty, District 2


Bill Schappell, District 4

OCT 21 2014
DATE

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Resolution

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RESOLUTION NO. 2014-114

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SHASTA TO APPROVE THE SEPTMEBER 2014 SHASTA COUNTY MULTI-HAZARD FUNCTIONAL PLAN, ALSO KNOWN AS THE SHASTA COUNTY EMERGENCY OPERATIONS PLAN PURSUANT TO COUNTY CODE 2.72.080

WHEREAS, periodically the Board of Supervisors, upon recommendation from staff and the Director of Emergency Services, updates and amends the provisions of the Shasta County Multi-hazard Functional Plan, also known as the Shasta County Emergency Operations Plan, to ensure compliance with state and federal laws and to conform to action County practice; and

WHEREAS, the Sheriff-Coroner, acting as the Director of Emergency Services, and staff recommend various updates, revisions, and amendments to the Shasta County Emergency Operations Plan; and

WHEREAS, Shasta County Code, Chapter 2.72, Emergency Services, section 2.72.080, requires the Board of Supervisors adopt a resolution to approve the Shasta County Emergency Operations Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, approves revisions and updates to the Shasta County Emergency Operations Plan, effective September 2014, in its entirety as shown on the attachment to this resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, the Sheriff-Coroner, acting as the Director of Emergency Services is authorized to make non-substantive changes to the Basic Plan contained within the September 2014 Emergency Operations Plan.

DULY PASSED AND ADOPTED this 21st day of October, 2014 by the Board of Supervisors of the County of Shasta by the following vote:

- AYES: Supervisors Schappell, Baugh, Kehoe, and Moty
NOES: None
ABSENT: Supervisor Giacomini
ABSTAIN: None
RECUSE: None

LES BAUGH, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: Candice Martin
Deputy

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Plan Administration

The Director of Emergency Services will coordinate review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Director of Emergency Services without formal County Board of Supervisors approval.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Department	Summary of Change
2014	001		Update information and bring overall information and formatting in line with EOPs throughout the State of California.

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Director of Emergency Services is ultimately responsible for dissemination of all plan updates. Copies of the plan will also be maintained by the County Director of Emergency Services and posted online at:

http://www.co.shasta.ca.us/index/cao_index/emergencies/emergency_ops_plan.aspx.

Department/Agency	Title/Name
Shasta County Administrative Office	County Executive Officer
Shasta County Office of Emergency Services	Sheriff
Shasta County Counsel	County Counsel
Shasta County Resource Management	Director
Shasta County Health and Human Services Agency	Director
Shasta County Information Technology	Chief Information Officer
Shasta County Public Works	Director
Shasta County Sheriff’s Office	Sheriff
Shasta County Fire Department	County Fire Warden
Shasta Area Safety Communications Agency	Director
California Governor’s Office of Emergency Services, Planning Division	Division Chief

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the Director of Emergency Services for incorporation into the plan and dissemination of the revised version. This does not preclude other departments and agencies with a vital interest in the plan from providing input to the document; such input is encouraged. It is also encouraged that plan review be performed concurrently with review of other related County emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	Shasta County Sheriff’s Office (Office of Emergency Services)
Emergency Support Function Annexes (EFs)	
EF 1 Transportation	Shasta County Department of Public Works
EF 2 Communications	SHASCOM
EF 3 Construction and Engineering	Shasta County Department of Public Works
EF 4 Fire and Rescue	Shasta County Fire Department
EF 5 Management	Shasta County Sheriff’s Office (Office of Emergency Services)
EF 6 Care and Shelter	Shasta County Health and Human Services Agency
EF 7 Resources	Shasta County Sheriff’s Office (Office of Emergency Services)
EF 8 Public Health and Medical	Shasta County Health and Human Services Agency
EF 9 Search and Rescue	Shasta County Sheriff’s Office Shasta County Fire Department
EF 10 Hazardous Materials	Shasta County Fire Department
EF 11 Food and Agriculture	Shasta County Resource Management, Environmental Health Division
EF 12 Utilities	Shasta County Department of Public Works

Plan Administration

Section/Annex	Responsible Party
EF 13 Law Enforcement	Shasta County Sheriff’s Office
EF 14 Recovery	Shasta County Sheriff’s Office (Office of Emergency Services)
EF 15 Public Information	Shasta County Sheriff’s Office (Office of Emergency Services) Shasta County Board of Supervisors
<i>EF 16 Evacuation</i> <i>(merged into EF 13, Law Enforcement)</i>	Shasta County Sheriff’s Office (Office of Emergency Services)
EF 17 Volunteers and Donation Management	Shasta County Sheriff’s Office (Office of Emergency Services)
<i>EF 18 Cyber Security</i> <i>(Under development)</i>	Shasta County Information Technology Department
Incident Annexes (IAs)	
IA 1 Drought	Shasta County Department of Public Works
IA 2 Earthquake	Shasta County Department of Public Works
IA 3 Major Fire	Shasta County Fire Department
IA 4 Flood (including Dam Failure)	Shasta County Department of Public Works
IA 5 Severe Weather (including Landslide)	Shasta County Department of Public Works
IA 6 Volcano	Shasta County Department of Public Works
IA 7 Hazardous Materials (Accidental Release)	Shasta County Fire Department Shasta Cascade Hazardous Materials Response Team
IA 8 Public Health Incident	Shasta County Health and Human Services Agency
IA 9 Terrorism	Shasta County Sheriff’s Office
IA 10 Transportation Accident	Shasta County Sheriff’s Office and Department of Public Works

Section/Annex	Responsible Party
IA 11 Utility Failure	Shasta County Department of Public Works

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- EF 2 – Communications
- EF 3 – Construction and Engineering
- EF 4 – Fire and Rescue
- EF 5 – Management
- EF 6 – Care and Shelter
- EF 7 – Resources
- EF 8 – Public Health and Medical
- EF 9 – Search and Rescue
- EF 10 – Hazardous Materials
- EF 11 – Food and Agriculture
- EF 12 – Utilities
- EF 13 – Law Enforcement
- EF 14 – Recovery
- EF 15 – Public Information
- EF 16 – Evacuation (*see EF 13, Law Enforcement*)
- EF 17 – Volunteers and Donation Management
- EF 18 – Cyber Security (*Under development*)

Incident Annexes

- IA 1 – Drought
- IA 2 – Earthquake
- IA 3 – Major Fire
- IA 4 – Flood (including Dam Failure)
- IA 5 – Severe Weather (including Landslide)
- IA 6 – Volcano
- IA 7 – Hazardous Materials (Accidental Release)
- IA 8 – Public Health Incident
- IA 9 – Terrorism
- IA 10 – Transportation Accident
- IA 11 – Utility Failure

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Basic Plan

1

Introduction

1.1 General

The Shasta County (County) emergency management mission is to ensure that the County is prepared for a disaster by ensuring coordination of protection, prevention, mitigation, response, and recovery activities that increase the County's capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the County every day. These "routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the County encounters. For the most part, this type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the County that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders, to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting the City. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting the County.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the County will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm its resources. While recognizing this possibility, this plan is designed to help the County fulfill its response function to its maximum capacity.

1. Introduction

1.1.1 Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and militate against disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives or works in the County (including vulnerable populations) shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the County will assist its citizens in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster. However, a major emergency is likely to damage the County’s critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens prepared to take care of themselves, their families, and assist neighbors in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

1.2.1 Purpose

The primary purpose of the EOP is to outline the County’s all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP, the County designates SEMS, which is consistent with NIMS, and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted.

1.2.2 Scope

The EOP is implemented whenever the County must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof. This plan is intended to guide the County’s emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer, and private-sector entities.

A community’s emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships

1. Introduction

among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by County departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand how the County manages emergency operations.

1.3 Plan Activation

Once promulgated by the County Board of Supervisors, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the County
- Health emergencies in or affecting the County
- Non-routine life-safety issues in or affecting the County

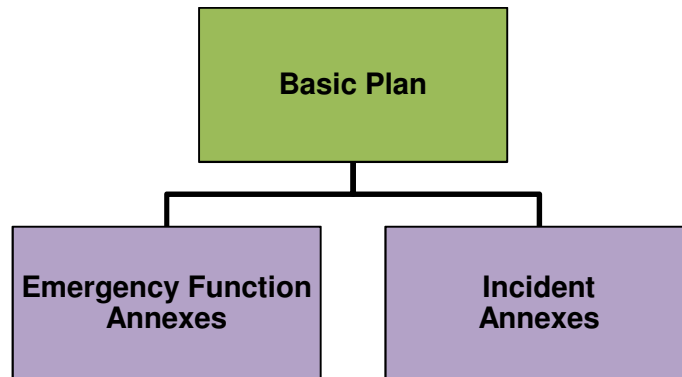
An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Director of Emergency Services may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The County EOP is composed of three main elements:

- Basic Plan (with appendices)
- Emergency Function (EF) Annexes
- Incident Annexes (IAs)

Figure 1-1 Shasta County Emergency Operations Plan Organization



1.4.1 Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining roles and responsibilities of elected officials during an incident. Specifically, the Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Hazards and threats facing the community, including planning assumptions based on the County's response capabilities.
- Roles and responsibilities for elected officials, County departments, and key response partners.
- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS.
- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Emergency Function Annexes

The EFs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the County throughout all phases of an emergency. In the event of an incident for which the County's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation

1. Introduction

pathways and procedures for requesting resources and seeking additional support from State of California (State) agencies. The EFs, which supplement the information in the Basic Plan, are:

Table 1-1 Emergency Functions	
Annex	Function
EF 1	Transportation
EF 2	Communications
EF 3	Construction and Engineering
EF 4	Fire and Rescue
EF 5	Management
EF 6	Care and Shelter
EF 7	Resources
EF 8	Public Health and Medical
EF 9	Search and Rescue
EF 10	Hazardous Materials
EF 11	Food and Agriculture
EF 12	Utilities
EF 13	Law Enforcement
EF 14	Recovery
EF 15	Public Information
EF 16	<i>Evacuation (merged into EF 13, Law Enforcement)</i>
EF 17	Volunteers and Donation Management
EF 18	Cyber Security (Under development)

1.4.3 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks associated with to specific natural, technological, and human-caused hazards identified in the County’s most current Hazard Identification and Vulnerability Assessment. The IAs identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

Table 1-2 Incident Annexes

Annex	Hazard
IA 1	Drought
IA 2	Earthquake
IA 3	Major Fire
IA 4	Flood (including Dam Failure)
IA 5	Severe Weather
IA 6	Volcano
IA 7	Hazardous Materials Incident (Accidental Release)
IA 8	Public Health Incident
IA 9	Terrorism
IA 10	Transportation Accident
IA 11	Utility Failure

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

1.5 Relationship to Other Plans

1.5.1 Federal Plans

The following federal plans guide emergency preparedness, response, and recovery at the federal level and provide support and guidance for state and local operations:

- **Presidential Policy Directive 8.** Describes the Nation’s approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States.
- **National Preparedness Goal.** Describes the Nation’s security and resilience posture through identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-Nation approach as its foundation.
- **National Preparedness System.** Provides guidance, programs, processes, and systems that support each component of the National Preparedness System to enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

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- **National Incident Management System.** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.
- **National Response Framework.** Serves as a guide to how State and federal government should conduct all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.
- **National Disaster Recovery Framework.** Provides guidance that enables effective recovery support to disaster-impacted States, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2 State Plans

The following State plans guide emergency preparedness, response and recovery at the State level and provide support and guidance for local operations:

- **California State Emergency Plan** – Describes the fundamental systems, strategies, and policies that California will utilize to guide and support emergency management efforts. The plan also includes 18 Functional Annexes developed by EF working groups for discipline-specific organizational frameworks.
- **State Emergency Alert System Plan and Operations Orders** – Mandated by the Federal Communications Commission, this plan outlines the organization and implementation of the State of California Emergency Alert System (EAS). It is the guideline for State broadcasters and cable television operators, and State and local entities authorized to use EAS, to determine distribution of the President's message, mandated and optional monitoring assignments, and participation by the National Weather Service and local and State emergency agencies.

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The California Governor's Office of Emergency Services (Cal OES) Plans, Publications, and Documents are available on the agency's Planning and Preparedness website.

<http://www.calema.ca.gov/PlanningandPreparedness/Pages/Documents%20and%20Publications.aspx>

1.5.3 County Plans

The County EOP is part of a suite of plans that address various elements of the County's emergency management program. While the EOP is focused on short-term recovery, other plans address the County's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the County EOP, and are outlined below:

- **Shasta County General Plan.** Under California law, all counties must prepare a general plan that guides the community's land use and development activities. The General Plan includes a Safety section that establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards.
- **Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan (2011).** Creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and the economic impact from future disasters. Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.
- **Shasta County Health and Human Services Agency (HHSA) Emergency Plans.** HHSA maintains a suite of emergency plans that support the County during an emergency, including:
 - Adult Services Extreme Temperature Response Plan (Adult Services)
 - Child Welfare Services Disaster Response Plan (Children's Services)
 - Shasta County Public Health Emergency Response Plan (Public Health)
 - Care and Shelter Plan (Regional Services)
 - Disaster CalFresh Plan
 - Health and Human Services Agency Continuity of Operations Plan

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- **Shasta County Hazardous Materials Area Plan.** The Shasta County Department of Resource Management, Environmental Health Division maintains this plan, which describes the County’s pre-incident planning and preparedness for hazardous materials releases. It clarifies the roles and responsibilities of federal, State of California (State) and local agencies during a hazardous materials incident. It describes the County’s hazardous materials incident response program, training, communications, and post-incident recovery procedures.
- **Coroner’s Mass Fatality Plan.** The Shasta County Sheriff’s Office maintains this plan which describes the County’s approach to response to an incident that results in multiple fatalities including body recovery, temporary morgue operations, and family assistance.

1.5.4 City Plans

Similar to the County, some cities within the County have developed plans that address various elements of a City’s emergency management program. These plans, listed below, are intended to complement the County’s plans:

- City of Redding
 - City of Redding Emergency Operations Plan (2014)
 - City of Redding Local Hazard Mitigation Plan (2012)
- City of Anderson
 - Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan (2011)
- City of Shasta Lake
 - City of Shasta Lake Hazard Mitigation Plan

1.5.5 Support Agency Plans

The County is supported by a number of partner agencies. To the greatest extent possible, the County encourages support agencies to design their plans to complement the County EOP, and the County will seek to engage support agencies in the EOP update process to ensure appropriate linkages.

- Local Emergency Services Agency (LEMSA) Planning Documents: Sierra – Sacramento Valley Emergency Medical Services Agency
- Shasta County Hospitals Emergency Preparedness Plan and Memorandum of Understanding (2008)

1.5.6 Regional Emergency Plans

The County is a partner in a number of regional planning efforts, including:

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- Shasta-Trinity Unit Strategic Fire Plan (2011)
- California Office of Emergency Services (Cal OES) Region III Multiple Casualty Incident Plans
 - California Mutual Aid Region III MCI Plan (Manual 1) Multi-Casualty Incident Field Operations (2013)
 - California Mutual Aid Region III MCI Plan (Manual 2) Multi-Casualty Incident Patient Distribution (2013)
- California Mutual Aid Region III Regional CHEMPACK Plan (2009)
- Upper Sacramento Geographic Response Plan

1.6 Authorities

1.6.1 Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of California Code of Regulations (CCR) Title 19, Division 2, Chapter 1, which establishes the SEMS Regulations and the authority for the County to establish an emergency management organization (EMO) and appoint a Director of Emergency Services, who will be responsible for the organization, administration, and operation of the EMO.

The County EMO will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the County EOP.
- Manage and maintain the County EOC, from which County officials can coordinate emergency and disaster response activities.
- Establish an Incident Command structure consistent with SEMS for management of incidents by all local emergency service agencies.
- Coordinate with Local Area, Regional, and State agencies, as well as other private, nonprofit, volunteer, and faith-based organizations, to integrate effective practices in emergency preparedness and response in a manner consistent with SEMS.

Through promulgation of this plan, the Sheriff's Office has been identified as the lead agency in the EMO. The Director of Emergency Services has authority and responsibility for the organization, administration, and operations of the EMO.

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The Director of Emergency Services may delegate any of these activities to designees, as appropriate.

The County EMO is consistent with State SEMS and federal NIMS, and procedures supporting SEMS and NIMS implementation and training for the County will be developed and formalized by the Director of Emergency Services.

Table 1-3 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-3 Legal Authorities	
Federal	
–	Federal Emergency Management Agency (FEMA) Policy <ul style="list-style-type: none"> ○ Crisis Response and Disaster Resilience 2030 (January 2012) ○ FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011) ○ FEMA Administrator’s Intent (2015-2019) ○ FEMA Incident Management and Support Keystone (January 2011) ○ FEMA Publication: 1 The Federal Emergency Management Agency (November 2010) ○ FEMA Strategic Plan 2011-2014 ○ National Disaster Housing Strategy (January 2009) ○ National Disaster Recovery Framework (September 2011) ○ National Incident Management System (December 2008) ○ National Preparedness Goal (September 2011) ○ National Response Framework (January 2008)
–	Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
–	Presidential Policy Directive 8: National Preparedness (2008)
–	Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
–	Public Law 107-296 The Homeland Security Act of 2002
–	Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)

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Table 1-3 Legal Authorities	
State of California	
–	California Emergency Services Act (California Government Code, Title 2, Division 1, Chapter 7, §8550 et. seq.)
–	California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5, §8680 et. seq.)
–	Standardized Emergency Management System (California Code of Regulations, Title 19, Division 2, Chapter 1, §2400 et. seq.)
–	California Disaster and Civil Defense Master Mutual Aid Agreement
–	Disaster Service Workers (California Government Code, Title 1, Division 4, Chapter 8, §3100 et. seq.)
–	Good Samaritan Liability (California Health and Safety Code, Division 2.5, Chapter 9, §1799.102 et. seq.)
–	California Health and Safety Code (Article 1, Chapter 2, Part 1, Division 101, 105)
–	California Health and Safety Code (Article 1, Chapter 2, Part 3, Division 101)
Shasta County	
–	County Ordinance Chapter 2.72 (Emergency Services)

1.6.2 Mutual Aid and Intergovernmental Agreements

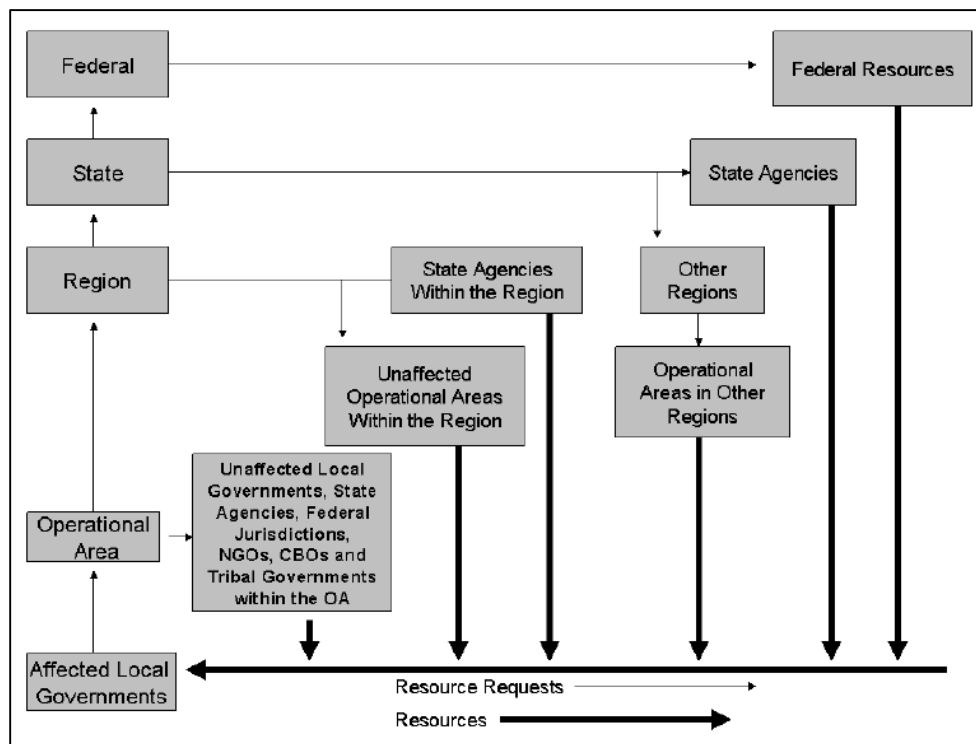
The California Civil Defense Master Mutual Aid Agreement was entered into by the State of California and its various departments, agencies, and political subdivisions in 1950 to guarantee provision of resources during an emergency. The agreement requires that each signatory provide aid to the others during an emergency without expectation of reimbursement. California is divided into six mutual aid regions, which allow for more effective coordination of mutual aid. All signatories’ emergency plans must include plans to mobilize resources for mutual aid.

The County is located within Mutual Aid Region III. Mutual aid requests are processed by pre-identified mutual aid coordinators and follow discipline-specific chains from the field to the local government, from the local government to the Operational Area, from the Operational Area to the Region, and from the Region to the State, as specified in the State of California Emergency Plan.

See Individual EFs and Appendix D for existing mutual aid agreements.

Copies of these documents can be accessed through the Director of Emergency Services. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

Figure 1-2 Flow of Requests and Resources



Key: *Source: State of California Emergency Plan, 2009*

NGO Nongovernmental Organization
 CBO Community-Based Organization
 OA Operational Area

1.7 Emergency Powers

1.7.1 General

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency. The California Health and Safety Code provides for the proclamation of a (4) Local Health Emergency (H&S Code 101080 et seq). Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and other assistance to the impacted jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross or State agencies.

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

- If necessary, request that the Governor proclaim a State of Emergency.

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- Promulgate or suspend local orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request State agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and material from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violating lawful orders.
- Conduct emergency operations with broadened immunities from legal liability for performance, or failure to perform.
- Request cost reimbursement from the State.

The County Counsel may review and advise County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.2 Shasta County Emergency Proclamation Process**1.7.2.1 Proclamation Process**

Proclamations of a Local Emergency are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the County, caused by natural, technological or human caused situations. The County may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing State, or federal disaster assistance. To proclaim a state of emergency, the Director of Emergency Services will either call a regular or special meeting of the Board of Supervisors to request a proclamation of emergency or immediately declare an emergency in writing. For “an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent,” the Shasta County Health Officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health. A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the Board of Supervisors within seven days, or it will expire.

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The Board of Supervisors must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

1.7.2.2 Proclamation Content

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within County boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The proclamation of emergency will be written based upon the best information available at the time. It may be amended, based upon additional information or changes in the situation. The County Counsel may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If State or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate and that mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

1.7.2.3 Emergency Operations Center Support

If the County EOC is activated, EOC Command and General Staff have the following responsibilities in the declaration process:

- **EOC Director:** Present the package to Board of Supervisors.
- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).

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- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

If the EOC is not activated, the tasks identified above will be performed by the Sheriff's Office.

See Appendix A for sample Proclamation of Emergency forms.

1.7.3 State Assistance

1.7.3.1 State Emergency Proclamation

When emergency conditions exceed or have the potential to exceed local resources and capabilities, local government may request the Governor to proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within 10 days of the event. In addition to providing access to reimbursement for eligible disaster-related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of State regulations impacting response or recovery operations.

The request for a Secretary's concurrence or a Governor's proclamation should include a copy of the proclamation document and an Initial Damage Estimate that estimates the severity and extent of the damage caused by the emergency. An Initial Damage Estimate may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

The request and the Initial Damage Estimate are reviewed by the Cal OES Region, and a recommendation is made to the Governor through the Secretary of Cal OES.

The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure that all resources within California are available and dedicated to the emergency when requested.

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- Can direct all State agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is unusual, however.

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency if California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

1.7.3.2 Request to State for Reimbursement of Disaster-Related Costs

Under the California Disaster Assistance Act (CDAA), local governments can request cost reimbursement from the State for certain disaster-related recovery costs following a declared emergency and a Cal OES Director's Concurrence or a Governor's Proclamation. The County must submit a Project Application (Cal EMA 126 CDAA Form) to Cal OES within 60 days of the date of a County emergency proclamation.

1.7.4 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. Cal OES coordinates all requests for federal assistance through the State Emergency Coordination Center. FEMA coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework.

1.8 Continuity of Government and Operations

1.8.1 Lines of Succession

Table 1-4 presents the policy and operational lines of succession during an emergency for the County. Order of succession guidelines for emergency coordination and emergency policy and governance are kept within the vital records packet at the EOC. Emergency coordination lines of succession are defined in County Ordinance Chapter 2.72.

Emergency Management	Emergency Coordination	Emergency Policy and Governance
1. Sheriff 2. Undersheriff 3. Captain of Emergency Services 4. County OES Director	1. Director of Emergency Services (Sheriff) 2. Deputy Director of Emergency Services (County Fire Warden) 3. Undersheriff 4. County Executive Officer 5. Remaining highest ranking officer of the Sheriff's Office	6. Board of Supervisors Chair 7. Board of Supervisors (order of succession) 8. County Executive Officer

Each County department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. Lines of succession for each department can be found in the County Executive Officer's Office. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The Director of Emergency Services will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the County are responsible for developing and implementing Continuity of Operations (COOP) plans to ensure continued delivery of essential functions during an emergency.

1.8.2 Preservation of Vital Records

The County has developed a vital records packet for use during emergency events. This packet includes records essential to executing emergency functions and includes this EOP, emergency operating records essential to the continued function of the County EMO, current call-down list, vital records inventory, necessary keys or access codes, and lists of primary and alternate facilities.

Each County department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are rights and interests records, systems, and equipment that, if irretrievable, lost, or damaged, will materially impair the agency's ability to conduct business or carry

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out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems. The program should take into account the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the agency mission.

1.8.3 Continuity of Operations Plans

The County has not formalized a County Continuity of Operations (COOP) plan to date. However, once it has been developed and implemented, this plan may be used in conjunction with the EOP during various emergency situations. A COOP plan details the processes for performing administrative and operational functions during emergencies that may disrupt normal business activities. This plan identifies essential functions of local government, private-sector businesses, and community services and delineates procedures to support their continuation. COOP plan elements may include, but are not limited to:

- Identification and prioritization of essential functions
- Establishment of orders of succession for key positions
- Establishment of delegations of authority for making policy determination and other decisions
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options, including telework
- Development of interoperable communications systems
- Protection of vital records needed to support essential functions.
- Management of human capital
- Development of a Test, Training, and Exercise Program for continuity situations
- Devolution of Control planning

Reconstitution and resumption of normal operations.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Resource requests may be submitted by the County EOC or Sheriff's Office (Office of Emergency Services; County OES) according to provisions outlined under SEMS. SEMS additionally allows for discipline-specific mutual aid systems whereby additional resource requests may be submitted by local government functional coordinators to Operational Area coordinators. For example, a City Fire Chief may submit a request for resources to the Operational Area Fire & Rescue Coordinator.

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The Director of Emergency Services of the County is responsible for the direction and control of the County's resources during an emergency. All assistance requests are to be made through the County OES via the Operational Area EOC if activated. The County OES processes subsequent assistance requests to the Cal OES Region, and the Region processes subsequent assistance requests to the State.

See EF 7 – Resources for detailed information regarding available resources and coordination procedures established for the County.

1.9.2 Financial Management

During an emergency, the County is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Board of Supervisors. If an incident in the County requires major redirection of County fiscal resources the following general procedures will be carried out:

- The Board of Supervisors will meet in emergency session to decide how to respond to the emergency funding needs.
- The Sheriff will declare a State of Emergency and the Board of Supervisors will ratify it within seven days.
- If a quorum of the Board cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Executive Officer (or designee) may act on emergency funding requests. The Board of Supervisors will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Auditor-Controller's Office.

Expenditure reports should be submitted to the Auditor-Controller's Office and managed through these agencies to identify budgetary shortfalls. The Auditor, along with the Purchasing Unit of the Office of Support Services, will also support procurement issues and financial issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests. During activation of the County EOC, financial management will be handled by the Finance Section, which will be staffed by the Sheriff's Office.

1.9.3 Legal Support and Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in

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existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the County to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event.

Incident documentation should include:

- Incident and damage assessment reports
- Incident Command logs
- Cost recovery forms
- Incident critiques and After Action Reports (AARs)

All documentation related to the County's emergency management program will be maintained in accordance with the California Public Records Act (California Government Code §§ 6250 through 6276.48).

1.10 Safety of Employees and Family

The State of California Disaster Service Worker (DSW) Program includes all public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, a state of emergency, local health emergency or a local emergency. As public employees, Shasta County employees are DSWs and have taken and subscribed to the Loyalty Oath upon employment.

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency.

Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first

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responder community and other support staff to implement appropriate procedures.

If necessary, the California Division of Occupational Safety and Health Administration, in coordination with the California Department of Public Health, may provide assistance and guidance on worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in EF 8 of this EOP.

It is the responsibility of every County employee to prepare themselves for disaster service duties by ensuring that they and their families are ready for an emergency. County employees should familiarize themselves with County and department policies regarding DSWs. While all County agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. During an emergency, an employee is required to report to their work assignments as usual, unless reporting to their usual work site poses possible danger or injury to them. In this case, they must attempt to contact their supervisor to notify them that they cannot safely report to their work assignment. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the County and its citizens as rapidly as possible.

Processes that support employees and their families during emergency situations or disasters should be further developed through ongoing COOP planning.

2

Situation and Planning Assumptions

2.1 Situation

The County is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the County may be exposed include droughts, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

The Shasta County community profile, including geography and climate, demographics and housing, education, transportation, and community events, is identified in the following sections. Information contained in this community profile was provided by the U.S. Census Bureau, American Fact Finder, and the County.

2.1.1.1 Geography and Climate

Shasta County is located in northern California, at the northern end of the Sacramento Valley, which is part of the Great Central Valley of California. The Sacramento Valley is named after its main river, the Sacramento River. The Sacramento River is the principal river of northern and central California, draining from the Klamath Mountains south to San Francisco Bay. The Pit River joins the Upper Sacramento just north of the Shasta Dam, creating the reservoir Lake Shasta. The McCloud River and Squaw Creek also flow into Lake Shasta. The Keswick Dam is located immediately downstream of the Shasta Dam on the Sacramento River. These dams are part of the Central Valley Projects, which regulate stream flow on the Sacramento and its tributaries. Whiskeytown Dam on Clear Creek is also located in the County, impounding Whiskeytown Lake.

Mountains frame the County on the north, east, and west. The Cascade Mountain Range dominates the geography of the northern and eastern portions of the County. Just east of the County, the Cascades meet with the Sierra Nevada Mountain Range. East of Lake Shasta are the Trinity Mountains of the Coastal Mountain Range. The Cascade Mountains are part of the Pacific Ring of Fire. Two active volcanoes are located near or in the County. Mt. Shasta is located north of the County in Siskiyou County, 60 miles north of Redding, California. In the southeast corner of the County is the Lassen Volcanic Center, 55 miles east of

3. Roles and Responsibilities

Redding. The Lassen Volcanic Center is the most southerly active volcano of the Cascade Range.

The majority of residents live in the valley, in the southern and central part of the county. The City of Redding, the County Seat and commercial hub, is located on the Sacramento River and Interstate 5, the major north-south corridor for the Pacific states. The other incorporated cities in the County are the City of Anderson, 10 miles south of Redding, and the City of Shasta Lake

The County’s climate is classified as Mediterranean, with hot, dry summers and cool, wet winters. In winter, average temperatures range from 36 to 55 degrees Fahrenheit (°F). In summer, the daily temperatures range from 65 to 99°F. Temperatures above 100°F are common, with an average 45 days per summer with high temperatures 100°F and above. Most rainfall occurs between November and March, with an average is 33 inches.

2.1.1.2 Demographics

Historically, 80% of the burden following a disaster has fallen on the public, with a disproportionate burden placed upon vulnerable populations. For emergency planning purposes, children, elderly adults, the disabled, people whose primary language is not English, and low income residents are considered vulnerable populations. Demographic information for the County is provided below.

Based on the 2010 census, the population of the County is 177,223. Table 2-1 presents the County’s population, distinguished between the incorporated cities and unincorporated areas of the County. Of the total population, approximately 22% is under the age of 18, and 6% under 5. Approximately 19% of the total population is 65 years or older.

According to the 2008–2012 American Community Survey 5-year estimates for the County, approximately 1.6% of the population within the County speak English less than “very well,” and 18% of the total civilian non-institutionalized population is considered to be disabled. Approximately 12.6% of all families and 17.6% of the total population within the County had incomes below the poverty level.

Shasta County	Populations
City of Redding	89,861
City of Anderson	9,022
City of Shasta Lake	10,164
Unincorporated	68,176
Total	177,223

3. Roles and Responsibilities

According to the 2010 Census, the County had approximately 77,300 total housing units. The 2008–2012 American Community Survey 5-year estimates found that 51% of the County’s housing stock was built before 1980, and 17% was built before 1960. Older buildings tend to sustain greater damage from natural disasters due to fewer building codes, lack of earthquake resistant designs (developed in the late 1960s), and lack of FEMA floodplain mapping (developed in the 1970s). More advanced seismic building codes were implemented in 1980. Mobile homes are generally more prone to wind and water damage than standard homes. Approximately 11.6% of housing units in the County are mobile homes, boats, recreational vehicles, or vans.

2.1.1.3 Economy

Approximately 90% of the County’s economy is in the services sector, of which education, health care, and social services is the largest segment of the economy. The services sector consists of both high skilled and high-paying occupations such as doctors and information technology developers and low wage, low skilled jobs in the food service and tourism industries. Travel and tourism is a significant sector of the economy, due to the County’s multiple park and recreation areas on both public and private lands, such as:

Federal Lands

- Whiskeytown National Recreation Area (National Park Service)
- Lassen Volcanic National Park (National Park Service)
- Shasta-Trinity National Forest and National Recreation Area (including Shasta Lake) (U.S. Forest Service)

State Lands

- Shasta Lake State Historical Park (Department of Parks and Recreation)
- McArthur-Burney Falls Memorial State Park (Department of Parks and Recreation)
- Castle Crags State Park (Department of Parks and Recreation)
- Battle Creek Wildlife Area (Department of Fish and Wildlife)

Private and Private-Public Partnerships

- Turtle Bay Exploration Park and Sundial Bridge
- Sacramento River Trail System
- Hat Creek Radio Observatory (SRI International and SETI Institute)

3. Roles and Responsibilities

■ Lake Shasta Caverns (private)

In addition to tourism, a significant segment of the County’s economy comes from forestry, due to the County’s abundant forests, which occupy one-half of the County’s land. According to the 2012 American Community Survey, agriculture, forestry, and fishing accounted for 3% of the County’s employment, and nearly 20% of land in the County is privately owned timberland (Western Shasta Resource Conservation District 2013).

2.1.1.4 Education

Public education in the County is served by 25 school districts, as listed in Table 2-2.

Table 2-2 Shasta County School Districts	
School Districts	
Anderson Union High School District	
Bella Vista Elementary School District	
Black Butte Union School District	
Cascade Elementary School District	
Castle Rock Elementary School District	
Columbia Elementary School District	
Cottonwood Union Elementary School District	
Enterprise Elementary School District	
Fall River Joint Unified School District	
French Gulch-Whiskeytown Union Elementary	
Gateway Unified School District	
Grant Elementary School District	
Happy Valley Union School District	
Igo-Ono-Platina School District	
Indian Springs Elementary School District	
Junction Elementary School District	
Millville Elementary School District	
Mountain Union School District	
North Cow Creek School District	
Oak Run Elementary School District	
Pacheco Union School District	
Redding School District	
Shasta Union Elementary School District	

3. Roles and Responsibilities

Table 2-2 Shasta County School Districts
School Districts
Shasta Union High School District
Whitmore Elementary School District

There are a total of 43 elementary schools, 10 middle schools, and eight high schools in the County. In addition to the public schools, there are 35 private schools in the County.

Four colleges and universities are located in the County, all in the city of Redding: National University, Shasta Bible College, Shasta College, and Simpson University.

2.1.1.5 Transportation

Interstate 5 is the primary transportation corridor in the County. State Route 299 is the primary east-west arterial, connecting Burney and Redding, and intersecting with State Route 89 to the east of Burney and Arcada, California, via Whiskeytown National Recreation Area to the west of Redding. State Route 44 is an east-west arterial connecting Redding to Lassen Volcanic National Park. State Route 89 runs north-south in the eastern part of the County.

The Redding Area Bus Authority (RABA) provides service in and around Redding. One route services Burney from Redding via State Route 299. Greyhound buses and Amtrak trains also serve Redding. The Union Pacific Railroad traverses the County, passing through the cities of Anderson, Redding, and Shasta Lake.

The Redding Municipal Airport has daily scheduled passenger flights connecting to San Francisco. Other general aviation airports within the County are Benton Field in Redding, Fall River Mills Airport in Fall River Mills, and Shingletown Airport in Shingletown.

2.1.1.6 Community Events

Community events and unique time variables may influence the County’s ability to respond to emergencies. These events include the many festivals that may require increased city and County services or limit access to and from portions of the County. These festivals and community events are listed in Table 2-3.

Table 2-3 Community Events		
Event	Location	Date
Kool April Nites (Classic Car Show)	Redding	April
Redding Rodeo	Redding	May

3. Roles and Responsibilities

Table 2-3 Community Events		
Event	Location	Date
Art Fair and Fiddler’s Jamboree	Redding	May
Whiskeytown Regatta	Redding	May
Whole Earth and Watershed Festival	Redding	May
Happy Valley Strawberry Festival	Anderson	May
Redding Exchange Club Air Show	Redding	June
Shasta District Fair	Anderson	June
Fall River Valley Century Bike Ride	Fall River Mills	July
Fourth of July Fireworks Celebration	Redding	July
Burney Basin Days	Burney	July
Fall River Valley Wild Rice Festival	Fall River Mills	August
Inter-mountain Fair	McArthur	September
Redding Rancheria Stillwater Pow Wow	Anderson	September
Big Bike Weekend	Redding	October
Fall River Valley Lights of Christmas Parade	Fall River Mills	December

Figure 2-1 Map of Shasta County



3. Roles and Responsibilities

2.1.2 Threat/Hazard Identification

The County may be subject to a variety of natural, technological, and human-caused hazards, and threats. Table 2-4 identifies the hazard/threat most likely to impact the County based on the community’s vulnerability and the resulting potential impacts of the hazard or threat as identified in the September 2011 *Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan*.

Table 2-4 Identified Threats/Hazards		
Natural <i>Results from acts of nature.</i>	Technological <i>Results from accidents or failures of systems and structures.</i>	Human-Caused / Adversarial Threats <i>Result from intentional actions of an adversary</i>
<ul style="list-style-type: none"> • Flood • Fire (wildland-urban interface) • Extreme weather (winter storm, drought, etc) • Earthquake • Volcanic hazards • Pandemic/epidemic 	<ul style="list-style-type: none"> • Dam Failure • Hazardous Materials Incident • Mass Casualty Incident (various causes) 	<ul style="list-style-type: none"> • CBRNE (chemical, biological, radiological, nuclear, & explosive)

See the *Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan (2011)* for more information regarding natural hazards for the area.

2.1.3 Hazard Analysis

The hazard analysis identifies the relative risk posed to the County by each hazard and threat described above, in order to ensure that high priority hazards are addressed in the County’s hazard mitigation planning, emergency response, and recovery procedures. A copy of the County’s hazard analysis can be found in the *Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan*.

2.1.4 Capability Assessment

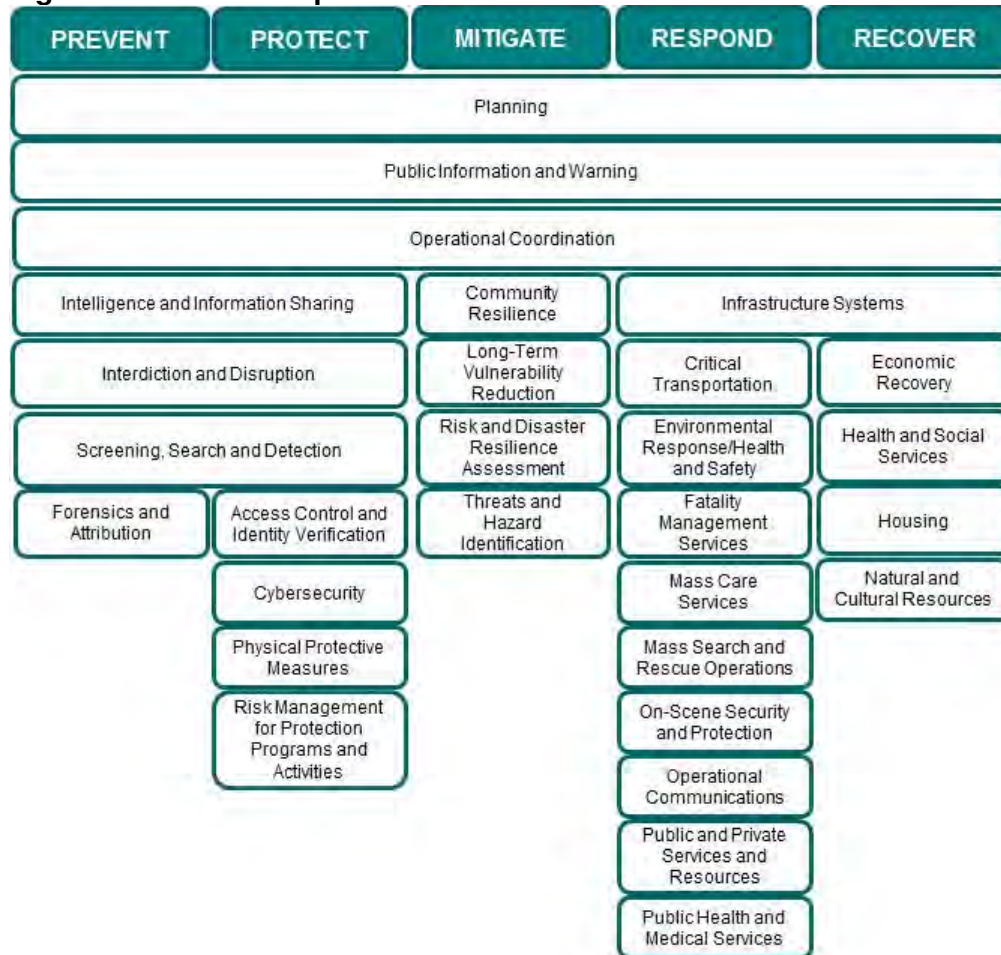
The availability of the County’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The County has not defined its core capabilities in accordance with the National Preparedness Goal or undertaken a formal capabilities assessment to date. Should an assessment be conducted in the future, it will help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency response

3. Roles and Responsibilities

plans. A community capability assessment is a low impact systematic approach to evaluate the County’s emergency plan and capability to respond to hazards.

Figure 2-2 Core Capabilities List



2.1.5 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that support the security, health, and economic vitality of the County. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption of which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

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- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as departments, agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.
- Communications and cyber systems, assets and networks such as secure County servers and fiber optic communications lines.

2.2 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential County services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the SEMS/NIMS/ICS protocol.
- Each responding County agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce

3. Roles and Responsibilities

challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

- All or part of the County may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides information regarding threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the County could be subject to radioactive fallout or other hazards related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Proclamation of Emergency.
- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures
 - Assigned pre-designated tasks
 - Provided with assembly instructions
 - Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

3

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3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County is responsible for emergency management and protecting life and property of citizens within its jurisdiction. The County Director of Emergency Services is responsible for emergency management planning and operations for the area of the County lying outside the limits of the incorporated municipalities. In incorporated municipalities, the city mayor or other designated official is responsible for emergency management planning and operations for that jurisdiction. Responsibilities may be shared with County Emergency Management under mutual agreement.

Most County departments have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, police services, and the Public Works Department. Depending on the type of incident, initial response also may include hospitals, local public health departments, and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the County and emergency response personnel.

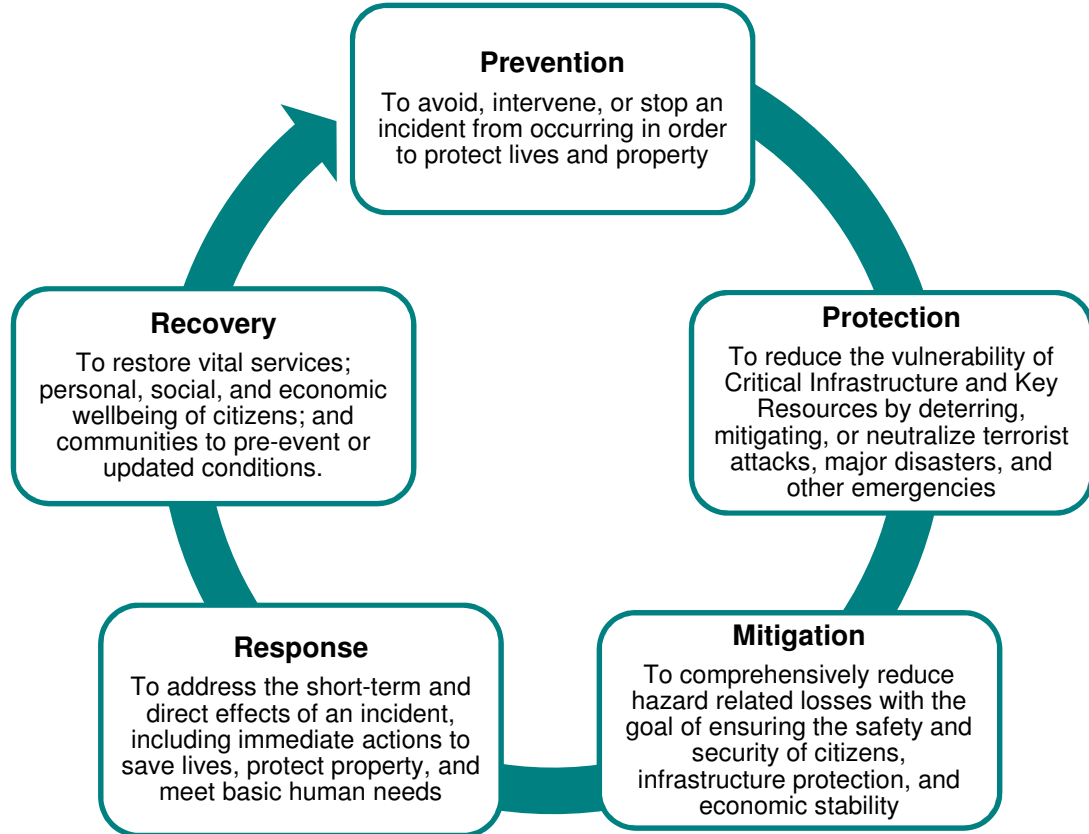
This EOP will be used when the County or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events when County resources are limited and/or have been expended.

3. Concept of Operations

3.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the County in the following five mission areas.

Figure 3-1 County Emergency Management Mission Areas



3.3 Response and Recovery Priorities

3.3.1 Response

Response activities within the County are undertaken immediately after an incident. The County’s response priorities are defined below:

1. **Lifesaving:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to CIKR and minimize property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

3. Concept of Operations

3.3.2 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the County. This EOP is not a recovery plan; however, the County recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or “new normal” conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The County’s recovery priorities for CIKR are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County.
2. **Debris Removal:** Coordinate debris clearance, collection, and removal.
3. **Infrastructure Restoration:** Facilitate restoration of CIKR.

3.4 Standardized Emergency Management System

SEMS is the system required by California Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies as outlined in CCR Section 2400-2450. SEMS consists of five organizational levels and incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

See Appendix B for ICS forms and Appendix C for EOC Position Checklists consistent with SEMS.

3.4.1 Standardized Emergency Management System Organizational Levels

SEMS operates among five organizational levels: Field Response, Local Government, Operational Area, Region, and State. Each of these levels uses the functions, principles, and components of ICS, and the SEMS organizational model allows for a predetermined flow of resource requests and assistance through the various levels.

SEMS is a flexible framework that allows for a scaled response to emergencies. Whether EOCs are activated at various SEMS levels will be determined by the requirements of the emergency.

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3.4.1.1 Field Response Level

At the Field response Level, emergency response personnel and resources carry out tactical decisions and activities under the command of an appropriate authority in direct response to an incident or threat. SEMS regulations require the use of ICS at the Field Response level of an incident. The Field Response level is described in the SEMS Guidelines.

At the SEMS Field Response level, Unified Command may be established for some multijurisdictional or multi-agency incidents. Unified Command may be used when more than one agency has some significant jurisdiction over that incident. Under Unified Command each agency with significant jurisdictional responsibility will assign an Incident Commander and appropriate resources to the incident.

3.4.1.2 Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. To be eligible for State funding of response-related personnel costs, local governments are required to use SEMS when their EOCs are activated or a local emergency is declared or proclaimed. Under SEMS, the local government emergency management organization and its relationship and connections to the Field Response level may vary depending on factors related to geographical size, population, function, or complexity. The Local Government level is described further in the SEMS Guidelines.

Local governments must use SEMS to be eligible for State funding of their personnel related costs under State disaster assistance programs.

3.4.1.3 Operational Area

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization, which encompasses the County and all political subdivisions located within the County. The Operational Area 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 the Regional level.

Consistent with Section 8559 and 8605 of the California Government Code, an agreement passed by the Board of Supervisors on September 26, 1995 designates the County of Shasta as the Operational Area for Shasta County and the further designates the County-wide Coordinator as the Operational Area Coordinator. Subsequent agreements were passed by City of Anderson, City of Redding, and City of Shasta Lake. The Shasta Operational Area functions as part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and MACS, as appropriate.

Shasta Operational Area responsibilities according to Shasta County Code 2.72 and California Government Code Section 8607 include:

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- The preparation and execution of plans for the protection of persons and property within the County in the event of an emergency.
- The direction of the emergency management organization.
- The coordination of the emergency function of the County with all other public agencies, corporations, organizations, and affected private citizens.
- 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 prioritizations.
- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

3.4.1.4 Region

Because of its size and geography, California has been divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide for the more effective application and coordination of mutual aid and other emergency-related activities. Cal OES provides administrative oversight over the mutual aid regions through three Administrative Regional Offices.

Under SEMS, the Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region, and also between the Operational Areas and the State level. The Regional level also coordinates overall State agency support for emergency response activities within the Region. The Regional level is described further in the SEMS Guidelines.

The Shasta Operational Area is in OES Region III and requests mutual aid through this region. Region III is comprised of Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

3.4.1.5 State

The State level of SEMS tasks and coordinates State resources in response to requests from the Regional EOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The State level also serves as the coordination and communication link between the State and FEMA or other federal agencies involved in the implementation of the Federal Response Plan in California. The State level of SEMS operates the State Operations Center at Cal OES Headquarters in Sacramento. The State level is described further in the SEMS Guidelines.

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3.4.2 SEMS Minimum Activation Requirements

Table 3-1 Minimum Activation Requirements per SEMS Regulations					
Situations Identified in SEMS Regulations	SEMS Levels				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2405 (a),(b)	Use ICS				
Local emergency declared or proclaimed* §2407 (a)(2)		Use SEMS			
Local government EOC activated §2407(a)(1)		Use SEMS			
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)		Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an Operational Area declare or proclaim a local emergency §2409(f)(2)			Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(f)(3)			Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a State of Emergency for county or two or more cities §2409(f)(5)			Activate EOC	Activate EOC	Activate EOC
Operational Area requests resources from outside its boundaries**§2409(f)(6)			Activate EOC	Activate EOC	Activate EOC
Operational Area receives resource requests from outside its boundaries**§2409(f)(7)			Activate EOC	Activate EOC	Activate EOC
An Operational Area EOC is activated §2411(a)				Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)					Activate EOC
Governor proclaims a State of Emergency §2413(a)(2)					Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)					Activate EOC

Notes: This matrix comes directly from Exhibit A-1 of the SEMS Guidelines. This matrix highlights the flow-through nature of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.

*The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be declared or proclaimed without the need for EOC activation.

** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange of furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

Situation is not applicable to the SEMS level.

3. Concept of Operations**3.5 Incident Management****3.5.1 Activation**

When an emergency situation arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Director of Emergency Services may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. In addition, the Director of Emergency Services may partially or fully activate and staff the EOC based on an emergency's type, size, severity, and anticipated duration. An emergency declaration is not required in order to implement the EOP or activate the EOC. Upon identifying the need to activate the EOC, a call-out notification will be made depending upon the activation level (discussed in Section 5.4.1.1): SHASCOM or the Incident Commander will notify the County OES and the Director of Emergency Services. If the director cannot be reached, notification will be made to the following:

- (1) Deputy Director of Emergency Services
- (2) Undersheriff
- (3) Emergency Services Coordinator

The Emergency Services Coordinator will take appropriate and responsive actions that may range from monitoring the situation for possible escalation to directing a partial or full EOC activation. Once notified that the EOC has been activated and/or an emergency has been declared, all involved County emergency services will implement their respective plans and procedures and provide the Director of Emergency Services with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property

Refer to the immediate actions checklist for further information on initial actions to be taken by the Director of Emergency Services (or designee) upon implementation of all or part of this EOP.

3.5.2 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by County personnel will be relayed to the Director of Emergency Services and

3. Concept of Operations

the SHASCOM, the 9-1-1 Dispatch Center. County response personnel will communicate and receive notifications using traditional communications technology, such as landline and cellular telephones, faxes, pagers, internet/email, and radio throughout the duration of response activities as long as these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners will be notified and coordinated through the County EOC as appropriate. *See EF 2 – Communications for more details.*

3.5.3 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and County staff, as well as personnel from neighboring jurisdictions or State to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

Through the County, a public warning and broadcast system has been established for the County to provide emergency information and instructions during a pending or actual emergency incident or disaster. EF 2 – Communications provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

3.5.3.1 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through the use of systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies, interoperability plans or procedures should be developed that include training and exercises, SOPs, new technology, and considerations of individual agency governance, as well as consideration of use within a stressful and often chaotic context of a major response. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed, and when authorized.

The Shasta County Interoperability Communications Plan provides further details.

3.5.4 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and is the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing,

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and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during Level 1 and 2 incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning/Intelligence Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the Sheriff's Office will notify the California State Terrorism Threat Assessment Center (STTAC) through Cal OES. During a terrorist incident, the STTAC may support situational awareness and intelligence gathering functions.

3.5.5 Resource Management

When the EOC is activated, the Logistics and Planning/Intelligence Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. In a situation where resource allocations are in dispute, the Director of Emergency Services has the final allocation authority. County resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:
 1. Protection of life
 2. Protection of responding resources
 3. Protection of public facilities
 4. Protection of private property
- Distribute resources so that the most benefit is provided for the amount of resources expended.

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- Coordinate citizen appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.
- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, State, and federal resources through an emergency declaration.

3.5.5.1 Resource Typing

The County utilizes resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. County response personnel and support staff are trained and exercised using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

3.5.5.2 Credentialing of Personnel

At this time, the County has not implemented a formalized credentialing program. Should one be implemented, the program will be developed with technical assistance from Cal OES and will provide for documenting personnel and authenticating and verifying their qualifications.

3.5.5.3 Volunteer and Donations Management

At this time, the County does not have a formal volunteer and donations management program in place. Should one be developed, the program will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents. Technical assistance for implementing SEMS/NIMS/ICS volunteer and donations management procedures is available from Cal OES, Planning and Preparedness Branch, Disaster Service Worker Volunteer Program.

During a Level 2 incident, when the EOC is activated and an emergency has not been declared, the Director of Emergency Services will coordinate and manage volunteer services and donated goods through the County EOC, with support from the Red Cross, Salvation Army, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow SEMS/NIMS/ICS standards. Elements of the County's volunteer and donations management program may include:

- Activation of a Volunteer and Donations Management coordinator within the County's emergency management organization to address volunteer and donations management, including coordination with

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neighboring jurisdictions and the State's donation management system.

- Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).
- Coordination with State and local volunteer agencies and Volunteer Organizations Active in Disaster groups,
- Establishment of facilities such as a warehouse and volunteer reception center.
- Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.
- Communications support such as coordination of a call center and public information.
- Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

3.5.6 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as vulnerable populations and special needs populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing
- Individuals with limited English proficiency
- Children and the elderly
- Individuals without vehicles
- Individuals with special dietary needs
- Individuals who experience physical disabilities

Persons with access and functional needs within the County have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the County Director of

3. Concept of Operations

Emergency Services will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

The County plans and programs in place to assist Access and Functional Needs Populations including:

- Shasta County HHSA staff trained as Functional Assessment Service Team (FAST) to assist at general population shelters

3.5.7 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the County and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters on themselves and their children through personal preparedness activities. To the greatest extent possible, HHSA will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

3.5.8 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through Cal OES.

3.5.9 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times
- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Director
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Director

3. Concept of Operations

- Repair and maintenance of equipment, if necessary

The Director of Emergency Services, with advice from the EOC Director and/or on-scene Incident Commander, will determine when a State of Emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored.

3.5.10 Transition to Recovery

Once the immediate response phase has been completed, the County will turn towards recovery to restore government function and community services. A transition from response to recovery may occur at different times in different areas of the County.

Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

During the recovery period, the County will review and implement mitigation measures, collect lessons learned and share them within the emergency response community, and reassess this EOP, including annexes to identify deficiencies and take corrective actions. Resources to restore or upgrade damaged areas may be available if the County demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

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Roles and Responsibilities

4.1 General

County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Director of Emergency Services is responsible for emergency management planning and operations for the area of the county lying outside the limits of the incorporated municipalities. The mayor or other designated official of each incorporated City is responsible for emergency management planning and operations for that jurisdiction.

Most County departments have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

4.2 Emergency Management Organization

For the purposes of this plan, the County's emergency management structure will be referred to generally as the County Emergency Management Organization (EMO). Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the County's emergency management structure.

The Director of Emergency Services may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other County staff. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for County's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the County is divided into two general groups, organized by function—the Executive Group and Emergency Response Agencies.

4. Roles and Responsibilities

4.2.1 Executive Group

The Executive Group may include representation from each County department during an event. The Executive Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - The jurisdiction, including persons, property, and structures
 - Vulnerable populations, including unaccompanied children and those with service animals
 - Individuals with household pets
- Leading and encouraging all citizens (including vulnerable populations) to take preparedness actions.
- Encouraging residents to participate in volunteer organizations and training courses.

4.2.1.1 Board of Supervisors

The ultimate responsibility for policy, budget, and political direction for the County government is borne by the Board of Supervisors. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the Board of Supervisors will provide elected liaison with the community and other jurisdictions. In the event that declaration of emergency is needed, the Board of Supervisors will initiate and terminate the State of Emergency through a proclamation.

General responsibilities of the Board of Supervisors include:

- Establishing emergency management authority by County resolution.

4. Roles and Responsibilities

- Adopting an EOP and other emergency management–related resolutions.
- Declaring a State of Emergency and providing support to the on-scene Incident Commander in requesting assistance through the County.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.

4.2.1.2 County Executive Officer

The County Executive Officer is responsible for continuity of government, overall direction of County Administrative Office, emergency operations, and dissemination of public information, including the following tasks:

- Ensuring that all County Administrative Office departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the governing body.
- Ensuring that plans are in place to protect and preserve County records.

4.2.1.3 Director of Emergency Services

The Director of Emergency Services has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Director of Emergency Services works with the Executive Group to ensure that there are unified objectives with regard to the County’s emergency plans and activities, including coordinating all aspects of the County’s capabilities. The Director of Emergency Services coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Director of Emergency Services is responsible for:

- Serving as staff advisor to the Board of Supervisors and County Executive Officer for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.

4. Roles and Responsibilities

- Preparing and maintaining a resource inventory (including call-down lists).
- Ensuring the operational capability of the County EOC.
- Activating the County EOC.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the County and Cal OES.
- Maintaining liaison with organized emergency volunteer groups and private agencies.

In addition to the Director of Emergency Services, a deputy director and an emergency services coordinator serve as the primary emergency management leadership. The Director of Emergency Services may also be referred to as the Emergency Management Director. The County Sheriff is generally the Director of Emergency Services; however, another official may be appointed to serve in this role by the Board of Supervisors. The Deputy Director is the County Fire Warden and the Services Coordinator is typically staffed by officials from the Sheriff's Department or the Fire Department.

4.2.1.4 Emergency Management Council

The Director of Emergency Services is supported by the Emergency Management Council. This council is composed of the following members:

- Chairman of the Board of Supervisors-Chairman
- Director of Emergency Services-Vice Chairman
- County Executive Officer
- Sheriff
- County Public Health Officer
- County Fire Warden
- County Fire Warden-SCHMRT Lead Agency
- County Director of Social Services (Director of Health and Human Services Agency)
- County Director of Public Works

In addition to these members, other County departments and community organizations are utilized as resources and to provide subject-specific expertise.

4. Roles and Responsibilities

These regularly include the County Mental Health division (Health and Human Services Agency), County Agricultural Commissioner, the American Red Cross, Salvation Army, and representatives from the jurisdictions within the County.

4.2.1.5 County Department Heads

Department and agency heads collaborate with the Executive Group during development of local emergency plans and provide key response resources. County department and agency heads and their staffs develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercise to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Executive Officer.

4.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, the majority of County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All County departments are responsible for:

- Supporting EOC operations to ensure that the County is providing for the safety and protection of the citizens it serves.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department; this document must be made known to department employees, and a copy must be filed with the County Executive Officer.
- Developing alert and notification procedures for department personnel.
- Developing guidelines to implement assigned duties specified by this plan.
- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.
- Notifying the Director of Emergency Services of resource shortfalls.

4. Roles and Responsibilities

- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring that staff complete required training (including required NIMS and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

4.2.3 Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, and public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agency(s)**
 - Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.
- **Supporting Agency(s)**
 - Identify agencies with substantial support roles during major incidents.

4. Roles and Responsibilities

4.2.3.1 Transportation

Primary Agency: Department of Public Works

Supporting Agencies: Sheriff's Office, Office of Education, coordinating with School Districts; HHSA, Opportunity Center (special needs transportation), Hospitals (air operations), California Department of Transportation, California Highway Patrol

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the County's transportation system and infrastructure.
- Identifying temporary alternative transportation solutions that can be implemented by others when County systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinating the restoration and recovery of County transportation systems and infrastructure.
- Coordinating support of emergency operations activities among transportation stakeholders within the County's authorities and resources limitations.

See EF 1 – Transportation for more details.

4.2.3.2 Communications

Primary Agency: SHASCOM

Supporting Agencies: Sheriff's Office, Information Technology Department, Shasta County 211, Valley Communications (private), Shasta Tehama Amateur Radio Emergency Services, California Department of Forestry and Fire Protection (CAL FIRE) Emergency Coordination Center

Alert and Warning

Responsibilities related to alert and warning include:

- Monitoring emergency communications networks.
- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Director, or PIO.
- Receiving and disseminating warning information to the public and key County Officials.
- Activating the reverse dialing system, Dialogic Communicator.

4. Roles and Responsibilities

Communication Systems

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

Additional resources that may be utilized include the California Health Alert Network, HHS Community Relations Unit, and the Regional Cal OES Response Vehicle.

See the Shasta County Interoperable Communications Plan and EF 2 – Communications for more details.

4.2.3.3 Construction and Engineering

Primary Agency: Department of Public Works

Supporting Agencies: Department of Resource Management (Building Division), California Department of Transportation

Responsibilities related to public works and engineering include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for life-saving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.
- Coordinating disaster debris management activities.

See EF 3 – Construction and Engineering for more details.

4. Roles and Responsibilities

4.2.3.4 Fire and Rescue

Primary Agency: County Fire Department

Supporting Agencies: County OES, CAL FIRE – Shasta Trinity Unit, local fire departments and districts, including:

- United States Forest Service – Shasta-Trinity National Forest
- National Park Service – Whiskeytown National Recreation Area and Lassen National Park.
- Anderson Fire Protection District
- Burney Fire Protection District
- City of Redding Fire Department
- Cottonwood Fire Protection District
- Fall River Fire Protection District
- Happy Valley Fire Protection District
- McArthur Fire Protection District
- Millville Fire Protection District
- Shasta County Fire Department
- Shasta College Fire Protection District
- Shasta Fire Community Service District
- Shasta Lake Fire Protection District

Responsibilities related to fire service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Providing hazardous materials spills emergency response, planning, and coordination as lead agency for the Shasta Cascade Hazardous Materials Response Team (SCHMRT)
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.

Fires originating in or potentially impacting federal land, the land management agency (U.S. Forest Service, National Park Service, and Bureau of Land

4. Roles and Responsibilities

Management) will be partners in any response operations and communication between the County and Federal agency will be essential.

See EF 4 – Fire and Rescue for more details.

4.2.3.5 Management

Primary Agency: County OES

Supporting Agencies: Information Technology Department, Sheriff's Office
(Intelligence Gathering)

Emergency Operations Center

The Director of Emergency Services is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. County departments will be requested to designate personnel who can be made available to be trained by the County OES and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the County to activate and utilize its EOC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions.
- Maintaining the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the EOC and developing procedures for crisis training.
- Ensuring that EOC personnel operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

Additional information technology resources that may be utilized are the CalEOC incident management software and EM Resource for tracking of hospital beds and casualty alerts

See Chapter 5 – Command and Control and EF 5 – Emergency Management for more details.

4.2.3.6 Care and Shelter

Primary Agency: Health and Human Services Agency (HHS)

4. Roles and Responsibilities

Supporting Agencies: Shasta County Sheriff's Office, County OES, American Red Cross, Shasta Tehama Voluntary Organizations Active in Disaster (Shasta VOAD), Salvation Army, Northern Valley Catholic Social Service, Shasta County Continuum of Care (homeless services), School Districts (potential shelter sites)

HHSA, with support from the American Red Cross (Red Cross), is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in EF 6 – Care and Shelter and EF 11 – Food and Agriculture and additional details may be found in the County Care and Shelter Plan. Responsibilities related to mass care, emergency assistance, housing, and human services include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.
- Maintaining and implementing procedures for the care and shelter of animals in an emergency would be the responsibility of the Shasta County Sheriff's Office.
- Coordinating support with other County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).
- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.

4. Roles and Responsibilities

- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

See EF 6 – Care and Shelter or the County Care and Shelter Plan for more details.

4.2.3.7 Resources

Primary Agency: County OES – in coordination with individual agencies

Supporting Agencies: Department of Support Services, Auditor-Controller’s Office, American Red Cross, Salvation Army

Responsibilities related to logistics management and resource support include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to County departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

Volunteer organizations such as the American Red Cross and Salvation Army may be utilized to coordinate donation management.

The County follows FEMA resource typing guidelines.

See EF 7 –Resources for more details.

4. Roles and Responsibilities

4.2.3.8 Public Health and Medical

Primary Agency: HHS (including Public Health and Adult and Children's Mental Health) and Department of Resource Management (Environmental Health Division), Sierra-Sacramento Valley EMS Agency, Sheriff's Office/Coroner

Supporting Agencies: Shasta County Healthcare Preparedness Program Coalition (planning), Area Hospitals (Mercy Medical Center Redding, Shasta Regional Medical Center, Mayers Memorial Hospital District, Vibra Hospital of Northern California, Patients' Hospital), Area Ambulance Services (Mercy Medical Center Redding, Shasta Regional Medical Center, Mayers Memorial Hospital District, AMR, Burney Fire Department, PHI Air Medical, REACH Air Medical Services)

The Public Health Branch Director for the County is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Public Health Officer or designee also serves as the public health representative for the County EMO. Relevant operations are detailed in EF 6 – Care and Shelter and EF 8 – Public Health and Medical Services.

Responsibilities related to public health include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinating public health surveillance.
- Coordinating medical mutual aid activities in coordination with the Regional Disaster Medical and Health Specialist (RDMHS) (Sierra-Sacramento Valley EMS Agency).
- Coordinating medical countermeasure receipt, distribution and dispensing in support of treatment or mass prophylaxis (oral or vaccination), if needed.
- Coordinating isolation and/or quarantine actions, as needed
- Coordinating dissemination of public health information.
- Serve as the Medical Health Operational Area Coordinator (MHOAC) Program jointly with the local EMS Agency (LEMSA) in accordance with CA H & S Code 1797.153(a) and have primary responsibility for

4. Roles and Responsibilities

duties 9 through 17 outlined in CA H & S Code 1797.153(c) which are:

- (9) Health surveillance and epidemiological analyses of community health status.
 - (10) Assurance of food safety.
 - (11) Assist in management of exposure to hazardous agents.
 - (12) Assist in coordination of mental health services.
 - (13) Provision of medical and health public information protective action recommendations.
 - (14) Assist in coordination of vector control services.
 - (15) Assurance of drinking water safety.
 - (16) Assurance of the safe management of liquid, solid, and hazardous wastes.
 - (17) Investigation and control of communicable disease.
- Provide a point of contact and back-up for the Shasta County MHOAC Program responsibilities.
 - Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

EMS-related responsibilities include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.
- Requesting additional EMS assets as necessary.

Local EMS Agency responsibilities include:

- Serve as the Medical Health Operational Area Coordinator (MHOAC) Program jointly with the local EMS Agency (LEMSA) in accordance with CA H & S Code 1797.153(a) and have primary responsibility for duties 1 through 8 outlined in CA H & S Code 1797.153(c) which are:
 - (1) Assessment of immediate medical needs.
 - (2) Coordination of disaster medical and health resources.
 - (3) Coordination of patient distribution and medical evaluations.

4. Roles and Responsibilities

- (4) Coordination with inpatient and emergency care providers.
 - (5) Coordination of out-of-hospital medical care providers.
 - (6) Coordination and integration with fire agencies personnel, resources, and emergency fire pre-hospital medical services.
 - (7) Coordination of providers of nonfire based prehospital emergency medical services.
 - (8) Coordination of the establishment of temporary field treatment sites.
- Provide a point of contact and back-up for the Shasta County MHOAC Program responsibilities.

Responsibilities related to Sheriff-Coroner include:

- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead.

See EF 8 – Public Health and Medical for more details.

4.2.3.9 Search and Rescue

Primary Agency: County Sheriff's Office

Supporting Agencies: Local city police departments, County Fire Department, Mutual Aid Partners, Lassen National Park, Civil Air Patrol

Responsibilities related to search and rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.

Specialty search and rescue resources in the County include a swift water rescue team and a dive team.

See EF 9 – Search and Rescue for more details.

4. Roles and Responsibilities

The State has merged Search and Rescue in with EF 4 – Fire and Rescue and EF 13 – Law Enforcement. Please refer to those sections for additional information.

4.2.3.10 Hazardous Materials

Hazardous Materials Response

Primary Agency: Shasta Cascade Hazardous Materials Response Team (SCHMRT) (Type 2), Shasta County Fire Department

Supporting Agencies: Department of Resource Management (Environmental Health Division), HHS (Public Health Branch), Shasta Interagency Narcotics Task Force (Drug Lab Team), Public Works Hazardous Materials Team (chlorine response and decontamination), City of Redding Fire Department, Butte County Regional Hazardous Materials Team, CAL FIRE, National Guard 9th Civil Support Team, FEMA Region 9 Decontamination Team

Responsibilities related to oil and hazardous materials include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and State agencies.
- Recommending protective actions related to hazardous materials.
- Conducting environmental short- and long-term cleanup.

Responsibilities related to radiological protection include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the Statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

4. Roles and Responsibilities

In the County, the primary chemical concerns are chlorine and ammonia stored at fixed sites. High risk transportation routes for hazardous materials include Interstate 5 and the railroad.

See EF 10 – Hazardous Materials for more details.

4.2.3.11 Food and Agriculture

Primary Agency: Department of Resource Management (Environmental Health Division)

Supporting Agencies: University of California Cooperative Extension, The Food Group (nutrition assistance), Air Quality Management District, Lassen National Park, Sheriff's Office/Animal Control, Haven Humane Society, Agricultural Commissioner/Sealer of Weights and Measures

Responsibilities related to agriculture and natural resources include:

- Providing nutrition assistance.
- Conducting animal and plant disease and pest response.
- Monitoring food safety and security.
- Providing natural and cultural resources and historic properties protection and restoration.
- Coordinating with pet-owners in protecting the safety and well-being of household pets.

See EF 11 – Food and Agriculture for more details.

4.2.3.12 Utilities

Primary Agency: County OES

Supporting Agencies: Redding Electric Utility, Pacific Gas and Electric Company, Shasta Lake Electric Utility, Western Area Power, California Utility Emergency Association, Comcast, AT&T, Verizon, Sprint, Shasta County Public Works

Responsibilities related to energy and utilities include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinating with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government

4. Roles and Responsibilities

offices/facilities, water/sewage systems, and other essential community services.

See EF 12 – Utilities for more details.

4.2.3.13 Law Enforcement

Primary Agency: Sheriff's Office

Supporting Agencies: Local police departments within the County, local fire departments/districts within the County, mutual aid partners, California Highway Patrol

In the event of terrorist activity, the Federal Bureau of Investigation will be the lead agency for any response. The Federal Drug Enforcement Agency may also be involved in a supporting role.

Responsibilities related to law enforcement include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.
- Conducting search and rescue operations (particularly lost person search and rescue), including all necessary training for Search and Rescue responders
- Coordinating and planning evacuation procedures and operations.

See EF 13 – Law Enforcement for more information.

4.2.3.14 Long-Term Recovery

Primary Agency: County OES; County Fire Department

Supporting Agencies: Department of Public Works, Department of Resource Management, Building Division, Auditor-Controller's Office, Treasurer's Office, and the Assessor-Recorder's Office

Initial and Preliminary Damage Assessment (IDA/PDA)

Responsibilities related to damage assessment include:

- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members to the EOC.

4. Roles and Responsibilities

- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of the damaged area.
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

See FA 4 – Recovery Strategy for more details.

Recovery Assistance

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.
- Participating with State partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support, providing assistance as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the County.
- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

See EF 14 – Long-Term Recovery for more details.

4.2.3.15 Public Information

Primary Agency: County OES

Supporting Agencies: County Fire Department, HHSA

Individual County departments may also be tasked with providing public information specific to their agency's functions and the emergency.

Responsibilities related to external affairs include:

- Conducting ongoing hazard awareness and public education programs.

4. Roles and Responsibilities

- Compiling and preparing emergency information for the public in case of emergency.
- Coordinating with other agencies to ensure consistency of education and emergency information.
- Arranging for media representatives to receive regular briefings on the County's status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.
- Being aware of non-English-speaking and/or bilingual population centers within the County and preparing training and news releases accordingly.
- Monitoring the media and correcting misinformation.
- Overseeing and providing information to call-takers who receive requests for assistance from the public.

See EF 15 – Public Information for more details.

4.2.3.16 Evacuation

Primary Agency: Sheriff's Office, County OES

Supporting Agencies: HHSA, Public Works, SHASCOM

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of County departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
 - Movement control
 - Health and medical requirements
 - Transportation needs
 - Emergency Public Information materials
 - Shelter and reception location
- Conducting evacuation alerts to the public through reverse dialing (Dialogic Communicator), EAS, and door-to-door notifications.

4. Roles and Responsibilities

- Developing procedures for sheltering in place.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.
- Conducting evacuation in accordance with County policy.
- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

See EF 13 – Law Enforcement for more information.

The State has merged Search and Rescue with EF 13 Law Enforcement. Please refer to that section for additional information.

4.2.3.17 Volunteer and Donation Management

Primary Agency: County OES

Supporting Agencies: Red Cross, Salvation Army, Shasta VOAD

Government-Sponsored/ Organized Volunteers

Responding to incidents may exceed the County's resources. Government-sponsored volunteer organizations such as Community Emergency Response Teams (CERTs), Red Cross, Fire Corps and/or Medical Reserve Corps, Volunteers in Police Service, and volunteers associated with the faith-based community provide vital support to emergency response agencies in completing their assigned tasks.

Unaffiliated Volunteers and Donations

Unaffiliated volunteers and donors can support response efforts in many ways, and it is essential that the County plan ahead to effectively incorporate volunteers and donated goods into its response activities. The County will direct unaffiliated volunteers to organized volunteer agency such as a Shasta VOAD or other Community Emergency Response Team (CERT), Red Cross or pre-designated organization within the faith based community so that they may be incorporated into the response effort.

See EF 17 – Volunteer and Donation Management for more details.

4.2.3.18 Other Agency Responsibilities

Other County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the Director of Emergency Services.

4. Roles and Responsibilities

4.3 Local Response Partners

The County's emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector.

4.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

4.3.2 Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental and faith-based organizations in an emergency may include:

- Training and managing volunteer resources.

4. Roles and Responsibilities

- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

4.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

4.4 Operational Area Response Partners

The California Emergency Services Act designates each county as an Operational Area to coordinate emergency activities and resources of the cities, tribal partners, and special districts located within the County boundaries. In Shasta County, the County OES is the lead agency for the Operational Area, and the County Director of Emergency Services serves as the Operational Area Coordinator.

The County OES is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

As the Operational Area, the County OES will also coordinate fulfillment of requests for mutual aid from the cities and other political jurisdictions or special districts within the County. It will fulfill such requests by coordinating County resources or resources of other local governments within the Operational Area, such as the City of Redding. If local supplies are limited, requests will be advanced to the SEMS Regional level to access resources outside of the Operational Area.

4. Roles and Responsibilities

4.5 Regional Response Partners

The County falls within the Inland Region of Cal OES, and in Mutual Aid Region III. The Regional EOC is located in Sacramento. There are 31 counties and three Mutual Aid Regions within the Inland Region. Within the Regions, there are 123 incorporated cities. Cal OES administrative Regions are responsible for coordinating information and resources within the Region and between the SEMS State and Regional levels to ensure effective and efficient support to local response.

See the California Office of Emergency Services website for details on the Region's emergency management organization and detailed roles and responsibilities for State departments.

4.6 State Response Partners

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting EFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

See the State of California Emergency Operations Plan for details on the State's emergency management organization and detailed roles and responsibilities for State departments.

4.7 Federal Response Partners

Federal response partners are typically requested by the State Operations Center in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the California State Emergency Plan and, if necessary, the National Response Framework.

See the National Response Framework for details on the federal government's emergency management organization and detailed roles and responsibilities for federal departments.

See the National Response Framework for details on the federal government's emergency management organization and detailed roles and responsibilities for federal departments.

4. Roles and Responsibilities

Agencies/ Departments	EMERGENCY FUNCTIONS																
	EF1	EF2	EF3	EF4	EF5	EF6	EF7	EF8	EF9	EF10	EF11	EF12	EF13	EF14	EF15	EF16	EF17
P = Primary Agency	Transportation	Communication	Construction	Fire And	Management	Care & Shelter	Resources	Public Health	Search &	Hazardous	Food & Agricul	Utilities	Law Enforce	Recovery	Public Informa	Evacua	Volunte
S = Supporting Agency																	
Shasta County																	
Fire Department			S	P					S	P				P			
Health and Human Services Agency	S					P		p		S	P				S		
Information Technology Department		S															
Interagency Narcotics Task Force										S							
Public Works Department	P		P							S				S			
Office of Education	S																
Office of Emergency Services (Sheriff's Office)					P		P					P		P	P	P	P
Resource Management Department			S											S			
Sheriff's Office		S			S			S	P		S		P			P	
Support Services Department					S		S										
Treasurer's Office							S										
Auditor-Controller's Office							S										
Special Districts																	
Air Quality Management District											S						
School Districts	S					S											
SHASCOM		P															
Shasta Cascade Hazardous Materials Response Team	S									P							

4. Roles and Responsibilities

Table 4-1 Primary and Support Agencies by Function																	
Agencies/ Departments	EMERGENCY FUNCTIONS																
	EF1	EF2	EF3	EF4	EF5	EF6	EF7	EF8	EF9	EF10	EF11	EF12	EF13	EF14	EF15	EF16	EF17
Sierra-Sacramento Valley EMS Agency								S									
Community Partners																	
Ambulance Service Providers	S							S									
American Red Cross						S	S										S
California Utilities Emergency Association												S					
Civil Air Patrol									S								
Haven Human Society											S						
Healthcare Coalition																	
Hospitals	S							S									
Local Utilities												S					
Northern Valley Catholic Social Service						S											
Salvation Army						S	S										S
SAR Volunteers									S								
Shasta 211		S															
Shasta Tehama Amateur Radio Emergency Services		S															
Shasta Voluntary Organizations Active in Disaster						S											S
The Food Group											S						
University of California Cooperative Extension/Agricultural Commissioner											P						

4. Roles and Responsibilities

Table 4-1 Primary and Support Agencies by Function																	
Agencies/ Departments	EMERGENCY FUNCTIONS																
	EF1	EF2	EF3	EF4	EF5	EF6	EF7	EF8	EF9	EF10	EF11	EF12	EF13	EF14	EF15	EF16	EF17
Valley Communication		S															
State																	
California Highway Patrol													S				
CAL FIRE				S													
9 th Civil Support Team										S							
Federal																	
FEMA Region 9 Decontamination Team										S							
Lassen National Park									S		S						
Whiskeytown National Recreation Area																	
Shasta Lake/USFS																	

5

Command and Control

5.1 General

The ultimate responsibility for command and control of County departments and resources lies with the County Executive Officer; however, the Director of Emergency Services will maintain direction and control of the County EMO, unless otherwise delegated. County emergency operations, both on-scene and in the County EOC, will be conducted in a manner consistent with SEMS, including use of ICS.

During a County-declared disaster, control is not relinquished to State authority but remains at the local level for the duration of the event. Consistent with California Government Code §§8559 and 8605, the County of Shasta is designated at the Operation Area for Shasta County, and the county-wide coordinator, the Director of Emergency Services, is the Operational Area Coordinator. In accordance with California Government Code §8607, the Shasta Operational Area functions as a part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and the Multi-Agency Coordination System, as appropriate.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Sheriff's Office, and/or Fire Department), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the Director of Emergency Services and request activation of the County EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and State leads.

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the EOC and assign an EOC Director. The EOC Director support on-scene operations and coordinates County resources. The request will be submitted to the Director of Emergency Services, who will determine whether to activate the County EOC and will assume, or

5. Command and Control

designate, the role of EOC Director. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing County services, and then only when a situation threatens to expand beyond the County's response capabilities.

Upon activation of the County EOC, the EOC Director is empowered to assume executive control over all departments, divisions, and offices of the County during a State of Emergency. If appropriate, the on-scene Incident Commander or EOC Director may request that the Sheriff declare a State of Emergency.

5.4 Operational Area

The Shasta Operational Area's 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.
- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

5.5 Emergency Operations Center

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the County seat of government for the duration of the crisis. The EOC does not provide tactical direction to the various incidents which are being conducted in the field using the Incident Command System. Field Incident Commanders have clear authority to command and tactically direct the resources under their control.

5.5.1 Emergency Operations Center Activation

The Shasta Operational Area EOC will be activated when an emergency situation occurs that exceeds local and/or in-field capabilities to adequately respond to and mitigate an incident(s). The Operational Area EOC will be activated when:

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- Another local government in the Operational Area activates its EOC and requests the Operational Area EOC to be activated (CCR §2407(a)(1)).
- Two or more cities within the Operational Area proclaim a local emergency (CCR §2409(f)(2)).
- The County and one or more cities proclaim a local emergency (CCR §2409(f)(3)).
- A city or the county requests a Governor's proclamation of a State of Emergency (CCR §2409(f)(4)).
- The Governor proclaims a State of Emergency for the County or two or more cities (CCR §2409(f)(5)).
- Activation is recommended by County OES personnel.

During emergency operations, and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the Director of Emergency Services, who may assume or designate the role of EOC Director. While the on-scene Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing County resources in support of emergency operations.
- The EOC Director will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, forces supplied through mutual aid agreements, and private contractors. County, State, and federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
- Department heads and organization leaders are responsible for assigned emergency functions, as outlined in the EFs.
- The EOC may, as appropriate, operate on a 24-hour basis.

5. Command and Control

The Director of Emergency Services will immediately notify the County Administrative Office upon activation of the Operational Area EOC. Periodic updates will be issued to the County for the duration of Operational Area EOC activation.

5.5.1.1 Emergency Operations Center Activation Levels

The scope of an emergency, rather than the type, will largely determine whether the EOC will be activated, and to what level. When an emergency occurs in or affects the County, the EMO will operate at one of the following EOC activation levels:

■ **Level 1 – Monitoring or OES staff scene support.**

- Level 1 may be requested by on-scene command, or initiated by the Shasta Operational Area OES during emergencies with escalation potential.
- EOC staffing for a Level 1 emergency will normally be limited to Operational Area OES personnel.

■ **Level 2 – Partial EOC activation with partial staff.**

- Level 2 requires limited staffing by key agencies involved or affected by an emergency confined to a specific area of the County, which stresses local resources.
- Level 2 activation may be ordered by the Sheriff or the County Executive Officer.

■ **Level 3 – Full EOC activation with full staff.**

- Level 3 is a full scale activation that requires full EOC staffing as outlined in this plan to address a large emergency affecting all or a large part of the County.
- Level 3 activation may be ordered by the Sheriff or the County Executive Officer.

5.5.2 Emergency Operations Center Location

The **primary location** for the EOC is:

SHASCOM,
3101 South Street, Redding, CA 96001-2379

5. Command and Control

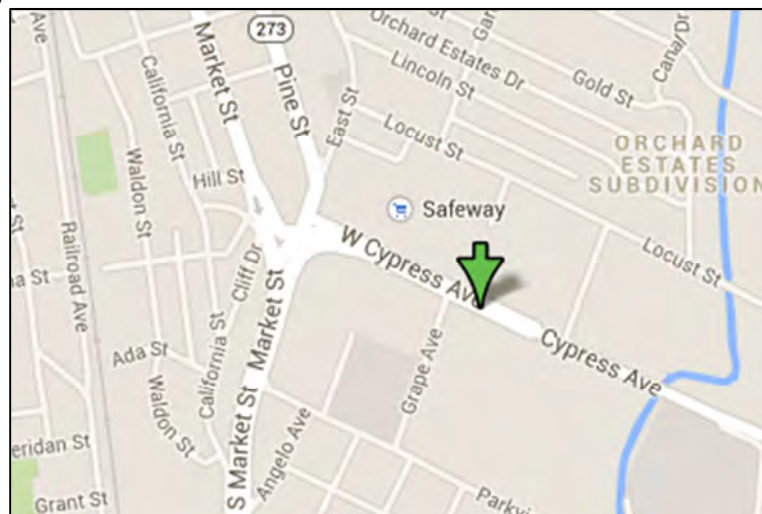
Figure 5-1 Primary EOC Location



If necessary, the **alternate location** for the EOC is:

California Department of Forestry and Fire Protection
 1000 Cypress Street, Redding, CA 96001

Figure 5-2 Alternate EOC Location



The location of the EOC can change, as required by the needs of the incident. Coordination and control for County emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Director will designate an alternate facility.

5.5.3 Emergency Operations Center Staffing

Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander

5. Command and Control

or EOC Director may change to meet the needs of the incident. In the event that local staffing resources are not adequate to maintain the County EOC, the County may request support from the State.

County departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

- EOC staffing requirements for a Level 1 (monitoring) and/or Level 2 (partial) activation will be based upon the scope and nature of the emergency, as well as current requirements.
- The OES Coordinator will ensure that the appropriate functions of the emergency management organization are notified for Level 1 and 2 EOC activations.
- Staffing requirements for Level 3 (full) activations will require the entire emergency management organization, including all sections.
- Extended EOC operations may require the use of multiple shifts and position alternates; the Policy/Management group will make this determination as the situation dictates.

5.5.4 Access and Security

During an emergency, access to the County EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. Authorized personnel in the EOC include EOC staff, county or city officials, and those with legitimate business in the EOC. The EOC Director or Security Officer (if designated) may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present. All authorized EOC staff, visitors, and the media will be issued identification cards for EOC access. These identification cards will identify the bearers as visitors or members of the emergency management team.

5.5.5 Incident Management Software

The County utilizes Cal EOC incident management software to help gather, analyze, and disseminate information in the County EOC. The County Director of Emergency Services is responsible for training EOC staff on the use of software, and a User's Manual is maintained in the County EOC.

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5.5.6 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and Director of Emergency Services.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the County Executive Officer and staff to manage recovery operations as part of their daily responsibilities.

The Director of Emergency Services has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened (see activation procedures in Section 5.4.1) and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC occurs at the direction of the Director of Emergency Services.

5.6 Department Operations Centers

In some circumstances, a particular County department may have primary responsibility for coordinating the County's response to an emergency without full activation of the County EOC. In that case, the department would establish a Department Operations Center (DOC) to support operations.

These departments may include:

- County Fire Department – Fire emergencies
- Sheriff's Office – Incidents with security impacts
- County Public Works Department – Incidents with infrastructure impacts (roads, water/wastewater systems)
- HHSA – Public health emergencies

Upon activation of a DOC, notification will be made to the County Administrative Office and County OES Director. The County may choose to activate the EOC to consolidate coordination efforts. In that case, the DOC would function as an Incident Command Post.

5.7 Incident Command System

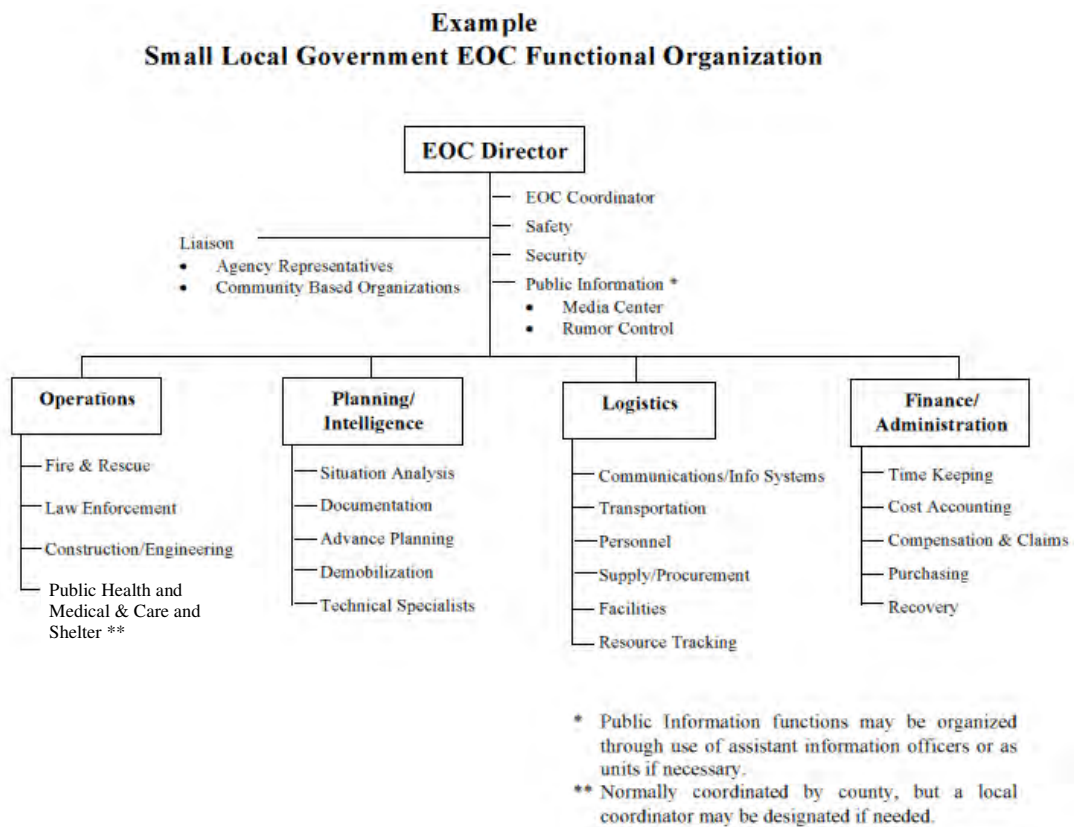
ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize ICS to

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manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures (Figure 5-3).

The County ICS structure can be expanded or contracted, depending on the incident’s changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines. The County ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency (Level 1). The County has established an EMO, supporting EOC activation and ICS operational procedures, and position checklists. These checklists are appended to this Basic Plan (Appendix C); however, this document does not perform the full function of an EOC manual.

Figure 5-3 Example of a Scalable Command Structure for the County



5.7.1 Emergency Operations Center Director

The EOC Director is responsible for EOC operations when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Director is responsible for:

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- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Approving and supporting implementation of an Incident Action Plan (IAP).
- Coordinating activities in support of emergency operations.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Director may change to meet the needs of the incident.

5.7.2 Emergency Operations Center Command Staff**5.7.2.1 Safety Officer**

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identifying the initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

5.7.2.2 Public Information Officer

The PIO will coordinate and manage the County's public information network, including local, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

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- Developing and coordinating release of information to incident personnel, media, and the general public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a JIC.
- Implementing information clearance processes with the EOC Director.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.7.2.3 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Director, government officials, and stakeholders.

5.7.2.4 Security Officer

The security officer position at the EOC is responsible for control of access to the EOC and general security at the facility. Security officer duties include:

- Maintaining the check-in and checkout rosters.
- Providing 24-hour security at the EOC.
- Addressing situations resulting from inappropriate personnel or personnel actions at the EOC.

5.7.3 Emergency Operations Center General Staff

5.7.3.1 Operations Section Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

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- **Fire** – emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- **Law Enforcement** – incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- **Public Health Officials** – contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- **Public Works** – incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.
- Private entities, companies, and nongovernmental organizations may also support the Operations Section. Examples of support these organizations may provide include:
 - Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
 - Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP.
 - Managing field response activities
 - Directing implementation of unit operational plans
 - Requesting resources as needed
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

5.7.3.2 Planning/Intelligence Section Chief

The Planning/Intelligence Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning/Intelligence Chief is responsible for:

- Collecting and evaluating information, and distributing incident information through status summaries.
 - For terrorist incidents, liaise with the STTAC.
- Maintaining resource status.

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- Preparing and disseminating the IAP, including developing alternatives for tactical operations
- Conducting planning meetings.

5.7.3.3 Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning/Intelligence Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.

5.7.3.4 Finance/Administration Section

The Finance/Administration Section is activated for large-scale or incidents that require emergency funding or use of specialized services and equipment that are not within the County's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning/Intelligence Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

5.7.4 Unified Command

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Command.

5. Command and Control

Table 5-1 Comparison of Single Incident Commander and Unified Commander	
Single Incident Commander	Unified Command
<p>The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.</p>	<p>The individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.</p>

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

A Policy/Management Group will serve in an advisory function within Unified Command in the Operational Area EOC. This group is composed of the following:

- Board of Supervisors
- County Executive Officer
- Emergency Management Council
- County OES personnel
- County Counsel
- Liaison Officer (Designated by Policy/Management)
- Public Information Officer
- Safety Officer
- Incorporated cities representatives if participating in a Unified Command
- Special districts representatives if participating in a Unified Command
- Representatives from State or federal agencies involved in the response

5.7.5 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involves multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-

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of-control, and does not have operational responsibilities. If activated, the Area Command:

- Sets overall incident-related priorities:
 - De-conflicts incident management objectives with other ICS organizations and established policies.
 - Allocates critical resources according to incident-related priorities.
 - Identifies critical resource needs and reports them to the EOCs.
- Conducts oversight:
 - Ensures proper management and effective communications and provides for personnel accountability and a safe operating environment.
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.7.6 Multi-Agency Coordination

In the event that the County is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

6

Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

The EOP will be re-promulgated when a new senior elected or appointed official takes office, or a minimum of every five years, to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the County Director of Emergency Services and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

Director of Emergency Services
Shasta County Sheriff's Office
1525 Court Street
Redding, CA 96001

6.2 Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The Director of Emergency Services coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

6. Plan Development, Maintenance and Implementation

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The Director of Emergency Services maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Emergency Personnel	Training Required
Direct role in emergency management or emergency response	ICS-100 IS-700a
First-line supervisors, mid-level management, and Command and General Staff	ICS-100, -200 IS-700a
Supervisory role in expanding incidents or a management role in an EOC	ICS-100, -200, -300 IS-700a
Management capacity in an Area Command situation or EOC	ICS-100, -200, -300, -400 IS-700a, -701a
Public Information Officers	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-800b
<i>Additional information about training requirements can be found on the Cal OES website at http://www.calema.ca.gov/TrainingandExercises/Pages/Training-and-Exercises.aspx Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.</i>	

6. Plan Development, Maintenance and Implementation

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP. The County will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <http://hseep.dhs.gov>.

The Director of Emergency Services will work with County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Director of Emergency Services will conduct a review, or “hot wash,” with exercise participants after each exercise. The Director of Emergency Services will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the County’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Success stories and lessons learned should be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The Director of Emergency Services will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the County’s EMO.

6.5 Community Outreach and Preparedness Education

The County will educate the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County’s overall readiness.

Information about the County’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County’s website at

http://www.co.shasta.ca.us/index/sheriff_index/emergency_prep.aspx.

6. Plan Development, Maintenance and Implementation

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain an EMO that ensures the County's ability to respond to and recover from disasters. The Director of Emergency Services will work with the County Executive Officer, Board of Supervisors, Emergency Management Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Board of Supervisors is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

A

Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

PROCLAMATION OF A LOCAL EMERGENCY BY
DIRECTOR OF EMERGENCY SERVICES

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

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

Appendix A. Declaration of State of Emergency

PROCLAMATION OF A LOCAL HEALTH EMERGENCY BY COUNTY HEALTH OFFICER

WHEREAS, Section 101080, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 14 days thereafter until such local emergency is terminated; and

WHEREAS, the Health Officer of the County of Shasta does hereby find:

An imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent exists within this county caused by (List Causes) ,commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Shasta is not in session (and cannot immediately be called into session);

That the aforesaid threats of an introduced a contagion, disease, agent, or toxin warrant and necessitate the proclamation of the existence of a local emergency;

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

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local health emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

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

Appendix A. Declaration of State of Emergency

PROCLAMATION OF A LOCAL EMERGENCY
BY DIRECTOR OF EMERGENCY SERVICES AND

REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060, of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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,

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors; 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 County of Shasta 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

Appendix A. Declaration of State of Emergency

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

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Shasta Operational Area Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Shasta 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

Appendix A. Declaration of State of Emergency**RESOLUTION PROCLAIMING A LOCAL EMERGENCY**

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Shasta, 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Shasta that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

Appendix A. Declaration of State of Emergency**RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND
REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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,

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, that a local emergency now exists (is now threatened to exist) throughout this county; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Shasta to be in a state of emergency; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

Appendix A. Declaration of State of Emergency**RESOLUTION PROCLAIMING A LOCAL EMERGENCY
AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY
AND TO REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Shasta does hereby find:

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

That the Board of Supervisors of the County of Shasta 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;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, that a local emergency now exists (is now threatened to exist) throughout this county; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, 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 county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Shasta Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Shasta to be in a state of emergency; and further that the Governor request a Presidential Declaration.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Shasta, that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

Appendix A. Declaration of State of Emergency

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE BOARD OF SUPERVISORS)**

WHEREAS, a local emergency exists in the County of Shasta in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date), at which time the Board of Supervisors 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,

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

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Shasta, that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Shasta, State of California.

Appendix A. Declaration of State of Emergency**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES)**

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.72.060 of the Shasta County Code 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 and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, a local emergency exists in the County of Shasta in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date), at which time the Board of Supervisors 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,

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Shasta, State of California.

Appendix A. Declaration of State of Emergency**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL HEALTH
EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)**

WHEREAS, Section 101080, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 14 days thereafter until such local emergency is terminated; and

WHEREAS, a local health emergency exists in the County of Shasta in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent within this county caused by (List Causes), commencing on or about (Day, Date); and,

That the aforesaid threats of an introduced contagion, disease, agent, or toxin warrant and necessitate the proclamation of the existence of a local health emergency;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, that said local health emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Shasta, State of California.

Appendix A. Declaration of State of Emergency

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

WHEREAS, a local emergency exists in the County of Shasta in accordance with the proclamation by the Director of Emergency Services on the (Date) and its ratification by the Board of Supervisors 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 County of Shasta;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, State of California, does hereby proclaim the termination of said local emergency.

Appendix A. Declaration of State of Emergency

**RESOLUTION TERMINATING EXISTENCE OF LOCAL HEALTH EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)**

WHEREAS, a local emergency exists in the County of Shasta in accordance with the proclamation by the Shasta County Health Officer on the (Date) and its ratification by the Board of Supervisors on (List Dates) as a result of imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent arising within this County caused by (List Causes); and,

WHEREAS, the situation resulting from said threat of an introduced contagion, disease, agent, or toxin is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Shasta;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, State of California, does hereby proclaim the termination of said local health emergency.

Appendix A. Declaration of State of Emergency

**RESOLUTION TERMINATING EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY BOARD OF SUPERVISORS)**

WHEREAS, a local emergency exists in the County of Shasta in accordance with the proclamation by the Board of Supervisors 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 County of Shasta;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Shasta, State of California, does hereby proclaim the termination of said local emergency.

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B

Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

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C

Emergency Operations Center Position Checklists

Appendix C. Emergency Operations Center Position Checklists

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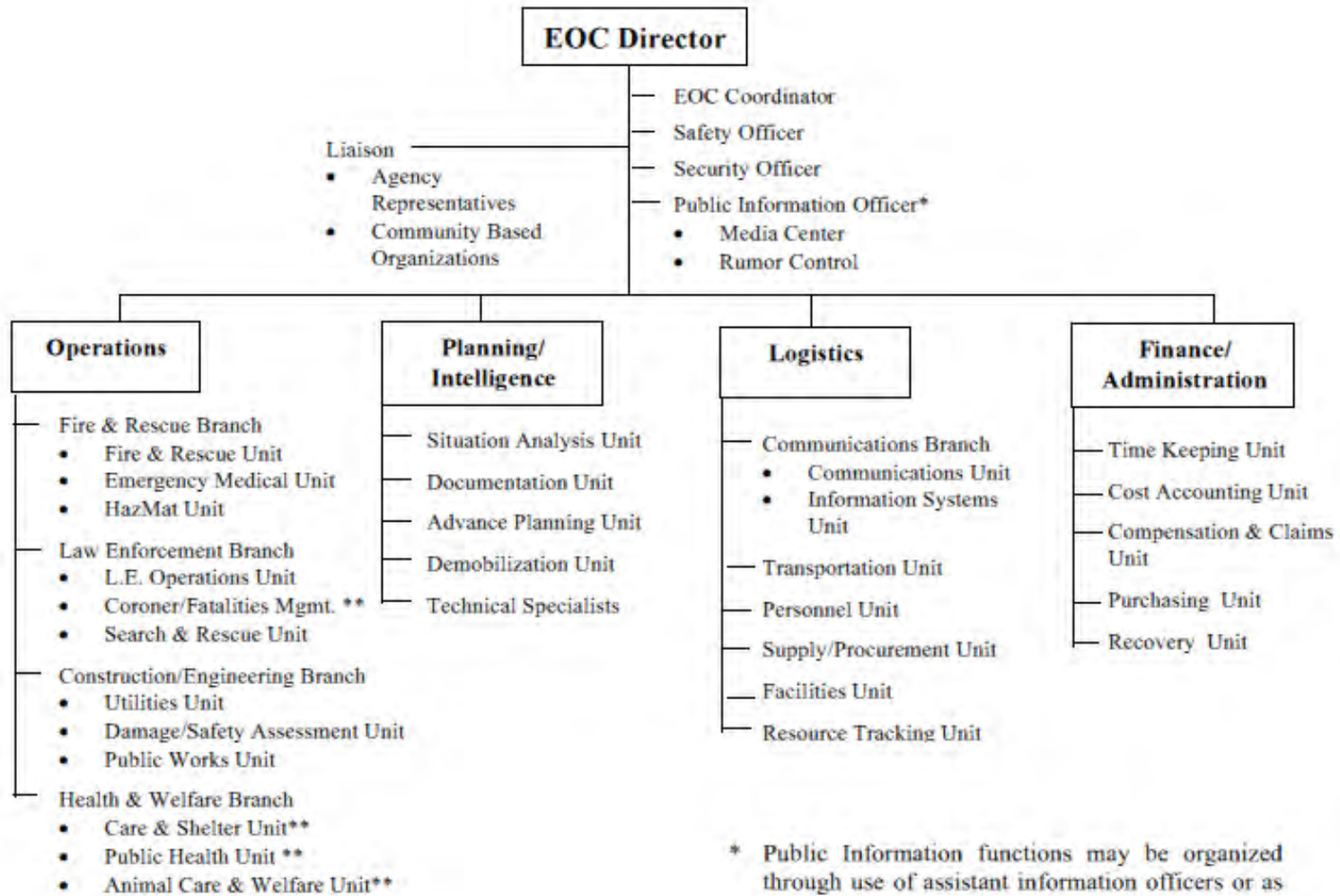
Appendix C. Emergency Operations Center Position Checklists**Index of EOC Position Checklists**

The following checklists are included in this appendix.

1. Air Operations Branch Director
2. Communication Unit Leader
3. Compensation/Claims Unit Leader
4. Cost Unit Leader
5. Demobilization Unit Leader
6. Division-Group Supervisor
7. Documentation Unit Leader
8. Facilities Unit Leader
9. Finance/Administration Section Chief
10. Food Unit Leader
11. Ground Support Unit Leader
12. EOC Director
13. Liaison Officer
14. Logistics Section Chief
15. Medical Unit Leader
16. Operations Branch Director
17. Operations Section Chief
18. Planning/Intelligence Section Chief
19. Procurement Unit Leader
20. Public Information Officer
21. Resources Unit Leader
22. Safety Officer
23. Service Branch Director
24. Situation Unit Leader
25. Staging Area Manager
26. Strike Team-Task Force Leader
27. Supply Unit Leader
28. Support Branch Director
29. Technical Specialist
30. Time Unit Leader

Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



* Public Information functions may be organized through use of assistant information officers or as units if necessary.

** Normally coordinated by county, but a local coordinator may be designated if needed.

D

Mutual Aid Agreements

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Appendix D. Mutual Aid Agreements

The following mutual aid agreements are in place for the County:

- TO BE DEVELOPED

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Maps

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[County Action Item: Insert Maps]

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References

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Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
- Homeland Security Act of 2002 (Public Law 107-296). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. Accessed on 20 December 2013 at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. Accessed on 20 December 2013 at: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

FEMA Policy

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- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1, December 2011. Accessed on 20 December 2013 at: http://www.emd.wa.gov/about/documents/FEMA_Whole_Community.pdf
- FEMA Incident Management and Support Keystone, January 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/26688>
- National Incident Management System, December 2008. Accessed on 20 December 2013 at: <http://www.fema.gov/national-incident-management-system>
- National Preparedness Goal, First Edition, September 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/national-preparedness-goal>

Appendix F. References

- FEMA Administrator’s Intent (FY 2015-2019). Pub. April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/31808>
- FEMA Strategic Plan, FY 2011-2014, FEMA P-806, February 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/fy-2011-2014-strategic-plan>
- Crisis Response and Disaster Resilience 2030: Forging Strategic Action in an Age of Uncertainty, January 2012. Accessed on 20 December 2013 at: <https://www.fema.gov/media-library/assets/documents/24174>
- National Response Framework, Second Edition, May 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/national-response-framework>
- National Disaster Recovery Framework, Strengthening Disaster Recovery for the Nation, September 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/24647?fromSearch=fromsearch&id=5124>
- National Disaster Housing Strategy, January 2009. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/24600>
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/25975>

State

- State of California Emergency Plan, as revised July 2009. Accessed on 20 May 2014 at: <http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx>
- SEMS Guidelines – Standardized Emergency Management System, as revised November 2009. Accessed on 22 May 2014 at: <http://develop.oes.ca.gov/WebPage/oeswebsite.nsf/Content/7386D576C12F26F488257417006C07A7?OpenDocument>
- California Emergency Services Act – California Disaster Assistance Act – Emergency Compact – California Disaster and Civil Defense Master Mutual Aid Agreement, as revised January 2006. Accessed on 28 May 2014 at: <http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>

County

Copies of the following documents can be obtained by contacting the Director of Emergency Services:

- Shasta County Emergency Operations Plan, 2000 (Replaced by this Plan)
- Shasta County and City of Anderson Multi-Jurisdictional Hazard Mitigation Plan, 2011
- Shasta County Interoperable Communications Plan, DATE
- Shasta County Evacuation Plan, DATE
- Shasta County Care and Shelter Plan, 1998. Department of Social Services, Office of Emergency Services.
- Shasta County Hazardous Materials Area Plan, 2013, Department of Resource Management, Environmental Health Division.-
- Memoranda of Agreement / Understanding

Other

- City of Anderson [TBD]
- City of Redding Emergency Operations Plan (2014)
- City of Redding Local Hazard Mitigation Plan (2012)
- City of Shasta Lake Hazard Mitigation Plan (2005)
- Forest and Water Climate Adaption: A Plan for Shasta County, California, 2013.
- Shasta-Trinity Unit Strategic Fire Plan, 2011. CalFire
- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

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Acronyms

°F	degrees Fahrenheit
AAR	After Action Report
ADA	Americans with Disabilities Act
Cal OES	California Governor's Office of Emergency Services
CCR	California Code of Regulations
CDA	California Disaster Assistance Act
CERT	Community Emergency Response Teams
CIKR	Critical Infrastructure and Key Resources
COOP	Continuity of Operations
County	Shasta County
DOC	Department Operations Center
DSHS	Department of Social and Health Services
EAS	State of California National Emergency Alert System
EF	Emergency Function
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EF	Emergency Function
FEMA	Federal Emergency Management Agency
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
IDA	initial damage assessment
JIC	Joint Information Center
JIS	Joint Information System
MAC Group	Multi-Agency Coordination Group
MHOAC	Medical Health Operational Area Coordinator
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NSS	National Shelter System

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OES	Office of Emergency Services
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RABA	Redding Area Bus Authority
Red Cross	American Red Cross
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SHASCOM	Shasta Area Safety Communications Agency
SOP	Standard Operating Procedure
State	State of California (governing body)
USDA	United States Department of Agriculture
VA	Veterans Administration
VOAD	Volunteer Organizations Active in Disaster
VOIP	voice-over internet protocol

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Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

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Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

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Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

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Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

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Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, City, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

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Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning/Intelligence Section Chief], Logistics Section Chief and Finance/Administration Section Chief

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Homeland Security Presidential Directive 5 (HSPD-5): HSPD-5 was issued in 2003 and established a single, comprehensive National Incident Management System. This management system is designed to cover the prevention, preparation, response, and recovery from terrorist attacks, major disasters, and other emergencies. HSPD-5 requires the Department of Homeland Security (DHS) to coordinate with other federal departments and state, local, and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).

Homeland Security Presidential Directive 8 (HSPD-8): HSPD-8 was issued in 2003 to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities. HSPD-8 mandates the development of a national preparedness goal, which was finalized in the National Preparedness Guidelines.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include

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attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be

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achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning/Intelligence Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent,

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coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and

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directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

National Disaster Recovery Framework: A guide that enables effective recovery support to disaster-impacted States, Tribes, Territorial and local jurisdictions.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan.

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In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning/Intelligence Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

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Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Presidential Policy Directive 8: National Preparedness (PPD-8): A directive signed by the President in 2011 describing the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. PPD-8 requires the development of a national preparedness goal based on the risk of specific hazards and vulnerabilities, including natural disasters, pandemics, terrorism and cyber threats.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Appendix G. Acronyms and Glossary

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Appendix G. Acronyms and Glossary

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any

Appendix G. Acronyms and Glossary

possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a

Appendix G. Acronyms and Glossary

government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and

Appendix G. Acronyms and Glossary

financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Sources:

<http://www.training.fema.gov/EMIWeb/is/ICSResource/assets/ICSGlossary.pdf>

and Foundation for the Standardized Emergency Management System California Emergency Management Agency July, 2009, Glossary of Terms (Available at <http://develop.oes.ca.gov/WebPage/oeswebsite.nsf/Content/7386D576C12F26F488257417006C07A7?OpenDocument>)

Emergency Function Annexes

Incident Annexes

1

EF 1 – Transportation

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EF 1 Tasked Agencies	
Primary Agencies	Shasta County Department of Public Works
Supporting Agencies	Shasta County Sheriff's Office Shasta County Office of Education Shasta County Opportunity Center Shasta County Fire Department City of Redding Airports Division California Department of Forestry and Fire Protection Shasta-Trinity Unit (air operations)
Primary State Agency	California Department of Transportation California Highway Patrol

1 Purpose and Scope

The California Emergency Functions (EFs) are established in the State of California (State) Emergency Plan, which was established as the emergency plan for the State by Government Code §8560. In accordance with the State Emergency Management System (SEMS), EF 1 –Transportation assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents. Based upon authorities and responsibilities, the lead agency for EF 1 Transportation is the Shasta County (County) Department of Public Works. According to the State Emergency Plan, the California Highway Patrol secures routes, regulates traffic flow, and enforces safety standards for evacuation and re-entry into an evacuated area; coordinates interstate highway movement on regulated routes with adjoining states; establishes highway safety regulations consistent with location, type, and extent of emergency conditions; supports the California Department of Transportation with traffic route re-establishment and continues emergency traffic regulation and control procedures as required.

In the context of this EF, “transportation” refers to the means and equipment necessary to move goods and people from one location to another.

Transportation resource support for the County consists primarily of coordinating transportation activities to supplement the efforts of emergency response agencies to protect the public. This EF establishes priorities for allocating transportation resources, issuing transportation requests, managing traffic, repairing roads and highways, and establishing procedures for coordinating support for transportation operations with State agencies and with neighboring jurisdictions within Mutual Aid Region III.

2 Policies and Agreements

2.1 Policies

The following transportation-related policies are currently in place:

- Shasta County General Plan (1995).
- Shasta County Development Standards Manual (1997).

2.2 Agreements

The following transportation-related agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

- A significant emergency or disaster may severely damage transportation infrastructure.
- The movement of people, equipment, and supplies may be much less efficient in emergency conditions than under normal circumstances.
- Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.

3.2 Assumptions

- The local transportation infrastructure will likely sustain damage during an emergency. The damage, depending upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- Operations may require traffic control to divert traffic around damaged, isolated, or evacuated areas.
- The immediate use of transportation systems for emergency operational activities may exceed local capabilities, thus requiring assistance within Mutual Aid Region III and/or State and federal government.
- Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, length of the warning period, and duration of the incident.

4.1 Emergency Function 1 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop and maintain standard operating procedures (SOPs), as well as decision-making and communication processes, for transportation response.
- Maintain current inventories of government transportation and fuel resources available and make this inventory available to the Director of Emergency Services.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct and maintain current resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources associated with the Transportation EF.
- Maintain resource directories of all commercial and industrial transportation assets, facilities, and supplies, including points of contact and their locations, service areas, and operating areas.
- Establish and maintain liaison with State and adjacent county and Operational Area transportation officials.
- Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through emergency planning exercises.
- Participate in exercises and training to validate this EF Annex and supporting SOPs.
- Ensure that all transportation personnel are trained in their responsibilities according to departmental SOPs.
- Conduct an inventory of agreements that are in place to support sharing or resources for transportation.

4.1.2 Response

- Identify transportation needs required by the situation.
- Identify, obtain, prioritize, and allocate available transportation resources.

EF 1. Transportation

- Assess damage to transportation infrastructure and communicate this information to the Emergency Operations Center (EOC) and/or Operational Area Mutual Aid Coordinators.
- Plan for transportation support for mobilization sites, staging areas, evacuation, shelters, and distribution points.

4.1.3 Recovery

- Continue to render transportation support when and where required, as long as emergency conditions exist.
- Prioritize the repair and restoration of transportation infrastructure so that essential services such as fire, emergency medical services, law enforcement, and waste management will be given first priority.
- All agencies involved in the recovery effort will keep detailed records of expenses in accordance with SEMS for reimbursement assistance from the California Governor’s Office of Emergency Services.

4.1.4 Mitigation

- Regularly inspect city streets, public roadways, and rights-of-way for deterioration and make necessary repairs to keep them in good condition.
- Keep equipment in operating condition.

5 Concept of Operations

5.1 General

- In accordance with the Basic Plan and this EF Annex, the County Department of Public Works is the primary agency responsible for coordinating transportation activities. SOPs developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance will be generated one of two ways: they will be forwarded to the County EOC or Operational Area Mutual Aid Coordinator, in accordance with established mutual aid agreements.
- The County EOC will provide guidance for coordinating transportation resources and identifying emergency transportation routes for the movement of people, equipment, and materials.
- Law enforcement agencies coordinate evacuation and movement during emergencies and disasters. For more information, see EF Annex 13 – Law Enforcement.

5.2 Notifications

- The Director of Emergency Services will notify the County Department of Public Works and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate transportation activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.

5.3 Access and Functional Needs Populations

During mass evacuations, the County will work with location volunteer organizations to provide transport for persons, including individuals with access and functional needs, provided they meet the following criteria:

- Evacuees can be accommodated at both embarkation points and at destination general population shelters.
- Evacuees can travel on commercial long-haul buses, aircraft, passenger trains, or lift-equipped buses.
- Evacuees do not have medical needs indicating that they should be transported by specialized medical transport.

6 Emergency Function Annex Development and Maintenance

The County Department of Public Works will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- Shasta County Code (Chapter 2.72)
- Shasta County Multi-Jurisdictional Hazard Mitigation Plan (2011)

State of California

- California Standardized Emergency Management System (SEMS)
- California Disaster and Civil Defense Master Mutual Aid Agreement (2011)

- California Emergency Plan: EF 1 – Transportation

Federal

- National Response Framework: ESF 1 – Transportation

8 Appendices

None at this time.

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EF 2 – Communications

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EF 2. Communications

EF 2 Tasked Agencies	
Primary Agencies	Shasta Area Safety Communications Agency
Supporting Agencies	Shasta County Sheriff's Office Shasta County Information Technology Department Valley Communications Shasta 2-1-1 Shasta Tehama Amateur Radio Emergency Services California Department of Forestry and Fire Protection Emergency Coordination Center
Primary State Agency	California Governor's Office of Emergency Services – Public Safety Communications Office

1 Purpose and Scope

Emergency Function (EF) 2 provides resources, support and restoration of government emergency telecommunications, including voice and data. EF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies and other entities necessary to meet Shasta County's (County's) operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This EF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. This function emphasizes the technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by EF 15 – Public Information.

2 Policies and Agreements

2.1 Policies

The following communication-related policies are currently in place:

- County Interoperable Communications Plan

2.2 Agreements

The following agreements are currently in place:

- Third Amended and Restated Joint Powers Agreement with the Shasta Area Safety Communications Agency, County of Shasta, the City of Redding, and the City of Anderson (as amended in 2012).

3 Situation and Assumptions

3.1 Situation

A disaster condition may result from a significant natural or human-caused incident that generates extensive damage and/or results in a high volume of

EF 2. Communications

requests from all levels of government for services required to save lives and alleviate human suffering. The authorities receiving such requests require accurate and timely information on which to base decisions and guide response actions. At a time when the need to convey information quickly is greatest, the infrastructure needed to facilitate efficient communication may be damaged or overloaded. In such situations, all functioning telecommunications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to ensure a proper response to aid those in need.

3.2 Assumptions

- Local jurisdictions will require accurate and timely information on which to base their decisions and focus their response actions.
- Routine, day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- There are identified frequencies that will be used for primary direction and control.
- Normal forms of communication may be severely interrupted during the early phases of an emergency or disaster.
- The loss of some or all telephone service will reduce or eliminate the effectiveness of the Emergency Operations Center (EOC) public information lines, as well as the majority of County departments.
- The management and logistics of communications support is highly situational and requires flexibility and adaptability.
- Significant incidents may require evacuation of significant numbers of affected populations. Such evacuations may require extensive coordination of inter- and intra-County communications and may exceed normal radio communication capabilities.
- In the event of an emergency or disaster that damages the County's digital radio system, a backup analog system may be utilized.
- Local amateur radio operators have the ability to set up field communications to support or augment public safety operations, as appropriate. One use of this amateur radio system may be for providing communications between the EOC and American Red Cross shelters.
- At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent due to widespread damage to communications and power systems facilities.

EF 2. Communications

- If electronic emergency information systems are not available, paper logs may be used to record events, communications and messages, damage assessments, situation reports, resources utilized, staff hours expended, etc.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Function 2 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop plans, procedures, and protocols for communications in accordance with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), State of California (State) and local ordinances, and existing agreements.
- Ensure that alternate or backup communications systems are available.
- Coordinate common communications procedures.
- Develop and test emergency procedures.
- Develop written mutual aid agreements as needed to ensure coordination within the Shasta Operational Area.
- Develop and/or review procedures for requesting additional crisis resources.
- Review departmental plans and procedures and maintain personnel call-up lists.
- Develop and conduct training to improve all-hazard incident management capability for response communications.
- Develop exercises and drills of sufficient intensity to challenge management and operations and to test the knowledge, skills, and abilities of individuals and organizations for response communications.
- Participate in emergency management training and exercises.
- Develop and maintain a communications resource inventory.

EF 2. Communications**4.1.2 Response**

- Implement incident communications interoperability plans and protocols.
- Communicate incident response information.
- Use established common response communications language (i.e., plain English) to ensure that information dissemination is timely, clear, acknowledged, and understood by all receivers.
- Request external resources using the jurisdictions within the Sheriff's Office, Office of Emergency Services Mutual Aid Regional Coordinator and other intra-county mutual aid/assistance processes.
- Ensure that all critical communications networks are functioning.
- Establish and maintain response communications systems on site.
- Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- Implement procedures for inspecting and protecting communications equipment.
- Ensure that redundant communications circuits/channels are available for use.
- Make arrangements to ensure that emergency communications equipment repair service is available 24 hours/day, or a backup communications system is available in the event that the equipment is out of service.
- Establish and ensure radio connectivity between the Incident Command Post and the EOC. Keep the EOC informed of field operations as much as possible.
- The Shasta Area Safety Communications Agency (SHASCOM) will provide the proper number of dispatchers needed to handle radio communications for the incident.
- The Response Information Management System (RIMS) is a key means of communication between the EOC and Regional EOC.
- Operational Area Satellite Information System (OASIS) is a system designed to ensure voice and data communications between the Shasta Operational Area, the Regional EOC, and the State Operations Center. This system provides a back-up to RIMS.

EF 2. Communications

4.1.3 Recovery

- Phase down operations, as appropriate.
- Continue to perform the tasks necessary to expedite restoration and recovery operations.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures, and formats to document crucial lessons learned and make any necessary changes in this EF Annex to improve future operations.

4.1.4 Mitigation

- Test all communications and warning equipment to ensure that it is operating.
- Develop and maintain back-up systems, including back-up power ability.
- Attempt to construct/place new equipment away from possible hazards.
- Ensure that methods are in place to protect communications equipment, including cyber and telecommunications resources.

5 Concept of Operations

5.1 General

- In accordance with the County EOP and this EF annex, SHASCOM is the primary agency responsible for coordinating emergency communications activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with communications resources will be generated one of two ways: they will be forwarded to SHASCOM, or they will be issued in accordance with established mutual aid agreements.
- SHASCOM will provide guidance for the coordination of communications resources.

EF 2. Communications

- Communications support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify SHASCOM and supporting agencies of EOC activation and request that representatives report to the EOC to coordinate communications activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with communications activities.

5.3 Access and Functional Needs Populations

County emergency communications services will be provided in such a way that populations with access and functional needs receive adequate and timely warning and emergency information.

6 Emergency Function Annex Development and Maintenance

SHASCOM will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following plans and procedures are currently in place:

Shasta County

- Shasta County Emergency Operations Plan: EF 15 – Public Information
- Shasta County Interoperable Communications Plan

State of California

- California Emergency Plan: EF 2 – Communications and EF 15 – Public Information
- California Statewide Communications Interoperability Plan, June 2011

Federal

- National Response Framework: ESF 2 – Communications and ESF 15 – Public Information

8 Appendices

None at this time.

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EF 3 – Construction and Engineering

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EF 3. Construction & Engineering

EF 3 Tasked Agencies	
Primary Agencies	Shasta County Department of Public Works
Supporting Agencies	Shasta County Resource Management, Building Division
Primary State Agency	California Government Operations – Department of General Services

1 Purpose and Scope

Emergency Function (EF) 3 provides and coordinates infrastructure and engineering services during all phases of emergency management. EF 3 resources (personnel, equipment, facilities, materials, and supplies) will be coordinated through the Shasta County (County) Emergency Operations Center (EOC) following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers. This support function contains various sub-functions, are outlined below.

Public works and engineering resources, under the authority of EF 3, will be used to coordinate and/or assist in the following activities associated with emergency response:

- Clear debris from transportation infrastructure.
- Coordinate the closure and repair of transportation infrastructure.
- Repair and restore damaged public systems (e.g., water, wastewater, solid waste, and stormwater systems).
- Stabilize damaged public and private structures to facilitate search and rescue and/or protect the public’s health and safety.
- Identify and label uninhabitable/unsafe structures.
- Establish priorities and processes for issuing demolition and building permits.
- Develop and designate emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.
- Determine extent of damage to the following systems: transportation, water, solid waste, electrical, natural gas, wastewater, and hazardous materials.
- Prioritize and initiate recovery efforts to restore, repair, and mitigate city- and County-owned infrastructure.
- Provide technical assistance with respect to flooding, water management, structure integrity assessments, and assessments of impacts to infrastructure.

EF 3. Construction & Engineering**2 Policies and Agreements****2.1 Policies**

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).
- Shasta County Code Chapter 2.40

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions**3.1 Situation**

Damage to public and private property and infrastructure may be unprecedented in an emergency or disaster, including weakened or destroyed structures, homes, public and critical facilities, roads, and bridges. Debris may make transportation routes impassible. Equipment used to repair or otherwise reinforce these structures may also be damaged. A catastrophic event may adversely affect the ability of local responders to perform their emergency duties.

3.2 Assumptions

- A major emergency or disaster may cause extensive damage to or severely weaken property and infrastructure. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassible. Public utilities may be damaged or be partially or fully inoperable.
- Access to disaster areas may depend on the re-establishment of ground routes. In many locations, debris clearance and emergency road

EF 3. Construction & Engineering

repairs will be given top priority to support immediate lifesaving emergency response activities.

- Damage assessment of the disaster area will be required to determine potential work load.
- Assistance from the State and federal government may be needed to clear debris, perform damage assessments and structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- Debris may include trees, rocks, dirt and sand, asphalt, building materials, metal, garbage and sewage, damaged vehicles, various hazardous materials, tires, and personal property.
- Hazardous chemical, biological radiological, nuclear, and explosive materials will need special handling from appropriately trained and equipped teams for proper treatment, storage, transportation, and/or disposal.
- Following disasters that cause significant debris, existing disposal sites may not provide effective debris management solutions because of capacity limitations and their need to provide continuous waste management operations for day-to-day debris generation.
- Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- Unattended and long-standing debris may pose safety and health threats to the public.
- Significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, may be required from outside the disaster area.

4 Roles and Responsibilities

During emergencies, public work activities will be managed by the Public Works Director through the existing divisions.

4.1 EF 3 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Maintain an inventory of available resources, including personnel and training within each department.

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- Develop and maintain plans and procedures for emergency and disaster situations.
- Develop and maintain mutual aid agreements with neighboring jurisdictions and the private sector.
- Coordinate emergency planning activities and information with neighboring jurisdictions and the EF Coordinator.
- Maintain and test communication systems.
- Identify vital and essential roadways, bridges, and facilities to establish repair priority in the event that any of these become damaged.
- Ensure that personnel are trained in emergency responsibilities.
- Establish contact with private resources that could provide support during an emergency.

4.1.2 Response

- Provide a senior official to operate from the EOC or other command location to ensure coordination with other agencies, as necessary.
- Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).
- Inspect damage to streets, bridges, and public buildings.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations regarding the priority of repairs.
- Request outside assistance from surrounding jurisdictions and the private sector as required.
- Conduct other response actions as dictated by the situation.
- Maintain records and document all expenditures during the emergency situation.

4.1.3 Recovery

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.

EF 3. Construction & Engineering

- Provide information concerning dangerous areas or other existing problems.
- Provide liaison between local agencies and federal damage assessment activities.
- Establish control measures related to emergency solid waste disposal.
- Participate in after-action reports and critiques.
- Document disaster and restoration cost for possible federal reimbursement.

4.1.4 Mitigation

- Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
- Participate in the hazard identification process and identify and correct vulnerabilities in the public works system.
- Regularly maintain equipment to ensure it is in good running order.

5 Concept of Operations

5.1 General

- In accordance with the Basic Plan, SEMS, and this EF Annex, the County Department of Public Works is the primary agency responsible for coordinating public works and engineering activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out these activities.
- Requests for assistance with public works and engineering resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of public works and engineering resources.
- Public works and engineering support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

EF 3. Construction & Engineering**5.2 Notifications**

- The Director of Emergency Services will notify the County Department of Public Works and supporting agencies of EOC activations and request that their representatives report to the EOC to coordinate public works and engineering activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public works and engineering activities.

5.3 Access and Functional Needs Population

The County will seek technical assistance to ensure that accessibility standards are addressed during infrastructure restoration and activities. Existing plans and procedures will be used to reestablish critical human services for children as well as others with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The County Department of Public Works will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- Shasta County Code (Chapter 2.72)
- Shasta County Multi-Jurisdictional Hazard Mitigation Plan (2011)

State of California

- California Standardized Emergency Management System (SEMS)
- California Disaster and Civil Defense Master Mutual Aid Agreement (2011)
- California Emergency Plan: EF 1 – Transportation, EF 3 – Construction & Engineering, EF 12 – Utilities, and EF 14 – Recovery

Federal

- National Response Framework: ESF 1 – Transportation, ESF 3 – Public Works and Engineering, ESF 12 – Energy, and ESF 14 – Long-Term Community Recovery

8 Appendices

None at this time.

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EF 4 – Fire and Rescue

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EF 4 Tasked Agencies	
Primary Agencies	Shasta County Fire Department
Supporting Agencies	Shasta County Sheriff’s Office California Department of Forestry and Fire Protection Shasta-Trinity Unit Mutual Aid Partners
Primary State Agencies	California Governor’s Office of Emergency Services – Fire and Rescue Division

1 Purpose and Scope

Emergency Function (EF) 4 coordinates and manages all fire detection, control, and suppression efforts within the jurisdiction. This support function consists of two distinct components: urban/structural fires and wildland fires.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Code, Chapter 2.32.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).
- California Code of Regulations Title 14, Division 1.5, Chapter 7, Subchapter 2, Articles 1-5.
- Special District Resolution 94-6 establishing Policy and Procedures for the Shasta County Fire Department (1994).

2.2 Agreements

The following agreements are currently in place:

EF 4. Fire and Rescue

- Memorandum of Understanding between the Shasta County Fire Department and Shasta County Volunteer Fire Companies (July 20, 1999).
- Cooperative Fire Programs Fire Protection Reimbursement Agreement between the County of Shasta and the State of California Department of Forestry and Fire Protection (CALFIRE) (August 19, 2014)

3 Situation and Assumptions

3.1 Situation

The Fire Chief (or designee) of each fire service agency within Shasta County (County) assumes the role of Incident Commander for fire incidents impacting his or her jurisdiction. If expansion from the Incident Command System (ICS) to a Unified Command structure is necessary, command is assigned to the next highest authority level. If hazardous material or other specialized response capabilities are needed, all resource requests and coordination of additional personnel, equipment, and services will be carried out through the County Emergency Operations Center (EOC).

All fire personnel are trained in ICS/National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS), and a training roster is maintained and updated by each fire district/department in the County. Information regarding the personnel supporting EF 4 duties, including their capabilities, is available through each fire district/department during an emergency.

3.2 Assumptions

- Urban, rural, and wildland fires will occur in the County. In the event of an earthquake or other significant event, large, damaging fires could be common.
- In a disaster, some fire and rescue resources may become scarce or damaged. Assistance from mutual aid agreements, neighboring jurisdictions, and State of California (State) and federal resources may be called upon.
- Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.
- Efficient and effective mutual aid among the various local, County, State, and federal fire agencies requires the use of the ICS together with compatible fire and rescue equipment and communications.

4 Roles and Responsibilities

The lead fire agency will establish an Incident Command Post and implement the SEMS and ICS organization applicable to the situation. Other responsibilities among lead and support agencies include identifying staging areas, establishing safe areas within close proximity to the incident, and evacuating threatened people and animals, as necessary. If a fire occurs within an individual jurisdiction, the local fire agency will manage response activities with support from the County and possibly the State.

4.1 Emergency Function 4 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Review, revise, and develop plans, programs, and agreements on fire-related public safety protection activities, including region-wide mutual aid response protocols.
- Encourage active participation of inter-agency preparedness organizations.
- Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- Develop procedures and protocols for coordinating protective action communications with the at-risk population on scene.
- Develop plans, procedures, and protocols for resource management in accordance with NIMS resource typing, including pre-positioning of resources to efficiently and effectively respond to an event.
- Establish procedures for coordinating all public information releases through the County and/or city Public Information Officer (PIO).
- Establish criteria for relocating fire operations in the event that present facilities must be evacuated.
- Establish communication links with law enforcement agencies for coordinating warning and evacuation confirmation functions.
- Maintain liaison with support agencies.
- Appoint a representative to assist in the County EOC.

4.1.2 Response

4.1.2.1 Command and Control

- SEMS is the system required by Government Code § 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. It creates a measure of performance by which responses to emergencies can be evaluated and improved.
- ICS has been adopted and is used by many first responders and local jurisdictions in the State to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post is established as the focal point for all emergency operations.
- Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to State or federal agencies.
- In a disaster, several ICS units may be established to manage the significant areas of need. The Incident Commander should adapt the management structure to reflect the need and complexity of the incident. A Unified Command may be established.
- The Incident Commander may also take other management steps such as requesting activation of the EOC and requesting fire response activities coordination by a Fire Coordinator within the EOC.
- The EOC may provide support to the Incident Commander(s) in evacuation, communications, transportation, shelter, and any other resources required.
- A situation map may be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire and rescue activity and possible evacuation routes.
- Fire agencies may request activation of the Local Incident Support Team or a State or federal Incident Management Team to assist with managing the incident.
- Fire agencies may request activation of other local agency resources such as search and rescue units or law enforcement. These resources

EF 4. Fire and Rescue

may be made available if not otherwise occupied. All non-traditional resource requests should be directed to the County EOC.

- Law enforcement may provide traffic control, establish scene security, and assist with movement of people and animals in the case of evacuation.

4.1.2.2 Emergency Management

- Activate the EOC and coordinate emergency warning(s). Coordinate with appropriate agencies, including government, public service, and private and volunteer organizations.

4.1.2.3 Fire Agencies

- Notify key staff based on information received from the Communications Center and/or the EOC.
- Activate emergency operating procedures.
- Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
- Provide temporary power and emergency lighting at emergency scenes when needed.
- Assist in warning the public of evacuations, traffic routing, and/or traffic control, when possible.
- Initiate mutual aid contingency plans, when needed.
- Track personnel assignments/locations. Relocate fire apparatus as conditions warrant.
- Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC, such as damage assessment.

4.1.3 Recovery

4.1.3.1 Emergency Management

- Continue to render support when and where required as long as emergency conditions exist.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes to this EF Annex and supporting plans and procedures.

EF 4. Fire and Rescue

- Initiate a financial reimbursement process for response activities when such support is available.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Updates plans and procedures based on critiques and lessons learned during an actual event.

4.1.3.2 Fire Agencies

- Return vehicles and equipment to regularly assigned locations.
- Assist the public in recovery operations as resources allow.
- Support other recovery efforts as requested by the EOC.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.

4.1.4 Mitigation

- Conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies.
- Conduct fire education and life safety training and education programs.
- Conduct building plan reviews to reduce or eliminate hazards.
- Review the hazards most likely to affect the County.
- Develop plans to overcome identified vulnerabilities (e.g., new equipment, training, and mutual aid procedures).
- Ensure that all equipment is regularly checked and maintained for instant deployment.

5 Concept of Operations

5.1 General

- In accordance with the Basic Plan and this EF Annex, the County Fire Department is the primary agency responsible for coordinating fire and rescue activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with fire and rescue resources will be generated one of two ways: they will be forwarded to the County

EF 4. Fire and Rescue

EOC, or they will be issued in accordance with established mutual aid agreements.

- The County EOC will provide guidance for the coordination of fire and rescue resources.
- Fire and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the County Fire Department and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate fire and rescue activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with fire and rescue activities.

5.3 Access and Functional Needs Populations

Fire and rescue operations that require dissemination of emergency public information or evacuation operations will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The County Fire Department will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- 2005 Shasta – Trinity Unit Fire Management Plan
- Shasta County Fire Safety Standards (Revised September 15, 2004)

State of California

- 2010 California Fire Plan
- 2012 California Strategic Plan
- California Emergency Plan: EF 4 – Fire and Rescue

Federal

- National Response Framework: ESF 4 – Firefighting

8 Appendices

None at this time.

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EF 5 – Management

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EF 5 Tasked Agencies	
Primary Agencies	Shasta County Sheriff's Office, Office of Emergency Services
Supporting Agencies	Shasta County Sheriff's Office
Primary State Agency	California Governor's Office of Emergency Services

1 Purpose and Scope

Emergency Function (EF) 5 provides for direction, control, and management of Shasta County (County) and municipal emergency operations, as well as allocation and coordination of resources to support local response and recovery activities. EF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction (including all types of hazards) as well as designation of primary and alternate County Emergency Operations Centers (EOCs).

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

The administration and logistics of County emergency response and recovery operations under a declared State of Emergency will be provided by emergency services and support agencies that routinely manage these procedures during

EF 5. Management

normal operations. The Director of Emergency Services will coordinate all resource requests with the State of California (State) using established procedures. All County officials will expedite requests for administrative assistance and logistic support required during emergency operations. Additional information on the coordination and management of resources during an emergency situation is presented in EF 7 – Logistics.

3.2 Assumptions

- For major emergencies and disasters requiring a multi-agency, multi-jurisdictional response, the Standardized Emergency Management System (SEMS) and, in some instances, a Unified Command may be implemented immediately by responding agencies and expand as needed.
- There will be an immediate and continuing need to collect, process, and disseminate situational information, identify urgent response requirements during a disaster (or the threat of one), and plan for continuing response, recovery, and mitigation activities.
- Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.
- During the early stages of an event, little information will be available, and it may be vague and inaccurate; the need to verify this information can delay response to inquiries.
- Reporting from the local government to the EOC will improve as the event matures.
- Reporting of information may be delayed due to damaged telecommunications infrastructure.

4 Roles and Responsibilities**4.1 Emergency Function 5 Actions by Phase of Emergency Management****4.1.1 Preparedness**

- Prepare a standard template for proclamations of emergency or disaster.
- Prepare standardized reporting formats and forms, and establish reporting procedures that include development of display boards.
- Maintain the County's Emergency Operations Plan (EOP) and emergency management program.

EF 5. Management

- Annually review the plans and make necessary corrections, changes, and additions. Advise and assist other agencies and local governments in the development of emergency or disaster plans and programs in compliance with applicable County, State, or federal laws, rules, regulations, and executive orders.
- Coordinate emergency- and disaster-related training and orientation to County and local officials to meet the SEMS and National Incident Management System (NIMS)/Incident Command System (ICS) requirements and to familiarize them with emergency- or disaster-related responsibilities, operational concepts, and procedures.
- Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance programs. After an emergency or major disaster declaration, local information programs should be coordinated with those of State or federal government.
- Establish and maintain a County-wide capability to provide warning to the public through available warning systems such as the Emergency Alert System, radio/television, sirens, and telephone notification systems.
- Make emergency preparedness information and presentations available to the public.

4.1.2 Response

- Collect, display, and document the information provided to the EOC staff; this documentation is necessary for the recovery process.
- Assesses the information provided and share with the appropriate EOC representative or the State, as needed.
- Assesses the information provided and develop and recommend action strategies.
- Coordinate and prepare periodic situation reports and distribute them as required.
- Request special information from local governments and volunteer organizations, as necessary.
- Review Public Information Officer (PIO) statements for accuracy.
- Prepare the declaration of emergency and any needed amendments.

EF 5. Management

- Receive and process requests from local government for specific State and Federal emergency- and disaster-related assets and services.
- Coordinate County assets to support local government and agencies in need of supplemental emergency or disaster assistance.

4.1.3 Recovery

- Continue to gather information and prepare and distribute situation reports, as needed. Review the PIO's statements for accuracy.
- Prepare the elected official's declaration terminating the declaration of emergency.
- Create and coordinate an ad hoc Recovery Task Force from local representatives to assist with recovery phase operations and continuity of operations plans.
- Coordinate public and individual assistance programs with local, State, and federal government as needed.
- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, and reporting procedures and formats to document any crucial lessons learned and to revise plans as needed for future events.
- Procure all available documentation of event for archiving.

4.1.4 Mitigation

- Mitigation activities may be conducted in the response and recovery phases as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services, and structural projects.

5 Concept of Operations**5.1 General**

- In accordance with the Basic Plan and this EF Annex, the County Sheriff's Office, Office of Emergency Services (OES) is the primary agency responsible for coordinating emergency management activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with emergency management resources will be generated one of two ways: they will be forwarded to the County

EF 5. Management

EOC, or they will be issued in accordance with established mutual aid agreements.

- The County EOC will provide guidance for the coordination of emergency management resources.
- Emergency management support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will coordinate EOC activations and request that representatives report to the EOC to coordinate emergency management activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with emergency management activities.

5.3 Access and Functional Needs Populations

Provision of emergency management services in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The County OES will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Plans and Procedures

A list of current and future intergovernmental and mutual aid agreements for the County is provided in EF 7, Resource Support.

Shasta County

- None at this time.

State of California

- California Emergency Plan: EF 5 – Management

Federal

- None at this time

8 Appendices

- None at this time.

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EF 6 – Care and Shelter

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EF 6 Tasked Agencies	
Primary Agencies	Shasta County Health and Human Services Agency Shasta County Office of Emergency Services
Supporting Agencies	American Red Cross Shasta County Housing and Community Action Agency Shasta Tehama Voluntary Organizations Active in Disaster Salvation Army Northern Valley Catholic Social Service Shasta County Continuum of Care Area school districts Community- and Faith-Based Organizations
Primary State Agency	California Health and Human Services Agency

1 Purpose and Scope

Emergency Function (EF) 6 provides mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary. Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within Shasta County (County). If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of EF 6 include:

- Providing assistance for victims’ short- and long-term housing needs.
- Supporting and coordinating resources required for crisis counseling and other mental health–related services immediately following an emergency, particularly as services are needed at shelters.
- Coordinating and identifying individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), existing disease/medical conditions, dependence on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

2.2 Agreements

The following agreements are currently in place:

- Statement of Understanding between Shasta County through its Departments of Social Services, Public Health and Mental Health and the American Red Cross, Shasta Area Chapter (2005)

3 Situation and Assumptions

3.1 Situation

- Hazards most likely to cause a need for mass care operations in the County include, but are not limited to, earthquake, fire, flood, and hazardous materials emergencies. Such emergencies in neighboring jurisdictions could prompt evacuations into the community as well.
- The County recognizes that it has ultimate responsibility for providing shelter and other mass care services to protect local residents displaced from their homes and others who evacuate into the jurisdiction due to emergency situations.
- Mass care needs may range from very short-term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large numbers of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.

EF 6. Care and Shelter

- The American Red Cross (Red Cross) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress Act of January 5, 1905, and the Disaster Relief Act of 1974. The Red Cross also assumes primary agency responsibility under the National Response Framework to coordinate federal response assistance to the mass care response of state and local governments and the efforts of other voluntary agencies, including Red Cross relief operations.
- The Red Cross signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The Red Cross identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
- Disaster conditions are likely to require that domestic animals and livestock be evacuated and cared for. Animals (with the exception of service animals) are not allowed in public shelters. Sheltering for animals is addressed in EF 11 – Food and Agriculture.
- The County’s response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements exceed local capabilities, mutual aid, State, and/or federal assistance should be requested.

3.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- Widespread damages may necessitate the relocation of victims and the need for mass care operations.
- Some victims will go to shelters, while others will find shelter with friends and relatives. Some may stay with or near their damaged homes.
- Shelters may have to be opened with little notice. Until Red Cross personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- The demand for shelters may prove to be higher than what is available.
- If Red Cross services are not available, other volunteer organizations and faith-based groups may open shelters. Some of these organizations and groups coordinate their efforts with the Red Cross,

EF 6. Care and Shelter

while others may operate these facilities themselves and assume full responsibility for them.

- Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.
- Volunteer organizations that normally respond to emergency situations will assist in mass care operations.
- Large numbers of spontaneous volunteers may emerge, which will require planning and training before volunteers can be released to field operations.
- Emergency operations for most human services organizations (mass care, individual assistance, sheltering, special medical needs, and special needs) will be an extension of normal programs and services.

4 Roles and Responsibilities

4.1 EF 6 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- Obtain the cooperation of facility owners for use as mass care facilities and protective shelters.
- Develop facility setup plans for potential shelters.
- Identify emergency feeding supplies.
- Recruit and train volunteers for mass care operations.
- Develop a liaison with other community service organizations for providing mass care to the public.
- Identify population groups requiring special assistance during an emergency (e.g., senior citizens, those with access and functional needs, etc.) and ensure that preparations are made to provide assistance.
- Appoint a representative to assist in the County Emergency Operations Center (EOC).

EF 6. Care and Shelter

- Implement a public education campaign regarding the importance of family disaster plans and 72-hour preparedness kits.
- Develop and test emergency plans and procedures.
- Participate in emergency management training and exercises.

4.1.2 Response

The following actions should be taken by the Red Cross and the appropriate State, County, and local agencies to support reception, sheltering, and mass care activities during a period of potential or imminent threat of disaster or emergency:

- Notify key personnel to allow immediate review and implementation of plans and checklists.
- Partially or fully activate the County EOC, if necessary.
- Open designated mass care shelters and begin to stock them with food, water, medical supplies, cots, blankets, and administrative supplies.
- Notify County Health and Human Services Department (HHSA) officials of: evacuation of residents for identification, location, and continued availability of services for children under State care or supervision; evacuation of medical facilities for resource and support as MHOAC Program and for potential non-medical, nursing and mental health staff needs to assist Red Cross personnel at mass care shelters.
- Coordinate with local law enforcement for security at the shelter locations.
- Provide trained staff at appropriate at evacuation centers and shelter(s).
- Establish primary and back-up communications between the mass care shelters and the Red Cross Office. Communications should be established with the EOC if the Red Cross Office is affected by the emergency.
- Establish and coordinate appropriate traffic control measures on evacuation routes to reception centers and mass care shelters.
- Coordinate the release of public information announcements and advisories regarding the need to evacuate, evacuation routes, reception center locations, and personal items to be brought to the shelters (pets are excluded from Red Cross shelters).
- Arrange transportation to shelters for those experiencing access and functional needs and for those without transportation.

EF 6. Care and Shelter

- Alert hotels and motels in neighboring unaffected jurisdictions so that those facilities can prepare for an influx of evacuees not wishing to utilize public mass care shelters.

The following actions should be taken after the onset of a disaster or emergency:

- Take the actions listed above, if they have not yet been accomplished.
- Maintain communications between reception centers, mass care shelters, and the Red Cross District Office.
- Advise the EOC of the number and condition of the evacuees housed in each shelter.
- Provide the following for those in the affected area who are not housed in mass care shelters:
 - Emergency supplies of food, water, clothing, and first aid
 - Temporary congregate feeding facilities, if necessary
- Provide food and water for emergency workers.
- Coordinate the release of public announcements concerning:
 - The condition and whereabouts of persons in or evacuated from disaster areas
 - The availability of emergency supplies of food, water, and clothing
 - The locations of reception centers and mass care shelters.
- Assist with registration of evacuees and victims

4.1.3 Recovery

- Activate family reunification systems, such as the Red Cross Safe and Well Website or the Federal Emergency Management Agency's (FEMA's) National Emergency Family Registration and Locator System, as soon as possible.
- Continue to utilize multiple means of communicating public information and education.
- Ensure the availability of mental and behavioral health professionals.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.

EF 6. Care and Shelter

- Provide public information regarding safe re-entry to damaged areas
Assist evacuees in returning to their homes if necessary.
- Help provide temporary housing for those who cannot return to their homes.
- Deactivate shelters and mass care facilities and return them to normal use.
- Clean and return shelters to their original condition; keep detailed records of any damages.
- Consolidate mass care shelter(s) costs and submit these statements to the appropriate authorities for possible reimbursement.
- Coordinate Individual Assistance. Inform the public of any follow-up recovery programs that may be available.
- Form a long-term recovery assistance team to help ensure that individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Return staff, clients, and equipment to regularly assigned locations. Provide critical payroll and other financial information for cost recovery through appropriate channels.
- Participate in after-action critiques and reports.
- Update plans and procedures based on critiques and lessons learned during an actual event.

4.1.4 Mitigation

- Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing, and human services function.
- Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.
- Encourage shelter considerations in architectural design.
- Conduct training and education.
- Conduct practice drills.
- Convey public information in multiple formats and languages.
- Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.

5 Concept of Operations

5.1 General

- In accordance with the Basic Plan and this EF Annex, HHSa is the primary agency responsible for coordinating care and shelter activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with care and shelter resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of Care and Shelter resources.
- Care and shelter support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify HHSa and supporting agencies of EOC activations and request that their representatives report to the EOC to coordinate care and shelter activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with care and shelter activities.

5.3 Access and Functional Needs Populations

Provision of mass care, emergency assistance, housing, and human services in the County will take into account populations with access and functional needs.

The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and Federal regulations and guidance. HHSa and other human service agencies or organizations will assist in coordinating the emergency housing, sheltering, and feeding of Access and Functional Needs Populations. The following is a detailed description of the types of support individuals within each functional need category may require:

- **Maintaining Independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.);

EF 6. Care and Shelter

service animals; and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster levels of independence.

- **Communication.** Individuals who have limitations that interfere with their receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to obtain assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation.** Individuals who cannot drive or who do not have vehicles may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped vehicles or those suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.
- **Supervision.** Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical Care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. Such individuals require the support of trained medical professionals.

5.3.1 Children and Disasters

The County recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

Whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children. Such issues may include:

EF 6. Care and Shelter

- **Preparedness.** Program and planning activities that relate to the needs of children. This includes involving members of the community familiar with children’s issues.
- **Evacuation.** Identifying where children are located (such as schools and daycares) and how they will be evacuated.
- **Monitoring.** Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster.
- **Shelter.** Identifying resources for diapers, formula and food appropriate for all ages, and portable cribs and playpens, as well as staffing resources needed to supervise unaccompanied children.
- **Public Outreach and Education.** Promoting personal preparedness among families with children, as well as at local schools and daycares.

5.3.2 Household Pets and Service Animals

Previous disasters throughout the nation have shown that individuals are less likely to evacuate or seek shelter if they are unable to bring their pets. Whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to household pets and service animals. In particular, these issues may include:

- **Preparedness.** Program and planning activities that relate to the needs of household pets and service animals. This includes involving members of the community familiar with pet and service animal issues.
- **Shelter.** Identifying resources for food, crates, and staffing resources needed to supervise household pets.
- **Public Outreach and Education.** Promoting personal preparedness among families with pets and at local pet rescue agencies.

6 Emergency Function Annex Development and Maintenance

The County Office of Emergency Services, in coordination with HHSA, will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

Shasta County

- Shasta County Care and Shelter Plan
- Adult Services Extreme Temperature Response Plan: Heat Reduction Rapid Response (H3R)
- Child Welfare Services Disaster Response Plan

State of California

- California Animal Response Emergency System (CARES) Plan, California Department of Food and Agriculture, 2000
- California Emergency Plan: EF 6 – Care and Shelter

Federal

- National Response Framework: ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services

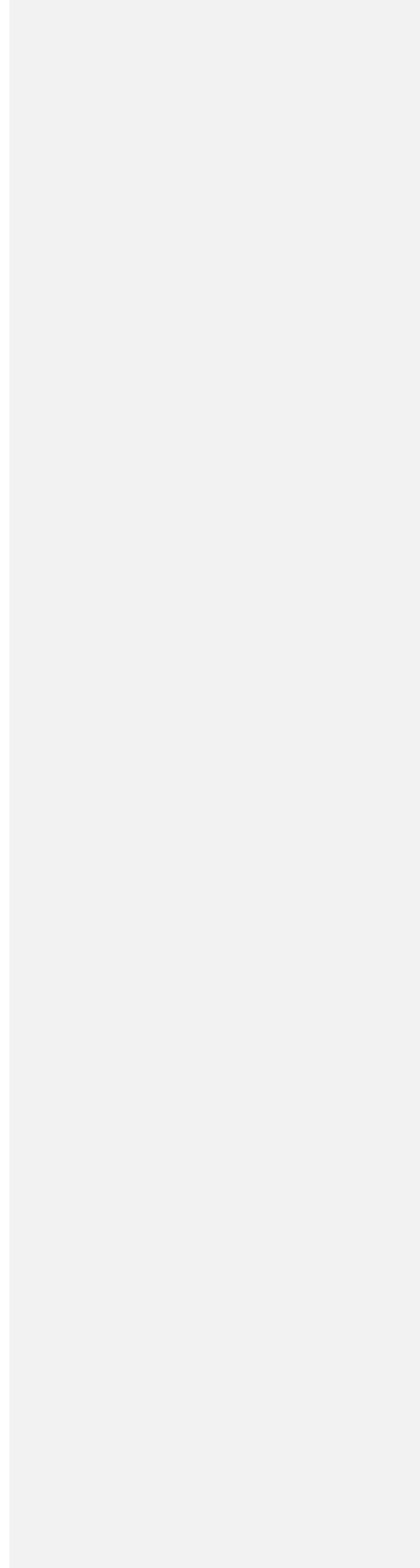
8 Appendices

- None at this time.

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EF 7 – Resources



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EF 7 Tasked Agencies	
Primary Agencies	Shasta County Sheriff's Office and Office of Emergency Services
Supporting Agencies	Shasta County Administrative Office American Red Cross Salvation Army
Primary State Agency	California Government Operations Agency, Department of General Services

1 Purpose and Scope

Emergency Function (EF) 7 coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations. In addition, EF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the county or region. Formal pre-incident agreements (i.e., mutual aid agreements or memoranda of understanding) between government agencies, the private sector, and/or other nongovernmental entities may be necessary to support EF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and adoption of standardized interoperable equipment during emergency response activities.

Procedures outlined in this support function include both medical and non-medical resources.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

- Upon request, EF 7 provides the operational support needed to establish the response capacity of local government. Resource management consists of local government departments providing assistance to each other as well as nongovernmental and private-sector response efforts in the form of:
 - Emergency relief supplies
 - Facility space
 - Office equipment and supplies
 - Telecommunications support
 - Contracting assistance
 - Transportation services
 - Personnel required to support immediate response activities
 - Support for requirements not specifically identified in other EFs, including excess and surplus property
 - Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. EF 7 does not stockpile supplies.
 - During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding, memorandums of agreement, and interagency agreements.

3.2 Assumptions

- Agencies' support of the response to the emergency or disaster event will be severely impacted.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.

- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- If donated goods and services are provided, the Shasta County Sheriff's Office, Office of Emergency Services (OES) should be responsible for managing these as part of EF 7.
- The management and logistics of resource support is highly situational and requires flexibility and adaptability.
- The County's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources and implement mutual aid agreements under their own authorities

4 Roles and Responsibilities

4.1 Emergency Function 7 Annex Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop plans, procedures, and protocols for resource management in accordance with SEMS and the National Incident Management System (NIMS), and include pre-positioning of resources to efficiently and effectively respond to an event.
- Establish plans and systems for resource identification, typing, and inventorying.
- Establish plans and systems for acquiring and ordering resources.
- Establish plans and systems for mobilizing and allocating resources.
- Establish plans and systems for resource recovery and reimbursement.
- Establish plans and procedures for coordinating with nongovernmental and private-sector organizations to obtain resources.
- Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.
- Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- Participate in exercises and training to validate this annex and supporting plans and procedures.

- Ensure that all EF 7 personnel are trained in their responsibilities according to departmental plans and procedures.

4.1.2 Response

- Establish communication between the Emergency Operations Center (EOC) and Incident Management Team to determine the resources needed to support incident response and operations.
- Identify internal, jurisdiction-specific resources available to support response and recovery operations.
- Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- Provide logistical support for the operation and requests of the Incident Commander and EOC.
- Coordinate distribution of stockpile assets.
- Coordinate the handling and transporting of affected persons requiring assistance.
- Provide and coordinate the use of emergency power generation services at critical facilities.

4.1.3 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Recover all deployed resources that are salvageable.
- Return resources to their issuing locations.
- Account for all resource use and expenditures.
- Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- Prioritize the repair and restoration of infrastructure so that essential services may be given first priority.
- Ensure that all agencies involved in the recovery effort perform detailed cost accounting in the event of a declared disaster and that there is a potential for federal and State of California (State) assistance.

- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines, and formats to document any crucial lessons learned and revise plans as needed for future events.

4.1.4 Mitigation

- Develop internal Continuation of Operations Plans to identify resource needs and resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- A Continuity of Operations plan for internal and external resources should include, but is not limited to, the following:
 - Identify essential personnel and staffing for internal and external support requirements.
 - Identify emergency supplies needed for personnel.
 - Identify essential records, equipment, and office supply needs.
 - Identify essential office space requirements.
 - Identify additional transportation requirements in support of an emergency or disaster.

5 Concept of Operations

5.1 General

- In accordance with the County Emergency Operations Plan (EOP) and this EF Annex, the County OES is the primary agency responsible for coordinating resources activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of resources.
- Resource requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the County OES and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate resources activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with resources activities.

5.3 Access and Functional Needs Populations

Provision of resources in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The County OES will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

Shasta County

- Shasta County Emergency Operations Plan: EF 8 – Public Health and Medical

State of California

- California Emergency Plan: EF 7 – Resources and EF 8 – Public Health and Medical

Federal

- National Response Framework: ESF 7 – Logistics Management and Resource Support and ESF 8 – Public Health and Medical Services
- FEMA Guide: National NIMS Resource Typing Criteria

8 Appendices

None at this time.

8

EF 8 – Public Health and Medical

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EF 8. Public Health and Medical

EF 8 Tasked Agencies	
Primary Agencies	Shasta County Health and Human Services Agency
Supporting Agencies	Sierra-Sacramento Valley Emergency Management Services Agency Shasta County Resource Management – Environmental Health Shasta County Healthcare Coalition Area Hospitals Ambulance Services (American Medical Response, Mercy, Burney Fire Department, Mayers Memorial) Sheriff’s Office - Coroner
Primary State Agency	California Health and Human Services Agency

1 Purpose and Scope

Emergency Function (EF) 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities:

- Public health and sanitation
- Emergency medical, dental, and hospital services
- Crisis counseling and mental health services
- Mass Fatality (Sherriff’s Office Coroner responsibility)

EF 8 also refers to the services, equipment, and personnel needed to protect the health of the public from communicable disease, contamination, and epidemics, including health and symptomatic monitoring, food and water inspections, immunization and mass prophylaxis delivery, laboratory testing, and animal health/disease management (as it pertains to potential or actual impacts on public health). Other essential tasks associated with this support function include providing professional personnel, services, and facilities to relieve victims and their families, first responders, and/or Access and Functional Needs populations of trauma and mental health conditions caused or aggravated by an emergency/disaster or its aftermath. Depending on the nature and severity of an incident, services and resources may be needed for prolonged periods of time.

See EF Annex 11 – Food and Agriculture for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

EF 8. Public Health and Medical

- Shasta County Code, Chapter 2.72.
 - Shasta County Code 2.72.030 F regarding emergency management states, “The county public health officer ... shall be responsible for all medical and public health operations.”
- Shasta County Code, Chapter 8.02
 - Shasta County Code 8.02.050 regarding Health officer – Authority states “A. The health officer shall delegate to the director of environmental health those powers, functions, duties and responsibilities regarding environmentally based public health programs. B. Nothing in this chapter shall be deemed or construed to diminish in any way the jurisdiction over health emergencies retained by the health officer, pursuant to Section 1158 of the Health and Safety Code.”
- Section 1158 of the State of California Health and Safety Code was renumbered to 101310 and states “In the event a health emergency is declared by the Board of Supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency.”
- The Public Health Officer may declare a local health emergency whenever there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, the director may declare a health emergency and the local health officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health.as per Health & Safety Code Section 101080. In addition, the Public Health Officer may execute an order authorizing first responders to immediately isolate exposed individuals that have been exposed to biological, chemical, toxic or radiological agents that may spread to others.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

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- California Health and Safety Code 1797.153, allows the establishment of the Medical Health Operational Area Coordinator (MHOAC).
 - Appointed jointly by the Health Officer and Local Emergency Medical Services Agency (LEMSA) Administrator in a medical disaster at the Operational Area level.
 - Signed memo establishing the joint appointment of the Shasta County Medical and Health Operational Area Coordinator Program (2012)

2.2 Agreements

The following agreements are currently in place:

- Statement of Understanding between Shasta County through its Departments of Social Services, Public Health and Mental Health and the American Red Cross, Shasta Area Chapter (2005)

3 Situation and Assumptions**3.1 Situation**

- Local hazards could result in mass casualties or fatalities, disruption of food and/or water distribution and utility services; loss of water supply, wastewater, and solid waste disposal services; and other situations that could create potential health hazards or serious health risks.
- One of the primary concerns of public health officials is disease control. This involves the prevention, detection, and control of disease-causing agents; maintaining safe water and food sources; and continuation of wastewater disposal under disaster conditions.
- Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- Shasta County (County) does not have large-scale morgue storage capabilities.

3.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized

EF 8. Public Health and Medical

treatment that could overwhelm the local and State of California (State) health and medical system.

- Emergency health and medical services should be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- Public and private medical, health, and mortuary services resources located in the County will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
- Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and Access and Functional Needs Populations may be damaged or destroyed in major emergency situations.
- If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
- Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
- Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
- Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment such as dialysis, may have difficulty obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- In a major catastrophic event (including, but not limited to, epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.

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- Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires, could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- The public may require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- Some types of emergency situations, such as earthquakes, hurricanes, and floods, may affect a large proportion of the County, making it difficult to obtain mutual aid from the usual sources.
- The damage and destruction caused by a natural or technological event may produce urgent needs for mental health crisis counseling for victims and emergency responders.
- Emergency responders, victims, and others affected by emergency situations may experience stress, anxiety, and other physical and psychological symptoms that may adversely affect their daily lives. In some cases, disaster mental health services may be needed during response operations.

4 Roles and Responsibilities

4.1 Emergency Function 8 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Conduct planning with support agencies in accordance with the California Public Health Emergency Operations Manual and MHOAC program.
- Ensure that lead agency personnel are trained in their responsibilities and duties as well as Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)/Incident Command System (ICS).
- Develop and implement emergency response and health and medical strategies.

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- Identify population groups requiring special assistance during an emergency (e.g., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance for them.
- Maintain adequate medical supplies.
- Pre-position response resources when it is apparent that health and medical resources will be necessary.
- Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- Appoint a representative to assist in the County Emergency Operations Center (EOC).
- Participate in emergency management training and exercises.

4.1.2 Response

- SEMS is the system required by Government Code § 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. It creates a measure of performance in which responses to emergencies can be evaluated and improved.
- Activate emergency plans and mobilize emergency health personnel.
- Conduct rapid assessments for immediate response objectives.
- Determine the number and type of casualties, request additional assistance, establish staging areas, and initiate triage procedures.
- Identify hospital and nursing home bed vacancies.
- Determine which normal activities and facility accommodations can be curtailed or shifted to allow for increased emergency capacity.
- Arrange for the provision of medical personnel, equipment, and supplies to health and medical facilities, as needed.
- Coordinate morgue operations as required and appropriate.
- Provide staff and services for monitoring public health conditions.
- Determine needs for health surveillance programs.
- Implement disease control and prevention measures.

EF 8. Public Health and Medical

- Coordinate lab testing and evaluations of community environmental health conditions and provide health advisories as required or appropriate.
- Coordinate prescription drug access for healthcare facilities and individuals needing medication refills.
- Partially or fully activate the EOC, if necessary.
- Assist with patient evacuation and post-event relocation.
- Provide nursing staff for special needs shelters.
- Initiate on-site public education programs on the health problems associated with the emergency or disaster.
- Provide emergency public information on the health aspects of the situation in conjunction with EOC/Joint Information Center (JIC).
- Coordinate the release of public health information with County and State Public Information Officers (PIOs).
- Monitor food and drug safety, as well as radiological, chemical, and biological hazards.
- Coordinate and monitor the potability of water, wastewater disposal, solid waste disposal, and vector control monitoring.
- Coordinate victim identification and mortuary services with the coroner.
- Coordinate mental health services as appropriate for victims and/or emergency responders.

4.1.3 Recovery

- Health authorities determine if a continuing health problem exists that requires an ongoing commitment of resources or if there is a potential for new problems to develop.
- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status.
- Monitor environmental and epidemiological systems.
- Assist the California Environmental Protection Agency Department of Toxic Substances Control in determining suitable sites and acceptable procedures for the disposal of hazardous materials.

EF 8. Public Health and Medical

- Monitor public and private food supplies, water, sewage, and solid waste disposal systems.
- Continue to provide public information on sewage and waste control, food and water supplies, and control of insects, rodents, and diseases.
- Continue to utilize multiple means of communicating public information and education.
- Support emergency services staff and operations until the local system is self-sustaining; maintain provision of long-term emergency environmental activities.
- Ensure the availability of mental and behavioral health professionals
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Restore pharmacy services to operational status.
- Inform the public of any follow-up recovery programs that may be available.
- Form a long-term recovery assistance team to help ensure that individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Identify populations requiring event-driven health, medical, or social services after the event.
- Return staff, clients, and equipment to regularly assigned locations.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.
- Participate in after-action critiques and reports.
- Update plans and procedures based on critiques and lessons learned during an actual event.
- Initiate financial reimbursement process for support services.

4.1.4 Mitigation

- Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.

EF 8. Public Health and Medical

- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- Survey and map all emergency medical services within the Mutual Aid Region III.
- Increase the use of geographical information systems to identify the location of all vulnerable sites or populations.
- Gather and evaluate intelligence regarding epidemics and assist in detection of communicable diseases.
- Administer immunizations.
- Conduct continuous health inspections.
- Promote and encourage the use of the blood donation program.
- Conduct normal public health awareness programs.
- Conduct training and education.
- Conduct practice drills.
- Convey public information in multiple formats and languages.

5 Concept of Operations**5.1 General**

- In accordance with the Basic Plan and this EF Annex, the Shasta County Department of Health and Human Services (HHSA) is the primary agency responsible for coordinating public health and medical services activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with public health and medical services resources will be generated one of three ways: they will be forwarded to the County EOC, the MHOAC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of public health and medical services resources.
- Public health and medical services support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

EF 8. Public Health and Medical**5.2 Notifications**

- The Director of Emergency Services will notify HHSA and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public health and medical services.
- The California Health Alert Network (CAHAN), a secure, web-based communication and information system available 24 hours per day, 365 days per year for distribution of health alerts, dissemination of guidance documents, coordination of disease investigation efforts, preparedness planning, and other activities that strengthen State and local emergency preparedness and response.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public health and medical services.

5.3 Access and Functional Needs Populations

Provision of public health and medical services in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

HHSA will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

Shasta County

- Adult Services Extreme Temperature Response Plan: Heat Reduction Rapid Response (H3R)
- Child Welfare Services Disaster Response Plan
- Shasta County Public Health Emergency Response Plan

State of California

- California Emergency Plan: EF 8 – Public Health and Medical
- California Public Health and Medical Emergency Operations Manual (July 2011)

EF 8. Public Health and Medical

Federal

- National Response Framework: ESF 8 – Public Health and Medical Services

8 Appendices

None at this time.

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EF 9 – Search and Rescue

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EF 9. Search and Rescue

EF 4 Tasked Agencies	
Primary Agencies	Shasta County Sheriff's Office
Supporting Agencies	Shasta County Fire Department Mutual Aid Partners
Primary State Agencies	California Governor's Office of Emergency Services – Fire and Rescue Division

1 Purpose and Scope

Emergency Function (EF) 9 coordinates and manages search and rescue operations and resources during emergency response and recovery, including urban search and rescue challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and/or the extrication of accident victims.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

The Shasta County Sherriff (or designee) assumes the role of Incident Commander for search and rescue activities.

EF 9. Search and Rescue

Shasta County Search & Rescue is directed under the supervision of the Shasta County Sheriff's Office of Emergency Services or "O.E.S." and is composed of 12 different volunteer teams: Ground Pounders, Tracking Team, Mountain Rescue Team, Mounted Team, Dirt Riders, Snowmobile Team, Eastern & Western Flying Posses, K9, Communications, Jeepers and the Jeep Auxiliary Team, and one Overhead Team which consists of Sheriff's Office employees. Each team is vital to search & rescue efforts and each provides different trainings and certifications needed to conduct searches and recoveries. All appropriate personnel are trained in ICS/National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS), and a training roster is maintained and updated by the County Sheriff's Office. Information regarding the personnel supporting EF 9 duties, including their capabilities, is available through the Sheriff's Office during an emergency.

The following circumstances may initiate a search and rescue mission requiring field operations:

- Person(s) participating in recreational activity become victims of an accident, suffer a health problem, or become disoriented regarding direction.
- Persons have wandered from a facility or a group organization activity designed to house, feed, care, and provide guidance for them.
- Passengers in a moving vehicle become submerged in water;
- Persons fall victim to drowning.
- Transitory persons are involved in a transportation-related accident.
- An aircraft has crashed or landed in an obscure region not normally or officially provided for landings.

3.2 Assumptions

- Search and rescue operations will continue to increase as population and recreational opportunities continue to grow.
- In a disaster, some search and rescue resources may become scarce or damaged. Assistance from mutual aid agreements, neighboring jurisdictions, and State of California (State) and federal resources may be called upon.
- Efficient and effective mutual aid among the various local, County, State, and federal agencies requires the use of the ICS together with compatible search and rescue equipment and communications.
- Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.

EF 9. Search and Rescue

- Local residents and unaffiliated volunteers may initiate activities to assist in search and rescue operations and will require coordination and direction.

4 Roles and Responsibilities

4.1 Emergency Function 4 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Encourage active participation of inter-agency preparedness organizations, which collaborate in search and rescue activities on a regular basis.
- Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- Prepare and maintain plans and procedures, resource inventories, personnel rosters, and resource mobilization information necessary to implement search and rescue operations.
- Develop plans, procedures, and protocols for resource management in accordance with NIMS resource typing, including pre-positioning of resources to efficiently and effectively respond to an event.
- Establish procedures for coordinating all public information releases through the County and/or city Public Information Officer (PIO).
- Coordinate and participate in the development and presentation of training courses and exercises for search and rescue personnel.
- Maintain liaison with support agencies.
- Pre-identify typed search and rescue resources and identify resources from other agencies or capabilities that may assist with search and rescue, and plan to integrate such additional resources as necessary.
- Develop a management plan to manage uncertified volunteers.
- Appoint a representative to assist in the County EOC.

4.1.2 Response

4.1.2.1 Command and Control

- SEMS is the system required by Government Code § 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies

EF 9. Search and Rescue

in California. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. It creates a measure of performance by which responses to emergencies can be evaluated and improved.

- ICS has been adopted and is used by many first responders and local jurisdictions in the State to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post is established as the focal point for all emergency operations.
- Collect and analyze incident information to help determine the need to deploy search and rescue operations.
- Plan and coordinate search and rescue operations at the incident site.
- Direct search and rescue resources according to SEMS, NIMS, ICS, and team policies and procedures/guidelines.

4.1.2.2 Emergency Management

- Activate the EOC and coordinate emergency warning(s). Coordinate with appropriate agencies, including government, public service, and private and volunteer organizations.

4.1.2.3 Sheriff's Office

- Notify key staff based on information received from the Communications Center and/or the EOC.
- Activate emergency operating procedures, including search and rescue volunteers.
- Respond to calls for search and rescue.
- Assist in warning the public of traffic routing and/or traffic control, when possible.
- Initiate mutual aid contingency plans, when needed.
- Track personnel assignments/locations.
- Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC.

EF 9. Search and Rescue**4.1.2.4 Fire Agencies**

- Notify key staff based on information received from the Communications Center and/or the EOC.
- Activate emergency operating procedures.
- Provide temporary power and emergency lighting at emergency scenes when needed.
- Assist in warning the public of traffic routing and/or traffic control, when possible.
- Initiate mutual aid contingency plans, when needed.
- Track personnel assignments/locations.
- Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC, such as damage assessment.

4.1.3 Recovery**4.1.3.1 Emergency Management**

- Continue to render support when and where required as long as emergency conditions exist.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes to this EF Annex and supporting plans and procedures.
- Initiate a financial reimbursement process for response activities when such support is available.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Updates plans and procedures based on critiques and lessons learned during an actual event.

4.1.3.2 Sheriff's Office

- Return vehicles and equipment to regularly assigned locations.
- Provide critical payroll and other financial information for cost recovery through appropriate channels.

4.1.3.3 Fire Agencies

- Return vehicles and equipment to regularly assigned locations.

EF 9. Search and Rescue

- Provide critical payroll and other financial information for cost recovery through appropriate channels.

4.1.4 Mitigation

- Conduct search and rescue training and education programs.
- Review the hazards most likely to affect the County and identify potential vulnerabilities in the search and rescue function.
- Develop plans to overcome identified vulnerabilities (e.g., new equipment, training, and mutual aid procedures).
- Ensure that all equipment is regularly checked and maintained for instant deployment.

5 Concept of Operations**5.1 General**

- In accordance with the Basic Plan and this EF Annex, the Sheriff's Office is the primary agency responsible for coordinating search and rescue activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with search and rescue resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of search and rescue resources.
- Search and rescue support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the Sheriff's Office and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate search and rescue activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with search and rescue activities.

5.3 Access and Functional Needs Populations

Search and rescue operations that require dissemination of emergency public information will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The County Sherriff’s Office will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- None at this time.

State of California

- 2012 California Strategic Plan

Federal

- National Response Framework: ESF 9 – Search and Rescue

8 Appendices

None at this time.

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EF 10 – Hazardous Materials

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EF 10. Hazardous Materials

EF 10 Tasked Agencies	
Primary Agencies	Shasta Cascade Hazardous Materials Response Team (Type 2)
Supporting Agencies	Shasta County Resource Management - Environmental Health Division Butte County Regional Hazardous Materials Response Team Health and Human Services Agency – Public Health California Highway Patrol
Primary State Agencies	California Environmental Protection Agency, Department of Toxic Substances Control California Governor’s Office of Emergency Services, Fire and Rescue Division, Hazardous Materials Section

1 Purpose and Scope

Emergency Function (EF) 10 provides for response to and recovery from hazardous material releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials incidents potentially involving transportation corridors (railway, highway, marine); abandoned waste sites; pipelines; tank farms; and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.).

As a Certified Unified Program Agency, the Shasta County (County) Environmental Health Division is responsible for implementing all the unified programs within its jurisdiction. These programs include hazardous materials business plan, hazardous waste generator, hazardous waste on-site treatment, underground storage tanks, California Accidental Release Prevention Program, and aboveground storage tanks containing petroleum products. For more information, refer to the Shasta County Area Plan – May 2013.

Note: Response and recovery involving release of radiological materials is covered in an Incident-Specific Annex to this Emergency Operations Plan and will not be included in the scope of EF 10.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).

EF 10. Hazardous Materials

- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).
 - Chapter 4, Article 3
- California Health and Safety Code, Article 1.

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions**3.1 Situation**

- Hazardous materials are transported through the County, creating a relatively high risk of potential hazardous materials incidents. An incident could occur anywhere, in rural and urban areas, and at any time throughout the County.
- Major roadways within the County are used for routine transportation of hazardous materials with Interstate 5, Highways 44, 89, and 299 as the most heavily used. Union Pacific Railroad is routed through the major population centers of the County, including the cities of Anderson, Redding, and Shasta Lake. Natural gas pipelines run to major population centers and bisect the eastern portion of the County.
- Hazardous material incidents can threaten public health and safety, as well as the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources, and develop a site-specific emergency response plan.
- The commencement of emergency response operations for hazardous material incidents may require multiagency and multidisciplinary responses. Disciplines involved may include fire response, law enforcement, environmental containment and cleanup, fish and wildlife, emergency medical services, environmental health, and others if needed.
- Some incidents may not have immediately obvious impacts on life, property, and the environment but may still have subtle long-term

EF 10. Hazardous Materials

consequences for human health and the environment that will require further remediation.

- The California Governor's Office of Emergency Services (Cal OES), Fire and Rescue Division, Hazardous Materials Section coordinates statewide implementation of hazardous materials accident prevention and emergency response programs for all types of hazardous materials incidents and threats.
- The emergency field response to incidents including hazardous materials spills and releases is the responsibility of the fire services or in the case of State highways, the California Department of Transportation and/or California Highway Patrol.

3.2 Assumptions

- A natural or technological disaster could result in one or more situations in which hazardous materials are released into the environment.
- Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites that produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.
- Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
- Emergency exemptions may be needed for disposal of contaminated materials.
- Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

4 Roles and Responsibilities**4.1 Emergency Function 10 Actions by Phase of Emergency Management****4.1.1 Preparedness**

- Develop and refine procedures to be used in hazardous materials assessments.

EF 10. Hazardous Materials

- Prepare and maintain plans and procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Maintain liaison relationships with support agencies.
- Ensure that personnel are appropriately trained and equipped to deal with hazardous materials incidents.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the hazardous material storage.
- Pre-position response resources when it is apparent that hazardous materials response resources will be necessary.
- Conduct, coordinate, and participate in all exercises involving hazardous materials operations.
- Develop mutual aid procedures to support response to a hazardous substance incident.
- Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- Participate in exercises and training to validate this annex and supporting plans and procedures.
- Ensure that all hazardous materials personnel are trained in their responsibilities according to the departmental plans and procedures.

4.1.2 Response

- Upon notification, attempt to confirm the material involved, estimated quantity released, and location of the incident.
- Activate the Standardized Emergency Management System (SEMS) and Incident Command System (ICS) and appoint a Safety Officer.
- Establish an isolation area and move all people out of that area.
- Establish perimeter control/area security.
- Establish and identify command post and staging locations. Take measures to protect the public and the safety of responders.
- Deploy appropriately trained personnel to the incident area.
- Seek assistance, when necessary, from the County Environmental Health Division, Shasta Cascade Hazardous Materials Response Team,

EF 10. Hazardous Materials

County Fire Department, HHS/PA/Public Health Officer, Medical Health Operational Area Coordinator, Department of Public Works-Roads, Shasta Area Safety Communications Agency (SHASCOM), mutual aid jurisdictions, the Cal OES, Fire and Rescue Division, Hazardous Materials Section, California Environmental Protection Agency, Department of Toxic Substance Control, and/or the U.S. Environmental Protection Agency.

- Ensure that public health departments are advised and incorporated into the command system.
- Establish adequate zones for decontamination.
- Ensure that personnel are adequately protected and equipped to handle hazardous material incidents.
- Monitor and direct hazardous materials resources and response activities.
- Participate in EOC briefings, Incident Action Plans, Situation Reports, and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Coordinate with other agencies to obtain resources and to facilitate an effective emergency response among all participating agencies.
- Once all local resources have been utilized and expended, coordinate with the Logistic Section to assist in locating additional support resources.
- Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the affected area.

4.1.3 Recovery

- Continue to provide support as required for the recovery phase of the incident through the appropriate Incident Commander.
- Continue to monitor personnel and the affected area for contamination.
- Support community recovery activities.
- Participate in after-action briefings and develop after-action reports.
- Initiate the financial reimbursement process for these activities when such support is available.

EF 10. Hazardous Materials

- Make necessary changes to this EF Annex and supporting plans and procedures to improve future operations.

4.1.4 Mitigation

- Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.
- Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary throughout the year.
- Participate in the hazard identification process and identify ways to improve the process.
- Continue to train personnel for hazardous material incidents.
- Develop radiological awareness programs for responders, the public, and industry.
- Develop emergency preparedness programs for hazardous materials incidents.
- Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

5 Concept of Operations**5.1 General**

- In accordance with the Basic Plan and this EF Annex, the Shasta Cascade Hazardous Materials Response Team is the primary agency responsible for coordinating oil and hazardous materials activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with oil and hazardous materials resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of oil and hazardous materials resources.
- Oil and hazardous materials support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

EF 10. Hazardous Materials**5.2 Notifications**

- The Director of Emergency Services will notify the Shasta Cascade Hazardous Materials Response Team and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate activities related to oil and hazardous materials response.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with activities related to oil and hazardous materials response.

5.3 Access and Functional Needs Populations

Provision of oil and hazardous materials services in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The Shasta Cascade Hazardous Materials Response Team will be responsible for coordinating regular review and maintenance of this EF annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- Shasta County Environmental Health Division, Department of Resource Management Hazardous Materials Area Plan (May 2013).
- Shasta County Hazardous Materials Business Plan Guidance
- Shasta County Fire Mutual Aid Plan
- Shasta County and City of Anderson Hazard Mitigation Plan (2011)
- Shasta-Cascade Hazardous Materials Response Team Standard Operating Procedures

State of California

- California Public Health Medical and Health Emergency Operations Manual (2011)
- California Hazardous Materials Incident Tool Box (January 2011)
- California Emergency Plan: EF 10 – Hazardous Materials

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Federal

- National Fire Protection Association 472/473 – Standards for Competence of Responders to Hazardous Materials Incidents/Emergency Medical Services Personnel
- National Response Framework: ESF 10 – Oil and Hazardous Materials

8 Appendices

- None at this time.

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EF 11 – Food and Agriculture

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EF 11. Food and Agriculture

EF 11 Tasked Agencies	
Primary Agencies	Department of Resource Management (Environmental Health Division)
Supporting Agencies	Shasta County Agricultural Commissioner University of California Cooperative Extension/Farm Advisor The Food Group Air Quality Management District Lassen National Park Shasta County Sheriff's Office Haven Humane Society
Primary State Agency	California Department of Food and Agriculture

1 Purpose and Scope

Emergency Function (EF) 11 focuses on activities related to food and agriculture, including coordinating provision of food, water, shelter, evacuation and transportation resources, and care for animals/livestock. It also provides information for human mass care shelters, food supply lists, emergency food assistance, and the California Animal Response in Emergency System Program. EF Annex 11 includes information regarding emergency response and recovery of impacts to animal and plant diseases and pests, as well as control and eradication of outbreaks of highly contagious or economically devastating livestock diseases and animal and vector control.

See EF Annex 6 for procedures for evacuating and sheltering household pets and service animals.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- California Food and Agricultural Code, Section 9101
- Code of Federal Regulations, Title 9, Section 161.4(f)
- None at this time.

2.2 Agreements

The following agreements are currently in place:

- MOU: Animal Care Preparedness during Disasters, Cal OEF and California Department of Food and Agriculture, January 31, 2007.
- 25-year contract in place with Haven Humane that ends in 2036.

3 Situation and Assumptions

3.1 Situation

- Numerous plant and animal diseases exist that could impact Shasta County (County) through natural, accidental, or intentional introduction.
- The County has significant numbers of animals, ranging from household pets to commercial livestock operations. The vulnerability of these animals in the event of a disaster or emergency can have impacts at both the individual and commercial levels, with the potential for long-range effects on the local economy.
- A significant emergency may deprive substantial numbers of local residents of access to safe and reliable supplies of food and water.
- An emergency may cause or be caused by the spread of a contagious disease through the food and water supply systems or from animals to people.
- Some animal diseases are very contagious (such as foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting both animals and people.
- Some plant diseases are highly infectious to other plants and can be very difficult to identify, isolate, control, and eradicate.
- Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.

3.2 Assumptions

- Livestock, wildlife, birds, plants, and crops may be affected by a disease or insect outbreak. Plants and animals may die of such an outbreak or need to be destroyed/depopulated.
- Production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of the County, State of California (State), and, possibly, the nation.
- The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a county and state via markets, product movement, and fomites (people, vehicles, etc.).

EF 11. Food and Agriculture

- The County's resources would be rapidly depleted if the outbreak involved multiple facilities or large areas.
- Positive and prompt actions by local, state, and (possibly) federal authorities will be required in order to stop a highly contagious disease. Control and eradication of such a disease will involve many county, State, and federal agencies, not just those involved with agricultural activities.
- Some land owners, individuals, or groups may strenuously object to depopulation of animals or destruction of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.
- First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.
- Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- An earthquake may break water distribution pipes, contaminating potable water systems.
- Displaced persons will be cared for in emergency shelters. Food and water inventories of these shelters may be quickly depleted. Food banks and other charitable food sources may not have sufficient inventories to meet other food needs.
- Truck delivery of bulk supplies may be cut off. Distribution of non-local donated goods may not be possible.
- Emergency shelters will not have the facilities to care for household pets.
- Volunteers will want to help and can make a significant contribution to the effort.

4 Roles and Responsibilities

4.1 Emergency Function 11 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop plans, procedures, and checklists to support agriculture and natural resources activities.

EF 11. Food and Agriculture

- Maintain an accurate roster and activation procedures of personnel assigned to perform agriculture and natural resources duties during a disaster.
- Maintain current food resource directories, including points of contact.
- Identify likely transportation needs and coordinate with appropriate agencies to meet these needs.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- Establish an Animal/Agriculture Working Group and conduct meetings of this group as appropriate.
- Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations with personnel and equipment to support agriculture and natural resources response.
- Identify and schedule disaster response training for agriculture and natural resources personnel. Areas to be covered should include, but not be limited to, response protocol, Incident Command System (ICS), bio-security, personal protection, quarantine, access control, depopulation, disposal, decontamination, and potential human impacts.
- Ensure that all agriculture and natural resources personnel are trained in their responsibilities according to departmental plans and procedures.
- Participate in exercises and training to validate this annex and supporting plans and procedures.

4.1.2 Response

- Activate plans.
- Establish an Incident Command Post and activate the local Emergency Operations Center (EOC).
- Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- Request appropriate declarations of emergency.

EF 11. Food and Agriculture

- Issue quarantines and establish movement control procedures.
- Initiate bio-security measures.
- Develop an incident-specific communications plan.
- Establish response personnel support needs and coordinate local support capabilities.
- Identify existing internal, jurisdiction-specific resources available to support response and recovery operations.
- Contact key collaborating agencies.
- Obtain equipment and supplies needed for operations.
- Complete notifications of response personnel and agency directors.
- Develop an Incident Action Plan that includes at least the following functions: bio-security and decontamination, movement control and quarantine, depopulation and disposal, surveillance and epidemiology, personnel safety, demobilization and recovery, and inter/intra-agency communications. Develop public service announcements for release to the media.
- Identify appropriate locations for disposal, and obtain appropriate permits for animal depopulation and crop operations.
- With the help of local public works services, identify the locations of public disinfection sites and roadblocks.
- Conduct on-site operations.
- Provide assistance to established pet shelters.
- Move, detain, or restrict the movement of animals, equipment, products, and personnel as necessary to control and eradicate animal or plant disease.
- Manage and direct the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
- Provide and/or receive appropriate mutual aid.
- Provide situation reports to the command structure on the status of operations.
- Coordinate donations and volunteers wishing to assist in operations.

EF 11. Food and Agriculture

- Respond to protestors who desire to interfere with or stop operations.
- Maintain records of all activities conducted, costs, and hours worked by paid and volunteer personnel.
- Ensure that communications lines are established and participants are clear on what actions need to be taken if a highly contagious disease or insect is suspected or confirmed.

4.1.3 Recovery

- Provide immediate assistance as needed to land owners affected by an animal/plant health emergency.
- Assist in decontamination efforts and ensure that cleanup is completed.
- Help maintain movement restrictions as required by local, State, and federal authority.
- Assist in issuing and tracking special permits and licenses.
- Work with producer groups to assist in recovery efforts.
- Submit necessary records and paperwork to local and State officials for tracking and reimbursing costs incurred by the County in handling the emergency.
- Participate in follow-up reports and critiques of the portion of the Emergency Operations Plan (EOP) related to animal/plant health emergencies, and make any necessary changes and improvements to the plan.
- Continue to render support when and where required as long as emergency conditions exist.
- Restore equipment and restock supplies to their normal state of readiness.
- Participate in after-action reports and meetings.
- Make changes to plans and procedures based on lessons learned.

4.1.4 Mitigation

- Provide surveillance for a foreign animal disease or an animal-borne poison or toxin that may pose a threat to animal-based industries, the economy, or public health.

EF 11. Food and Agriculture

- Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy, or public health.
- Organizations that will be operating shelters and providing food for the public during an emergency operation need to make arrangements with the owners of the facilities from which they intend to operate and possibly pre-stock some supplies.
- Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals of the basic clinical signs of a highly contagious disease or other diseases or insects of concern.
- Develop a program to ensure that all personnel who may be involved in an animal/plant health emergency understand their responsibilities and expected actions.
- Provide training in bio-security for those involved in livestock and crop enterprises.
- Enhance and expand bio-security measures on farms, ranches, feedlots, markets, mills, etc.
- Develop or enhance public information regarding highly contagious diseases or insects and other diseases of concern for producers, brokers, transporters, and other parties who may be involved in raising, selling, buying, or transporting livestock, poultry/birds, wildlife, or agricultural products.

5 Concept of Operations

5.1 General

- The Shasta County Agricultural Commissioner and the University of California Cooperative Extension are the primary agencies responsible for coordinating agriculture and natural resources activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with agriculture and natural resources will be generated one of two ways: they will be forwarded to the County EOC or will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of agriculture and natural resources, under the direction of the University

EF 11. Food and Agriculture

of California Cooperative Extension and the Shasta County Agricultural Commissioner.

- Agriculture and natural resources support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the Shasta County Agricultural Commissioner and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate agriculture and natural resources response.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with agriculture and natural resources response.

5.3 Access and Functional Needs Populations

Provision of agriculture and natural resources services in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The Director of Emergency Services will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following supporting documents are currently in place:

Shasta County

- None at this time.

State of California

- California Emergency Plan: EF 11 – Food and Agriculture

Federal

- National Response Framework: ESF 11 – Agriculture and Natural Resources
- United States Department of Agriculture, Animal and Plant Health Inspection Service, 9 Code of Federal Regulations

8 Appendices

None at this time.

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EF 12 – Utilities

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EF 12 Tasked Agencies	
Primary Agencies	Shasta County Office of Emergency Services
Supporting Agencies	Shasta County Public Works Redding Electric Utility Pacific Gas & Electric Shasta Lake Electric Western Area Power County special districts and service areas
Primary State Agency	California Natural Resources Agency California Utility Emergency Association

1 Purpose and Scope

Emergency Function (EF) 12 is responsible for the restoration of damaged utility infrastructure and accompanying systems within the County following a disaster. This EF Annex also considers the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. This function includes all forms of energy production and transmission and their associated infrastructure, as well as utilities such as water, gas, sewer, and telephone services. Critical facilities may include primary and alternate Emergency Operations Centers (EOCs), hospitals/critical care facilities, designated shelters, agency operating centers (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- None at this time.

2.2 Agreements

The following agreements are currently in place:

- Memorandum of Understanding with the California Office of Emergency Services and the California Utility Emergency Association to provide emergency operations support for gas, electric, water, wastewater, telecommunications (including wireless), and petroleum pipeline utilities.

3 Situation and Assumptions

3.1 Situation

- Emergencies, both natural and human-caused, can have profound effects on public and privately owned utilities in the County. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to minimizing a disaster's impacts on the safety, health, and economy of the area.
- The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.
- A major disaster could destroy or disrupt all or a portion of the County's energy and utility systems.

3.2 Assumptions

- A major disaster could destroy or damage portions of the County's energy and utility systems and disrupt petroleum supplies.
- Widespread and possibly prolonged electric power failures could occur in a major disaster.
- The transportation, media, and telecommunications infrastructures will be affected.
- Delays in the production, refining, and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of commercial power.
- There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- Natural gas lines may break, causing fire, danger of explosion, or health hazards such as inhalation to toxic substances.
- Water pressure may be low, hampering firefighting and impairing sewer system function.
- City and County Public Works departments, under an emergency proclamation, will require the authority to enter private property to

evaluate and shut off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

4 Roles and Responsibilities

4.1 Emergency Function 12 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop and maintain a complete directory of all utility services and products associated with this EF.
- Ensure the availability of necessary equipment to support energy and utilities activities.
- Coordinate the establishment of priorities to repair damaged energy services and the provision of temporary, alternate, or interim sources of portable generators and other utilities.
- Promote mutual assistance agreements with the vendors of all utility services.
- Develop and maintain alert rosters, plans, policies, and procedures necessary to support the implementation of this annex.
- Identify, train, and assign personnel to execute missions in support of restoration of energy and utility systems.
- Participate in an exercise at least annually to validate this annex and supporting annexes.

4.1.2 Response

- Establish communication between the EOC and Incident Management Team to determine resource needs to support incident response and operations.
- Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- Administer statutory authorities for utility priorities, as needed.
- Apply local, State, and federal resources as necessary, in accordance with established priorities to restore utility services.

EF 12. Utilities

- Provide emergency information, education, and conservation guidance to the public in coordination with the Public Information Officer (PIO).
- Assist local, State, and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- Coordinate with the Office of the Sheriff for security and protection of supplies.

4.1.3 Recovery

- Continue all activities in coordination with the EOC, based on the requirements of the incident.
- Support restoration activities.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after-action reports (AARs).
- Make necessary changes to this EF Annex and supporting plans and procedures.

4.1.4 Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- Implement a public awareness campaign regarding energy and utilities safety in emergencies.
- Develop internal Continuation of Operations Plans to identify resource needs and resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

5 Concept of Operations**5.1 General**

- Public (Redding Electric Utility, and Shasta Lake Public Utility District) and private utilities are responsible for coordinating energy and utility activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.

- Requests for assistance with energy and utility resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be made in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of energy and utility resources.
- Energy and utility support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the primary and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate energy and utility activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with energy and utility activities.

5.3 Access and Functional Needs Populations

Provision of energy and utility services in the County will take into account populations with access and functional needs.

6 Emergency Function Annex Development and Maintenance

The Director of Emergency Services will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- None at this time.

State of California

- State of California Blackout Power Restoration Plan
- California Emergency Plan: EF 12 – Utilities

Federal

- National Response Framework: ESF 12 – Energy

8 Appendices

None at this time.

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EF 13 – Law Enforcement

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EF 13 Tasked Agencies	
Primary Agencies	Shasta County Sheriff's Office
Supporting Agencies	Mutual Aid Partners Shasta County Fire Department California Highway Patrol
Primary State Agency	California Governor's Office of Emergency Services, Law Enforcement Division

1 Purpose and Scope

Emergency Function (EF) 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function is inclusive of general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County and local Emergency Operations Centers [EOCs]), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Standardized Emergency Management System Code of Regulations, Title 19, Division 2 (Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

Shasta County (County) is susceptible to a multitude of natural and human-caused disasters. Depending on their magnitude, these disasters have the ability to damage infrastructure, structures, and lifelines that may rapidly overwhelm the capacity of County agencies to assess the disaster and respond effectively to meet basic and emergency human needs.

During any type of disaster or large-scale emergency, law enforcement officers may be faced with tremendous challenges in meeting the increased needs for public assistance and aid. Law enforcement duties during emergencies include providing security for staging areas, mass care shelters, search and rescue, evacuation assistance, and traffic control. Emergency situations may lead to increased call volume, impaired roadways and other infrastructure, high numbers of citizens with injuries and needing rescue, and looting and other violence. Such circumstances can cause fatigue and mental stress among officers and result in angry and upset victims who have high expectations of law enforcement's ability to manage and control the situation.

3.2 Assumptions

- General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law enforcement resources.
- The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and State of California (State) emergency management and the operational area mutual aid agreements, through the Law Enforcement Mutual Aid Coordinator.
- The availability of resources will have a profound effect on agencies' abilities to perform tasked activities.

4 Roles and Responsibilities

4.1 Emergency Function 13 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop and maintain plans, procedures, and checklists to support emergency law enforcement operations.

EF 13. Law Enforcement

- Ensure that emergency personnel call-up and resource lists are current and available to emergency management.
- Strive to ensure that all law enforcement personnel within the jurisdiction, including regulars and auxiliaries, are trained to the appropriate Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)/Incident Command System (ICS) level in traffic control and evacuation procedures and in search and rescue operations.
- Coordinate and maintain liaison with support agencies and State and federal law enforcement agencies.
- Review plans and procedures and ensure that all law enforcement personnel are informed of existing or revised procedures.
- Ensure that mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with local private-sector resources that could be used to augment local law enforcement capabilities.
- Ensure the availability of necessary equipment to support law enforcement activities.
- Participate in emergency management training and exercises.

4.1.2 Response

- Assist with the dissemination of warnings and notifications as time and resources allow.
- Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- Respond as required on a priority basis.
- Secure the prisoner population(s) in the detention center(s) during a disaster situation.
- Secure incident site(s).
- Activate mutual aid if needed.
- Support damage assessment activities.
- Coordinate activities with other responding agencies.

EF 13. Law Enforcement

- Coordinate law enforcement agencies responding from outside the jurisdiction.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.
- Document expenditures for disaster/emergency-related activities and report to the EOC.

4.1.3 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Demobilize resources.
- Return equipment and vehicles to response-ready condition.
- Document costs and provide copies to the EOC.
- Review plans and procedures with key personnel and make revisions and changes as needed.
- Participate in after-action briefings and develop after-action reports.

4.1.4 Mitigation

- Participate in the hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- Develop public safety programs that include disaster situations and present them to the public.

5 Concept of Operations**5.1 General**

- SEMS is the system required by Government Code § 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. It creates a measure of performance by which responses to emergencies can be evaluated and improved.
- In accordance with the Basic Plan and this EF Annex, the County Sheriff's Office is the primary agency responsible for coordinating public safety and security activities. Plans and procedures developed

EF 13. Law Enforcement

by the primary and supporting agencies provide the framework for carrying out those activities.

- Requests for assistance with public safety and security resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for coordinating public safety and security resources.
- Public safety and security support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the County Sheriff's Office and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public safety and security activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public safety and security activities.

5.3 Access and Functional Needs Populations

Provision of public safety and security services in the County will take into account populations with access and functional needs.

6 Emergency Functional Annex Development and Maintenance

The County Sheriff's Office will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following plans and procedures are currently in place:

Shasta County

- None at this time.

State of California

- California Law Enforcement Mutual Aid Plan (9th Edition, April 2014)

- California Emergency Plan: EF 13 – Public Safety and Security

Federal

- National Response Framework: ESF 13 – Public Safety and Security

8 Appendices

None at this time.

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EF 13 – Law Enforcement

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EF 13 Tasked Agencies	
Primary Agencies	Shasta County Sheriff's Office
Supporting Agencies	Mutual Aid Partners Shasta County Fire Department California Highway Patrol
Primary State Agency	California Governor's Office of Emergency Services, Law Enforcement Division

1 Purpose and Scope

Emergency Function (EF) 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function is inclusive of general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County and local Emergency Operations Centers [EOCs]), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Standardized Emergency Management System Code of Regulations, Title 19, Division 2 (Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

Shasta County (County) is susceptible to a multitude of natural and human-caused disasters. Depending on their magnitude, these disasters have the ability to damage infrastructure, structures, and lifelines that may rapidly overwhelm the capacity of County agencies to assess the disaster and respond effectively to meet basic and emergency human needs.

During any type of disaster or large-scale emergency, law enforcement officers may be faced with tremendous challenges in meeting the increased needs for public assistance and aid. Law enforcement duties during emergencies include providing security for staging areas, mass care shelters, search and rescue, evacuation assistance, and traffic control. Emergency situations may lead to increased call volume, impaired roadways and other infrastructure, high numbers of citizens with injuries and needing rescue, and looting and other violence. Such circumstances can cause fatigue and mental stress among officers and result in angry and upset victims who have high expectations of law enforcement's ability to manage and control the situation.

3.2 Assumptions

- General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law enforcement resources.
- The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and State of California (State) emergency management and the operational area mutual aid agreements, through the Law Enforcement Mutual Aid Coordinator.
- The availability of resources will have a profound effect on agencies' abilities to perform tasked activities.

4 Roles and Responsibilities

4.1 Emergency Function 13 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop and maintain plans, procedures, and checklists to support emergency law enforcement operations.

EF 13. Law Enforcement

- Ensure that emergency personnel call-up and resource lists are current and available to emergency management.
- Strive to ensure that all law enforcement personnel within the jurisdiction, including regulars and auxiliaries, are trained to the appropriate Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)/Incident Command System (ICS) level in traffic control and evacuation procedures and in search and rescue operations.
- Coordinate and maintain liaison with support agencies and State and federal law enforcement agencies.
- Review plans and procedures and ensure that all law enforcement personnel are informed of existing or revised procedures.
- Ensure that mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with local private-sector resources that could be used to augment local law enforcement capabilities.
- Ensure the availability of necessary equipment to support law enforcement activities.
- Participate in emergency management training and exercises.

4.1.2 Response

- Assist with the dissemination of warnings and notifications as time and resources allow.
- Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.
- Respond as required on a priority basis.
- Secure the prisoner population(s) in the detention center(s) during a disaster situation.
- Secure incident site(s).
- Activate mutual aid if needed.
- Support damage assessment activities.
- Coordinate activities with other responding agencies.

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- Coordinate law enforcement agencies responding from outside the jurisdiction.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.
- Document expenditures for disaster/emergency-related activities and report to the EOC.

4.1.3 Recovery

- Continue to render support when and where required as long as emergency conditions exist.
- Demobilize resources.
- Return equipment and vehicles to response-ready condition.
- Document costs and provide copies to the EOC.
- Review plans and procedures with key personnel and make revisions and changes as needed.
- Participate in after-action briefings and develop after-action reports.

4.1.4 Mitigation

- Participate in the hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- Develop public safety programs that include disaster situations and present them to the public.

5 Concept of Operations**5.1 General**

- SEMS is the system required by Government Code § 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. It creates a measure of performance by which responses to emergencies can be evaluated and improved.
- In accordance with the Basic Plan and this EF Annex, the County Sheriff's Office is the primary agency responsible for coordinating public safety and security activities. Plans and procedures developed

EF 13. Law Enforcement

by the primary and supporting agencies provide the framework for carrying out those activities.

- Requests for assistance with public safety and security resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for coordinating public safety and security resources.
- Public safety and security support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the County Sheriff's Office and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate public safety and security activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public safety and security activities.

5.3 Access and Functional Needs Populations

Provision of public safety and security services in the County will take into account populations with access and functional needs.

6 Emergency Functional Annex Development and Maintenance

The County Sheriff's Office will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following plans and procedures are currently in place:

Shasta County

- None at this time.

State of California

- California Law Enforcement Mutual Aid Plan (9th Edition, April 2014)

- California Emergency Plan: EF 13 – Public Safety and Security

Federal

- National Response Framework: ESF 13 – Public Safety and Security

8 Appendices

None at this time.

14

EF 14 – Recovery

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Tasked Agencies	
Primary Agencies	Shasta County Office of Emergency Services
Supporting Agencies	Shasta County Fire Department Shasta County Public Works Department Shasta County Resource Management – Building Department
Primary State Agency	State and Consumer Services Agency Business Transportation Housing Agency

1 Purpose and Scope

This Emergency Function (EF) Annex provides information regarding the coordination of long-term community recovery and mitigation efforts to return Shasta County (County) to its normal, pre-emergency state. For the purposes of this EF, long-term recovery will consist primarily of some combination of damage assessment, identification of sources of recovery funding, performance of long-term recovery, and identification of opportunities for future risk reduction (mitigation).

County government is primarily responsible for providing assistance for recovery for public property in unincorporated areas of the County. County government also supports local governments and special purpose districts on a regional basis by coordinating recovery resources. Recovery for private property is not explicitly addressed by this EF; however, estimates of damage to private property are used in the disaster declaration process, and assistance to private property owners is included in certain State of California (State) and federal disaster assistance programs.

This EF Annex is not intended to address short-term recovery, which is the return of vital life-support systems to minimum operating standards. For the most part, short-term recovery is accomplished under the other emergency functions and the immediate emergency response, e.g., the provision of emergency medical care (EF 8); restoring interrupted utility and other essential services (EFs 3 and 12); reestablishing transportation routes (EF 1); and providing food and shelter for those displaced (EF 6).

This EF works together with certain aspects of EF 1 – Transportation, EF 3 – Construction and Engineering, and EF 12 – Utilities, which partially address damage assessments and restoration for those sectors.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- None at this time.

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

The County is vulnerable to a host of disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster. Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by State agencies.

3.2 Assumptions

- All appropriate disaster declarations will be made in a timely manner.
- Given the County's limited resources for recovery operations, State and federal governments will play a major role in assisting with such operations, substantially supplementing the County's efforts.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- Long-term shelters may be needed to house County citizens and other populations following a disaster.
- A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional and hazard-specific annexes and appendices to this plan, and the planning considerations addressed in this annex.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.

EF 14. Recovery

- Many types of public, private, and volunteer assistance will be offered following an extreme emergency that will involve unique management challenges and test the County's sheltering and feeding capacities.
- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific County department rather than an Emergency Operations Center (EOC) section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
- Under certain conditions, such as a lengthy recovery from a flood or earthquake, the County will seek inclusion in a Presidential Declaration so as to qualify for assistance in the form of federal emergency funds and equipment.

4 Roles and Responsibilities

During emergencies, recovery activities will be managed by the Shasta County Sheriff's Office, Office of Emergency Services.

4.1 Emergency Function 14 Actions by Phase of Emergency Management

4.1.1 Preparedness

- Develop and maintain a liaison with County, city, State, and federal agencies and organizations that can provide assistance in recovery and restoration activities.
- Develop and maintain procedures for recovering from emergencies and disasters, including documentation of disaster-related costs.
- Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- Identify damage assessment team members. Ensure that all personnel are aware of their emergency responsibilities.
- Develop and maintain plans, procedures, and checklists to support recovery activities.
- Ensure that personnel notification and call-up lists are current.
- Include disaster recovery activity in exercises and training.

4.1.2 Response

- Identify all damages and losses and prepare an action plan for recovery activities.

EF 14. Recovery

- Activate the County EOC or other facility to coordinate recovery activities.
- Assemble and forward all necessary reports and requests for assistance to appropriate federal and State agencies.
- Coordinate recovery and restoration activities among tribal, County, city, State, and federal program representatives.
- Prepare relevant recovery and restoration instructions and information for public information distribution.
- Work with the private sector to ensure that the disaster-related needs of the business community are met.
- Conduct other specific response actions as dictated by the situation.

4.1.3 Recovery

- Continue to work with all individuals and organizations affected by the event.
- Support community recovery activities.
- Work with the State and federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.
- Make necessary changes in this EF Annex and supporting plans and procedures.

4.1.4 Mitigation

- When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts.
- Investigate possible mitigation grant projects for reducing future disaster damage and losses.
- Develop and enforce adequate building codes.
- Develop and enforce adequate land use regulations.
- Develop hazard analysis.
- Develop potential mitigation measures to address the hazards identified in the analysis

5 Concept of Operations

5.1 General

- In accordance with the Basic Plan and this EF Annex, the County Office of Emergency Services is the primary agency responsible for coordinating recovery activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with recovery resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of recovery resources.
- Recovery support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the primary and supporting agencies of EOC activations and request that their representatives report to the EOC to coordinate recovery activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with recovery activities.

5.3 Access and Functional Needs Populations

Provision of recovery services in the County will take into account populations with access and functional needs.

6 Annex Development and Maintenance

The Director of Emergency Services will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- None at this time.

State of California

- California Emergency Plan: EF 14 – Recovery

Federal

- National Disaster Recovery Framework

8 Appendices

None at this time.

15

EF 15 – Public Information

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EF 15. Public Information

EF 15 Tasked Agencies	
Primary Agencies	Shasta County Office of Emergency Services Public Information Officers in individual departments
Supporting Agencies	Shasta County Health and Human Services Agency
Primary State Agency	California Governor's Office of Emergency Services Office of Crisis Communications and Media Relations

1 Purpose and Scope

Emergency Function (EF) 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. EF 15 also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages (Spanish, Iu-Mien, and others spoken by County residents) to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster or emergency incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction includes the Internet, brochures, newspapers, community meetings, workshops, and schools.

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- Shasta County Code, Chapter 2.72.
- Shasta County Resolution Number 95-175 establishing the Shasta Operational Area (September 26, 1995).
- Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act).

EF 15. Public Information

- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act).
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations).

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions**3.1 Situation**

The County is vulnerable to a variety of hazards. Media outlets exist that, if effectively employed, can be used to inform the population of the events that are occurring and how they may best take action to them.

During periods of emergency, the public both needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.

The Emergency Alert System is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public. The system is designed to provide a 24-hour warning point to the public for emergencies and disasters. The County may also use its reverse dialing system, Dialogic, to conduct mass notifications.

3.2 Assumptions

- Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
- In an emergency situation, the public will demand information about the emergency and the protective actions being taken.
- Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster-related instructions for the public.

EF 15. Public Information

- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- Responding agencies will provide information to reduce public concerns about the incident and response activities.
- Sufficient numbers of trained support personnel will be available to help coordinate public information and interface with the media and appropriate agencies.
- Demands for information from media outside the jurisdiction will be significantly increased in a disaster.
- State-level news releases should be coordinated with the designated County Public Information Officer (PIO) and not conflict with local-level releases.
- Rumor control procedures directed by the designated County PIO should prevent incorrect information from affecting emergency response activities.
- The EOC PIO maintains listings of media contacts and Emergency Alert System networks and relies on those contacts and networks for the dissemination of emergency public information.
- In a disaster, the County Sheriff's Office, Office of Emergency Services (OES) or the Federal Emergency Management Agency (FEMA) may assist in establishing and managing a Joint Information Center (JIC) to coordinate federal, state, and local information.
- During a Countywide or large disaster, a JIC may be established to coordinate the dissemination of information about all County, State and Federal disaster response and recovery programs.
- Information is one of the first casualties of a disaster. Rumors often abound and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. The public may accept as valid rumors, hearsay, and inaccurate information that may cause unnecessary fear and confusion.

4 Roles and Responsibilities

During emergencies, public information activities will be managed by the responding department's Public Information Officer in coordination with supporting agencies.

EF 15. Public Information

4.1 EF 15 Actions by Phase of Emergency Management**4.1.1 Preparedness**

- Develop plans, procedures, policies, and systems:
 - For coordinating, managing, and disseminating public information and alerts and warnings effectively under all hazards and conditions.
 - To process the inflow of public-related information from all sources in a timely fashion.
 - To rapidly control rumors by correcting misinformation.
- Develop community-based mechanisms to support the provision of prompt, accurate information to the public in the dominant languages of the community (English, Spanish, Iu-Mien, etc) and in languages and formats appropriate for those with limited language competence, disabilities, cultural or geographic isolation, or vulnerabilities due to age.
- Develop emergency plans that are community-based and include outreach and education to the public, through community and faith-based organizations and other institutions, to promote individual preparedness based on the risks in their communities.
- Establish neighborhood pre- and post-disaster information centers at schools, the work place, libraries, shopping centers, places of worship, and other community institutions to provide information on evacuations and the location of disaster assistance sites.
- Develop and implement public information, alert/warning, and notification training and exercise programs.
- Conduct planning with support agencies.
- Ensure that lead agency personnel are trained in their responsibilities and duties.
- Develop pre-scripted messages in multiple formats and languages.
- Identify possible locations for a JIC and press conferences.
- Develop staffing procedures and checklists for the JIC.
- Develop and maintain a list of equipment needed to activate the JIC.
- Ensure that all departments have trained staff to support the JIC.

EF 15. Public Information

- Ensure that all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures.
- Ensure that emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
- Encourage media involvement in the exercise design process and planning.

4.1.2 Response

- Activate emergency plans and mobilize emergency personnel.
- Conduct rapid assessments for immediate response objectives.
- Coordinate with the EOC and primary and supporting agencies to develop a flow of information, including situation reports, health advisories, and other public information releases concerning the response efforts.
- Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
- Provide evacuation instructions and shelter locations.
- Provide situation reports, health advisories, evacuation instructions, shelter locations, and other public information releases in multiple languages and formats appropriate for those with limited language competence, disabilities, cultural or geographic isolation, or vulnerabilities due to age.
- In coordination with the EOC, release emergency information as dictated by the situation.
- Implement a proactive public information strategy to ensure that the media's needs are being met.
- Conduct media briefings on a regular basis.
- If the situation dictates, activate and staff the JIC.
- After coordination with the County PIO, release information regarding the emergency or disaster to other County departments and agencies, the media, and the public.
- Resolve any conflicting information and dispel rumors.

EF 15. Public Information**4.1.3 Recovery**

- Provide public information on recovery efforts.
- Continue to utilize multiple means of communicating public information and education and provide information in multiple languages.
- Provide news releases with major emphasis on:
 - Types and locations of emergency assistance available, including contacts, phone numbers, location (e.g., food and water points), information concerning disaster recovery centers, and trash debris disposal instructions
 - Public health notices
 - Restricted areas
 - Movement or travel restrictions
 - Contacts and phone numbers for missing persons information
 - Contacts and phone numbers for local non-emergency assistance
 - Public safety notices.
- Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- Coordinate with the appropriate agencies to deactivate the JIC.
- Inform the public of any follow-up recovery programs that may be available.
- Return staff, clients, and equipment to regularly assigned locations. Provide critical payroll and other financial information for cost recovery through appropriate channels.
- Participate in after-action critiques and reports.
- Update plans and procedures based on critiques and lessons learned during an actual event.
- Initiate financial reimbursement process for support services.

4.1.4 Mitigation

- Conduct hazard awareness programs.
- Conduct public information education programs.

5 Concept of Operations

5.1 General

- The County OES is the primary agency responsible for coordinating emergency public information activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance with emergency public information resources will be generated one of two ways: they will be forwarded to the County EOC, or they will be issued in accordance with established mutual aid agreements.
- The County EOC will provide guidance for the coordination of emergency public information resources.
- Emergency public information support requirements that cannot be met at the local level should be forwarded to the State for assistance. If needed, Federal assistance may be requested by the Governor.

5.2 Notifications

- The Director of Emergency Services will notify the primary and supporting agencies of EOC activations and request that their representatives report to the EOC to coordinate emergency public information activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with emergency public information activities.

5.3 Access and Functional Needs Populations

Provision of emergency public information services in the County will take into account populations with access and functional needs.

6 Annex Development and Maintenance

The Director of Emergency Services will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- Shasta County Emergency Operations Plan: EF 2 – Communications

State of California

- California Emergency Plan: EF 2 – Communications and EF 15 – Public Information

Federal

- National Response Framework: ESF 2 – Communications and ESF 15 – External Affairs

8 Appendices

None at this time.

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EF 17 – Volunteer and Donations Management

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EF 17. Volunteer and Donations Management

EF 17 Tasked Agencies	
Primary Agencies	Shasta County Office of Emergency Services
Supporting Agencies	American Red Cross Salvation Army Community- and Faith-based organizations Volunteer Organizations Active in Disaster
Primary State Agency	California Volunteers

1 Purpose and Scope

Emergency Function (EF) 17 has been developed to ensure the most efficient and effective use of the following types of volunteer and donations to support incidents requiring response from Shasta County (County) response:

- Spontaneous Unaffiliated Volunteers
- Affiliated Volunteers
- Monetary Donations
- In-Kind Donations
- Nongovernmental Organization Coordination

2 Policies and Agreements

2.1 Policies

The following policies are currently in place:

- None at this time.

2.2 Agreements

The following agreements are currently in place:

- None at this time.

3 Situation and Assumptions

3.1 Situation

- During emergencies, unsolicited goods and services may jam distribution channels, overwhelm government and volunteer agencies, and hamper operations.
- Offers of assistance from unaffiliated volunteers are often underutilized and may be problematic for established response

EF 17. Volunteer and Donations Management

agencies, despite the good intentions of citizens that emerge to help their neighbors.

3.2 Assumptions

- Donations of unsolicited, non-useful, and unwanted goods can be expected.
- Lack of an organized system of management for establishing needs and for receiving, sorting, prioritizing, and distributing donations could result in chaos.
- Careful planning will reduce or eliminate problems associated with unsolicited donations and spontaneous, unaffiliated volunteers.
- Volunteer organizations such as the American Red Cross, Salvation Army, United Way, church groups, and other locally established volunteer groups are the most appropriate organizations to support the management of volunteers and donations.
- The timely release of information to the public regarding needs and collection points is essential to the management of donated goods and services.
- Government and volunteer agencies have access to personnel who can support the operations presented in this plan.
- Personnel from coordinating and cooperating agencies will be adequately trained and prepared to conduct operations.
- Public offers of assistance may be in the form of money, food, clothing, products, equipment, in-kind services, or volunteered time. Monetary donations, staple goods, and items specifically requested best serve the needs of victims.

4 Roles and Responsibilities

During emergencies, volunteer and donations management activities will be managed by the EF 17 coordinator.

4.1 Emergency Function 17 Actions by Phase of Emergency Management**4.1.1 Preparedness**

- Review and update this annex annually.
- Conduct planning with cooperating agencies and other EF groups to refine volunteer and donations operations.

EF 17. Volunteer and Donations Management

- Encourage individuals interested in volunteering to directly affiliate with a voluntary organization or agency of their choice.
- Conduct volunteer-related training and exercise that address volunteer and donations management.
- Prepare and maintain plans and procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Ensure that key agency personnel are trained in their responsibilities and duties.
- Coordinate with the Public Information Officer (PIO) to brief the local media so they understand how the donations program will work. This will enable them to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide information for potential volunteers.
- Coordinate with the PIO to brief citizen groups on how they can contribute to disaster relief with their donations through volunteer efforts.
- Establish mutual aid agreements and memorandums of understanding with local agencies and neighboring jurisdictions that can provide additional resources and assistance.
- Ensure that systems are in place to identify and validate the credentials of volunteers, particularly medical personnel, who volunteer their services during an incident.

4.1.2 Response

- Volunteer agency representatives report to the Emergency Operations Center (EOC) as requested.
- Appoint members of the volunteer and donations management units.
- Activate a donations hotline.
- Identify and prepare specific sites for donations management facilities, and begin assembling needed equipment and supplies.
- Identify and activate staff for donations management facilities.
- Encourage individuals interested in volunteering personal services to directly affiliate with a voluntary organization or agency of their choice.

EF 17. Volunteer and Donations Management

- Encourage donations from the general public to be made as cash to voluntary, faith-based, and/or community organizations that provide services to disaster victims.
- Provide the media (through the PIO) with information regarding donation needs and procedures, updating this information regularly.
- Catalog and update local unmet needs and communicate those needs to volunteer and donations primary support staff.
- Continually assess donations management operations, and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
- Keep records of donations received and thank donors, where appropriate.

4.1.3 Recovery

- Transition to demobilization based on indicators, including, but not limited to, immediate needs being met and when donor fatigue becomes apparent.
- Release volunteers and staff no longer needed to support operations.
- Close facilities no longer needed to support operations.
- Properly distribute or dispose of surplus goods.
- Coordinate with the PIO to update public on unmet needs.
- Ensure that public “thank-you’s” are published and broadcast to recognize the generosity of those donating goods and services during the incident.

4.1.4 Mitigation

- Identify agencies and resources that may support volunteer and donations management in the community.
- Develop a volunteer and donations management training program.
- Disseminate public service announcements regarding how to donate and/or volunteer appropriately during an incident.

EF 17. Volunteer and Donations Management**5 Concept of Operations****5.1 General**

- In accordance with the Basic Plan and this EF, the County Office of Emergency Services is the primary agency responsible for coordinating volunteer and donations management activities. Plans and procedures developed by the primary agency and supporting agencies provide the framework for carrying out those activities.
- Requests for assistance will be generated one of two ways. The request will be forwarded to the County EOC or will be made in accordance with established mutual aid agreements.

5.2 Notifications

- The Director of Emergency Services will notify the primary and supporting agencies of EOC activations and request that representatives report to the EOC to coordinate volunteer and donations management activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with volunteer and donations management activities.

5.3 Volunteer Coordination

Volunteer coordination matches volunteers with established voluntary organizations and procedures for effectively channeling offers of assistance from unaffiliated citizens to meet disaster-related needs. The County encourages individuals to affiliate with a local or other recognized organization to facilitate their involvement in relief activities. When implemented, this volunteer coordination system should be supplemental to, and not duplicative of, established volunteer coordination systems in local volunteer centers, Volunteer Organizations Active in Disaster, Citizen Corps Councils, or other existing programs.

5.4 Donations Management

Donations Management involves coordinating a system that receives and distributes unsolicited, undesignated goods, matching them with victims who demonstrate a need. The County looks principally to private voluntary organizations with established donations systems already in place to receive and deliver appropriate donated goods to disaster victims. The County encourages the donation of cash to these organizations rather than clothing, food, or other goods. Donations management activities include providing guidance to citizens, managing a telephone registration and database system, establishing one or more collection facilities, creating a system to sort and distribute donated items, and storing donated resources until they are needed.

EF 17. Volunteer and Donations Management

6 Annex Development and Maintenance

The Director of Emergency Services will be responsible for coordinating regular review and maintenance of this EF Annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

7 Supporting Documents

The following documents are currently in place:

Shasta County

- None at this time.

State of California

- California Emergency Plan: EF 17 – Volunteer and Donations Management

Federal

- National Response Framework: Volunteer and Donations Management Support Annex

8 Appendices

None at this time.

1

IA 1 – Drought

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IA 1. Drought

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the County Emergency Operations Plan and supporting procedures and plans.	
<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
<input type="checkbox"/> Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
<input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandums of Understanding with those private businesses.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
<input type="checkbox"/> Ensure that County maps of water mains, valves, and public sewer systems are up to date and accessible.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist	
Action Items	Supplemental Information
RESPONSE PHASE	
<input type="checkbox"/> When deemed necessary, implement the Emergency Operations Plan when drought and other water shortage incidents pose a threat.	
<input type="checkbox"/> Activate the Emergency Operations Center and establish Incident Command. For larger events that cross multiple jurisdictions, Unified Command may be necessary. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> ▪ Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. <ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, Emergency Function leads/coordinators, and liaisons of any situational changes. 	<i>ICS Form 209 – Incident Status Summary.</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. <ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among the Operational Area Emergency Operations Center and other local Emergency Operations Centers, other Agency Operation Centers, and the State Operations Center. Confirm operable phone numbers and verify functionality of alternate communications resources.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

Drought Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center and designate a lead Public Information Officer for the jurisdiction.	
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
<ul style="list-style-type: none"> <input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead Public Information Officer, with support from other agency liaison(s) prior to dissemination to the public. 	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	

Drought Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Make recommendations to County government regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize Emergency Operations Centers, Agency Operation Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 2 – Earthquake

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NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the Emergency Operations Center to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the Shasta County Sheriff’s Office and Fire Department. After the initial assessment to determine the extent of damage, injury, and loss of life, the Incident Command System/Operations Section lead may transition to the fire service. As emergency response transitions to recovery, the Public Works Department may be expected to assume the role of lead department in the Incident Command System/Operations Section for the County’s earthquake response. The Public Works Department’s efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

Earthquake Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the Emergency Operations Plan and supporting procedures and plans.	
<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes.	
- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as needed.	
<input type="checkbox"/> Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated, and establish a pre-event duty roster allowing for 24/7 operations and support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
<input type="checkbox"/> Inform the Director of Emergency Services of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	

Earthquake Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Work with the Planning Department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures, while also updating appropriate mitigation plans.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	
<input type="checkbox"/> Activate the Emergency Operations Plan when earthquake and/or seismic incidents pose threats.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Center and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies.	
- Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing.	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209 – Incident Status Summary.</i>
- Notify Command Staff, support agencies, adjacent jurisdictions, County Emergency Function leads/coordinators, and liaisons of any situational changes.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
- Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among Operational Area, other local Emergency Operations Centers, Agency Operations Centers, Inland Region Emergency Operations Center and the State Operations Center. Confirm operable phone numbers and verify functionality of alternate communications resources.	

Earthquake Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among County EF 1 – Transportation; EF 5 –Management; EF 6 – Care and Shelter; and EF 15 – Public Information.	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center and designate a lead Public Information Officer for the jurisdiction.	
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead Public Information Officer prior to dissemination to the public.	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>

Earthquake Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private-sector partners, as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 – Demobilization Plan</i>
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize Emergency Operations Center, Agency Operations Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 3 – Major Fire

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Major Fire Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by County Emergency Management and Fire Department.	
<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> Activate the Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>Basic Plan of the County Emergency Operations Plan and agency/company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting fire services agencies.	
<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the Emergency Operations Center for support.	
<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209 – Incident Status Summary</i>
<input type="checkbox"/> Notify Command Staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local city Emergency Operations Centers, and other Agency or regional Operations Centers, as applicable. Confirm operable phone numbers and verify the functionality of alternative communication equipment/channels.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> The Shasta County Fire Chief directs resources for fires within the County.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	

IA 3. Major Fire

Major Fire Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific Standard Operating Procedures</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the County Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the County. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	

Major Fire Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with the private-sector partners as needed.	
RECOVERY/DEMOBILIZATION	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan and agency recovery plans</i>
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 4 – Flood (including Dam Failure)

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IA 4. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
<input type="checkbox"/> Coordinate the County’s preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Annually review and update the Emergency Operations Plan and Standard Operating Procedures, as needed.	<i>City Emergency Operations Plan, Annexes, and agency-specific Standard Operating Procedures</i>
<input type="checkbox"/> Review flood-prone areas.	
<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, Federal Emergency Management Agency guidance, and California Emergency Plan</i>
<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>Emergency Function 7 Resources Annex of the County EOP</i>
<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with local Cities and other County agencies and private contractors relevant to multiple agency response to floods.	
RESPONSE PHASE	
<input type="checkbox"/> The County Executive Officer will provide overall guidance for the deployment of resources.	
<input type="checkbox"/> Activate mutual aid agreements.	
<input type="checkbox"/> Activate the County Emergency Operations Center and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the Emergency Operations Center for coordination of specific response activities.	<i>County Basic Plan agency and company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City Emergency Operations Center, Incident Action Plan</i>
<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	<i>County Basic Plan</i>

IA 4. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the Emergency Operations Center, as the situation requires.	<i>Emergency Function 13 Law Enforcement Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>Emergency Function 13 Law Enforcement Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Request the American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Record all Emergency Operations Center activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in Emergency Operations Center logbooks.	<i>Existing ICS and Emergency Operations Center forms, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>Emergency Function 2 Construction and Engineering Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Assist with coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the Emergency Operations Center) ▪ Other structures, as needed 	<i>Emergency Function 2 Construction and Engineering Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
<input type="checkbox"/> Coordinate with County Sheriff’s Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>Emergency Function 13 Law Enforcement Annex of the County Emergency Operations Plan</i>
Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	
<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center. Deactivate mutual aid resources as soon as possible.	<i>ICS Form 221 – Demobilization Plan</i>

IA 4. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan and agency-specific recovery plans</i>
<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances.	
<input type="checkbox"/> Participate in After Action Reports and critiques.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

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IA 5 – Severe Weather (including Landslide)

IA 5. Severe Weather (including Landslides)

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IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County Emergency Operations Plan and supporting procedures/plans.	
<input type="checkbox"/> Monitor weather and flood reports.	
<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
<ul style="list-style-type: none"> ▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
<ul style="list-style-type: none"> ▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management in coordination with lead agencies and coordinators.	
<input type="checkbox"/> Participate in local and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the County Resource Management Department/Building Division for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	
<input type="checkbox"/> Implement the County Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the city.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (recurring).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies as well as the County Executive Officer and Board of Supervisors.	
<ul style="list-style-type: none"> ▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local and Operational Area Emergency Operations Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish a Joint Information Center and designate a lead Public Information Officer for the County.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer before dissemination to the public.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
<input type="checkbox"/> Coordinate with private sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Centers, Agency Operations Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 5 – Severe Weather (including Landslide)

IA 5. Severe Weather (including Landslides)

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IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County Emergency Operations Plan and supporting procedures/plans.	
<input type="checkbox"/> Monitor weather and flood reports.	
<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
<ul style="list-style-type: none"> ▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
<ul style="list-style-type: none"> ▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management in coordination with lead agencies and coordinators.	
<input type="checkbox"/> Participate in local and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the County Resource Management Department/Building Division for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	
<input type="checkbox"/> Implement the County Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the city.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (recurring).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies as well as the County Executive Officer and Board of Supervisors.	
<ul style="list-style-type: none"> ▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local and Operational Area Emergency Operations Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish a Joint Information Center and designate a lead Public Information Officer for the County.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer before dissemination to the public.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
<input type="checkbox"/> Coordinate with private sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Centers, Agency Operations Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 6 – Volcano

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Volcano Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	
<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> ▪ Implement a public outreach program on volcano hazards. ▪ Review public education and awareness requirements. 	
<input type="checkbox"/> Participate in local and County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
<input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Familiarize staff with requirements for requesting State and federal Disaster Assistance.	<i>Stafford Act, Federal Emergency Management Act guidance, and California Emergency Plan</i>
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> Activate the Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the Emergency Operations Center for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Implement the County Emergency Operations Plan.	
<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> ▪ Identify local, regional, and State agencies that may be able to mobilize resources and staff to the Emergency Operations Center for support 	
<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Support the Emergency Operations Center as necessary.	
<input type="checkbox"/> Establish a Joint Information Center. <ul style="list-style-type: none"> ▪ Provide a Public Information Officer for the Joint Information Center. ▪ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, State, and/or federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	

Volcano Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Shasta County Operational Area Emergency Operations Center, the local city Emergency Operations Centers, and State Operations Center; confirm operable phone numbers and backup communication links.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the American Red Cross activate and implement local sheltering plans.	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan and American Red Cross Shelter Plans</i>
<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate Emergency Function liaisons to the Emergency Operations Centers, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> ▪ Emergency Function 1 – Transportation ▪ Emergency Function 2 – Communications ▪ Emergency Function 13 – Law Enforcement ▪ Emergency Function 15 – Public Information 	
<input type="checkbox"/> Determine the need for additional resources and request them as necessary through the Emergency Operations Center (<i>recurring</i>).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	

Volcano Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and Emergency Operations Center forms</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the Emergency Operations Center log.	<i>Existing Emergency Operations Center forms/templates</i>
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement elements of the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the Emergency Operations Center.	<i>Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan and agency-specific recovery</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g. landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 7 – Hazardous Materials (Accidental Release)

IA 7. Hazardous Materials (Accidental Release)

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IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management, the Fire Department, and the Shasta Cascade Hazardous Materials Response Team (Type 2).	
<input type="checkbox"/> Participate in local city and County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Shasta County Hazardous Materials Response Team.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, EF coordinators, and liaisons of the situation. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
<input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the California Department of Fish and Wildlife, Office of Oil Spill Prevention and Response to guide activities throughout the duration of the incident.	<i>Federal Region 9, Regional Contingency Plan</i>
<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
<input type="checkbox"/> If the situation warrants, request activation of the Emergency Operations Centers via the Incident Commander through the County Manager.	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate the Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify hazardous materials supporting agencies.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> ▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support. 	
<input type="checkbox"/> Contact the California Emergency Management Agency, California State Warning Center at 1-800-852-7550/(916) 845-8911 for technical assistance and support in requesting the regional Hazardous Materials Team.	
<input type="checkbox"/> Assign liaisons to the Emergency Operations Center representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the local city Emergency Operations Centers, Operational Area Emergency Operations Center, and the State Operations Center, as applicable. Confirm operable phone numbers and backup communication links.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and federal agencies that may be affected by the incident. Notify them of the status.	
<ul style="list-style-type: none"> ▪ For incidents occurring on State highways, ensure that the California Department of Transportation has been notified. 	
<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> ▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (University of California and the Shasta County Agricultural Commissioner), California Department of Food and Agriculture, and the State Veterinarian. 	<i>Emergency Function 11 – Food and Agriculture Functional Annex of the County Emergency Operations Plan</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> A lead Public Information Officer will be designated by the County Manager. The Public Information Officer will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
<input type="checkbox"/> Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> ■ For responses requiring assistance from the California Department of Fish and Wildlife, Office of Oil Spill Prevention and Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Federal Region 9 Regional Contingency Plan. 	
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Based upon the incident's size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	<i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the County Emergency Operations Plan</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop plans and procedures for registering regional Hazardous Materials teams as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish the Joint Information Center, as needed.	<i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses using "one message, many voices" concepts (<i>recurring</i>).	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer before dissemination to the public and/or media partners. 	
<ul style="list-style-type: none"> ❑ Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<ul style="list-style-type: none"> ❑ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the Emergency Operations Center log. 	
<ul style="list-style-type: none"> ❑ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the Incident Commander/Emergency Operations Center Director and staff will assemble a Situation Report. 	
<ul style="list-style-type: none"> ❑ Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<ul style="list-style-type: none"> ❑ Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>). 	
<ul style="list-style-type: none"> ❑ Coordinate with private sector partners, as needed. 	
<ul style="list-style-type: none"> ❑ Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer. 	
<ul style="list-style-type: none"> ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Emergency Operations Center, the responsible party (if known), and the California Department of Fish and Wildlife/Office of Oil Spill Prevention and Response. 	
RECOVERY/DEMOBILIZATION PHASE	
<ul style="list-style-type: none"> ❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	
<ul style="list-style-type: none"> ❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners. 	
<ul style="list-style-type: none"> ❑ Release mutual aid resources as soon as possible. 	
<ul style="list-style-type: none"> ❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. 	
<ul style="list-style-type: none"> ❑ Deactivate/demobilize the Emergency Operations Center. 	
<ul style="list-style-type: none"> ❑ Correct any response deficiencies reflected in the Improvement Plan. 	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 7. Hazardous Materials (Accidental Release)

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IA 8 – Public Health Incident

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IA 8. Public Health Incident

Public Health Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Have personnel participate in training and exercises, as determined by County Emergency Management and/or the Shasta County Health and Human Services Agency.	
<input type="checkbox"/> Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
<input type="checkbox"/> Engage the other County public health departments, California Department of Public Health, Centers for Disease Control and Prevention, and Federal Emergency Management Agency in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
<input type="checkbox"/> Inform Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Monitor and report the presence of contagious infections within the County.	
<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
<input type="checkbox"/> Coordinate with the Sanitarian to ensure drinking water quality.	<i>Water Utilities Standard Operating Procedures</i>
<input type="checkbox"/> Coordinate with the Sanitarian to provide safe wastewater and sewage disposal.	<i>Water Utilities Standard Operating Procedures</i>
RESPONSE PHASE	
<input type="checkbox"/> The Shasta County Health and Human Services Agency will initially respond, assume initial Incident Commander responsibilities, and determine the level of Shasta County Operational Area Emergency Operations Center activation necessary to manage the public health threat.	
<input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, Emergency Function coordinators, and liaisons of the situation. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	

IA 8. Public Health Incident

Public Health Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Ensure that area hospitals have been notified.	
<input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and the California Department of Public Health.	
<ul style="list-style-type: none"> ▪ If the pathogen or agent requires laboratory analysis, County Public Health may request analytical assistance from the California Public Health Laboratory program. 	
<ul style="list-style-type: none"> ▪ If animal health and vector control is required, these services are to be requested through Emergency Management or from Extension Services or the Shasta County Agricultural Commissioner. 	
<ul style="list-style-type: none"> ▪ Coordinate sanitation activities and potable water supply provisions. 	
<ul style="list-style-type: none"> ▪ Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. 	
<input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies.	
<input type="checkbox"/> Collect and report vital statistics.	
<input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
<ul style="list-style-type: none"> ▪ Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. 	
<input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems.	
<input type="checkbox"/> Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the Emergency Operations Center.	<i>HAvBED polling in EMResource</i>
<input type="checkbox"/> Activate the Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Post, and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Notify all other supporting agencies of the response, requesting additional support as necessary.	
<ul style="list-style-type: none"> ▪ Identify local, regional, State, and federal agencies that may be able to mobilize resources to the Operational Area Emergency Operations Center for support. 	
<input type="checkbox"/> Assign a liaison to other Operational Area Emergency Operations Centers to facilitate resource requests.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>

IA 8. Public Health Incident

Public Health Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other Emergency Operations Centers, and the State Operations Center. Confirm operable phone numbers and backup communication links.	
<input type="checkbox"/> The County Director of Emergency Services, in collaboration with the County Public Health officials, designates a County Public Information Officer representative. The Public Information Officer will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	
<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among Emergency Function 1 – Transportation, Emergency Function 5 – Management, Emergency Function 6 – Care and Shelter, and Emergency Function 15 – Public Information	
<input type="checkbox"/> Establish treatment area(s).	
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Establish a Joint Information Center, as needed.	
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners. 	
<ul style="list-style-type: none"> ▪ Develop and disseminate public information programs regarding personal health and hygiene. 	

IA 8. Public Health Incident

Public Health Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Coordinate with private sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the Operational Area Emergency Operations Center for transmittal to the County Health and Human Services Agency as soon as it is available.	
<input type="checkbox"/> For handling of fatalities, coordination between the County Health and Human Services Agency, Shasta County Coroner’s Office and Emergency Operations Center is needed for medical examiner services.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 9 – Terrorism

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IA 9. Terrorism

This annex can be applied to incidents involving weapons of mass destruction and chemical, biological, radiological, nuclear and explosive materials.

Law enforcement agencies will normally take the lead role in crisis management. The Shasta County Sheriff’s Office has the lead role in terrorism crisis management within unincorporated areas of the County. The lead agencies for the State and federal government are California Highway Patrol and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the federal government provides assistance as required. The Shasta County Operational Area Emergency Operations Center typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Health and Human Services Agency will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. California Office of Emergency Services and Federal Emergency Management Agency are the State and Federal consequence management leads.

Terrorism Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the County Emergency Operations Plan and annexes.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Director of Emergency Services.	
<input type="checkbox"/> Participate in City, County, regional, State, and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center. Include appropriate regional, State, and federal emergency contacts for terrorism response.	
<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the County and for the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
<input type="checkbox"/> Inform County Director of Emergency Services of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	
<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the Sheriff’s Office. Unified Command may consist of County, regional, State, and federal crisis management and consequence management agencies.	
<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
<input type="checkbox"/> Assess the situation/confirm the weapons of mass destruction/ chemical, biological, radiological, nuclear and explosive incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard Incident Command System forms may be necessary.	<i>ICS Form 209 – Incident Status Summary</i>
<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
<input type="checkbox"/> Draft an Incident Action Plan. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Maintain communication between field response crews, city and Operational Area Emergency Operations Centers, Regional Emergency Operations Center, and State Operations Center, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
<input type="checkbox"/> Determine if any advisories should be issued to the public.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
RESPONSE PHASE	
<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
<ul style="list-style-type: none"> ▪ Be cognizant of any secondary devices that may be on site. 	
<ul style="list-style-type: none"> ▪ Be cognizant that chemical, biological, radiological, nuclear and explosive agents may be present. 	
<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
<input type="checkbox"/> Implement the County Emergency Operations Plan.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<ul style="list-style-type: none"> ▪ Establish an Incident Command Post near the incident location. The Incident Command Post should be located uphill and upwind of the incident location. 	
<input type="checkbox"/> Notify supporting agencies (dependent on the type of incident), the County Executive Officer and the County Board of Supervisors.	
<ul style="list-style-type: none"> ▪ Identify local, county, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support. 	
<input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify the regional Hazardous Materials Team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including Federal Bureau of Investigation), and Emergency Function leads/coordinators of any situational changes. 	
<ul style="list-style-type: none"> ▪ Verify that the hazard perimeter and hazard zone security have been established. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Disseminate appropriate warnings to the public.	<i>Emergency Function 15 Public Information Annex of the County EOP</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City Emergency Operations Centers, the Operational Area Emergency Operations Center and State Operations Center, as appropriate. Confirm operable phone numbers and backup communication links.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
<ul style="list-style-type: none"> <input type="checkbox"/> Notification to the California Highway Patrol and the Federal Bureau of Investigation is required for all terrorism incidents. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If an incident occurs on State highways, ensure that the California Department of Transportation has been notified. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If agricultural areas and livestock are potentially exposed, contact local Extension Services (California University) and the Shasta County Agricultural Commissioner, County Health and Human Services Agency, California Department of Agriculture, and the State Veterinarian, as applicable to situation. 	<i>Emergency Function 11 Annex to the County Emergency Operations Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
<input type="checkbox"/> Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	
<input type="checkbox"/> Obtain current and forecasted weather to project potential Hazardous Materials vapor plumes (<i>recurring</i>).	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Note: Vapor plume modeling support may be obtained through regional Hazardous Materials Teams and/or through State, and/or Federal environmental protection agencies. 	

Terrorism Incident Checklist	
Action Items	Supplemental Information
<p><input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.</p> <ul style="list-style-type: none"> ▪ Note: Refer to the United States Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	<p><i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>).</p>	<p><i>Emergency Function 8 Public Health and Medical Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).</p>	<p><i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.</p>	<p><i>Basic Plan of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.</p>	
<p><input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</p>	<p><i>ICS Resource Tracking Forms</i></p>
<p><input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials or health and medical teams as they arrive on the scene and receive deployment orders.</p>	
<p><input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).</p> <ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners. 	<p><i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</p>	<p><i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i></p>
<p><input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.</p>	
<p><input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.</p>	

Terrorism Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private sector partners, as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>Emergency Function 14 Recovery Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the California Oil Spill Prevention and Response division. Support from the Environmental Protection Agency may be necessary.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 10 – Transportation Accident

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IA 10. Transportation Accident

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the County would not normally constitute a major emergency under the Emergency Operations Plan, unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. The Shasta County Fire Department and Sheriff’s Office will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is National Transportation Safety Board policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the Federal Aviation Administration may respond to the scene instead of the National Transportation Safety Board. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accident	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by County Director of Emergency Services.	
<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Inform County Director of Emergency Services of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the County Director of Emergency Services and Fire Department.	
<input type="checkbox"/> Assess the County’s transportation infrastructure (e.g., roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
<input type="checkbox"/> Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County Emergency Operations Center, California Department of Transportation, and other road owners.	
RESPONSE PHASE	
<input type="checkbox"/> Notification of the occurrence of a transportation incident will come through the 9-1-1 Dispatch Center or observance by field personnel.	

IA 10. Transportation Accident

Transportation Accident	
Action Items	Supplemental Information
<input type="checkbox"/> Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazardous materials response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	<i>ICS Form 209 – Incident Status Summary</i>
<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>Incident Annex 7 – Hazardous Material Incident Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Develop alternate routes based on assessment of damages to County transportation infrastructure and based on input from the Operational Area Emergency Operations Center, California Department of Transportation, and other road owners. Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> County personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
<input type="checkbox"/> The Sheriff’s Office has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
<input type="checkbox"/> Contact the National Transportation Safety Board (Safety Office, 425-227-2000, 24 hours) prior to removing deceased victims or moving aircraft wreckage.	
<input type="checkbox"/> For railroad accidents, the Incident Commander should contact the railroad company’s emergency response center, as well as the National Transportation Safety Board prior to removing any victims or wreckage.	
<input type="checkbox"/> Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
<input type="checkbox"/> Activate the Operational Area Emergency Operations Center and establish Incident or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> If appropriate, the Incident Commander (or designee) will activate the Emergency Alert System by contacting the National Weather Service to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the Operational Area Emergency Operations Center for support.	
<input type="checkbox"/> Notify supporting emergency response agencies, California Department of Transportation, National Transportation Safety Board, and Federal Aviation Administration if the accident involves an aircraft.	
<input type="checkbox"/> Notify Command Staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	

IA 10. Transportation Accident

Transportation Accident	
Action Items	Supplemental Information
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm or establish communications links among the Shasta County Operational Area Emergency Operations Center, local City Emergency Operations Centers, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status. 	
<ul style="list-style-type: none"> <input type="checkbox"/> For incidents occurring on State highways, ensure that the California Department of Transportation has been notified. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (California University) and the Shasta County Agricultural Commissioner, California Department of Food and Agriculture, and the State Veterinarian. 	<p><i>Emergency Function 11 Food and Agriculture Annex of the County Emergency Operations Plan</i></p>
<ul style="list-style-type: none"> <input type="checkbox"/> Appoint a Public Information Officer to formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	
<ul style="list-style-type: none"> <input type="checkbox"/> Public information focusing on transit access points, control, and traffic control will be reviewed by the Sheriff (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If necessary, establish a Joint Information Center staffed by Public Information Officers from various agencies. 	<p><i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i></p>
<ul style="list-style-type: none"> <input type="checkbox"/> Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Advise the Operational Area Emergency Operations Center and California Department of Transportation of road restrictions and resource/support needs. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate provision of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, National Transportation Safety Board, and Federal Bureau of Investigation. 	

IA 10. Transportation Accident

Transportation Accident	
Action Items	Supplemental Information
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the County Emergency Operations Plan</i>
<input type="checkbox"/> If necessary, determine the need to conduct evacuations and sheltering activities.	
<input type="checkbox"/> Coordinate with the American Red Cross to provide Shelter and Family Referral Services through the Emergency Operations Center.	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	<i>ICS Form 209 – Incident Status Summary</i>
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
<input type="checkbox"/> Coordinate with the American Red Cross to assist families affected by the transportation incident	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 – Demobilization Plan</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> If necessary, provide critical incident stress management to first responders.	
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the County Emergency Operations Center.	

IA 10. Transportation Accident

Transportation Accident	
Action Items	Supplemental Information
<input type="checkbox"/> Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 11 – Utility Failure

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IA 11. Utility Failure

Note: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist

Utility Failure Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
<input type="checkbox"/> Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
<input type="checkbox"/> Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
<input type="checkbox"/> Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.	
<input type="checkbox"/> Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.	
<input type="checkbox"/> Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as "What to do When the Lights Go Out."	
<input type="checkbox"/> Ensure the public is informed to contact their electric utility to report outages.	
<input type="checkbox"/> Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
<input type="checkbox"/> Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	
RESPONSE PHASE	
<input type="checkbox"/> Establish Incident Command.	
<input type="checkbox"/> Identify immediate action or response requirements.	
<input type="checkbox"/> Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	
<input type="checkbox"/> Activate the Emergency Operations Center as appropriate.	
<input type="checkbox"/> Organize or establish the Emergency Operations Center, based on operational procedures.	
<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>Emergency Function 15 Public Information Annex of County Emergency Operations Plan</i>
<input type="checkbox"/> Establish communications with responding agencies.	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
<input type="checkbox"/> General boundary of the affected area.	
<input type="checkbox"/> The general extent of power or other utility disruption.	
<input type="checkbox"/> Immediate needs of response forces or utilities.	
<input type="checkbox"/> Estimated time of repair or duration of outage.	
<input type="checkbox"/> Estimated population affected.	
<input type="checkbox"/> Evaluate overall situation.	
<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage/failure. (freezing temperatures, etc.)	
<input type="checkbox"/> Establish communications with the state.	
<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
<input type="checkbox"/> On order, evacuate affected areas using available response forces.	
<input type="checkbox"/> Conduct first staff briefing as soon as practical after Emergency Operations Center activation.	
<input type="checkbox"/> Activate or establish rumor control through the Public Information Officer.	
<input type="checkbox"/> Establish a schedule for briefings.	
<input type="checkbox"/> Brief City/County/agency/utility executives.	
<input type="checkbox"/> Provide the Public Information Officer with updated information.	
<input type="checkbox"/> Provide response forces with updated information, as appropriate.	
<input type="checkbox"/> Release causal information, via the Public Information Officer as soon as practical.	
<input type="checkbox"/> If appropriate, establish a Joint Information Center with the utility.	<i>Emergency Function 15 Public Information Annex of County Emergency Operations Plan</i>
<input type="checkbox"/> Issue action guidance as appropriate.	
<input type="checkbox"/> Establish 24/7 duty roster for the Emergency Operations Center and/or Command Post.	
<input type="checkbox"/> Develop and post any required maps or diagrams.	
<input type="checkbox"/> Activate an events log.	
<input type="checkbox"/> Review and follow resource procurement procedure.	
<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
<input type="checkbox"/> Develop a 12-hour Incident Action Plan outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	<i>ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>EF 6 Care and Shelter Annex of County Emergency Operations Plan and American Red Cross Shelter Plans</i>
<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
<input type="checkbox"/> Gather financial information from the Finance Officer.	
<input type="checkbox"/> As appropriate, gather additional information to include:	
<input type="checkbox"/> Personnel that responded and the time involved in the response	
<input type="checkbox"/> Time sheets or time logs	
<input type="checkbox"/> Supplies used	
<input type="checkbox"/> Contracts issued	
<input type="checkbox"/> Purchase orders issued	
<input type="checkbox"/> Additional expenditures	
<input type="checkbox"/> Damages to public buildings, equipment, utilities, etc.	
<input type="checkbox"/> Loss of life of any public servant	
<input type="checkbox"/> Documents regarding economic impact	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
<input type="checkbox"/> Federal Emergency Management Agency.	
<input type="checkbox"/> State	
<input type="checkbox"/> Local elected officials	
<input type="checkbox"/> County executives	
<input type="checkbox"/> Others requiring or requesting reports	
<input type="checkbox"/> Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.	
<input type="checkbox"/> Establish donations management based on policy and procedure.	
<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
<input type="checkbox"/> Ensure that the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.	
<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
<input type="checkbox"/> Review agency and self-performance.	
<input type="checkbox"/> Review and correct any weaknesses in the plan.	
<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	