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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

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.

■ 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.

■ 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

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.