



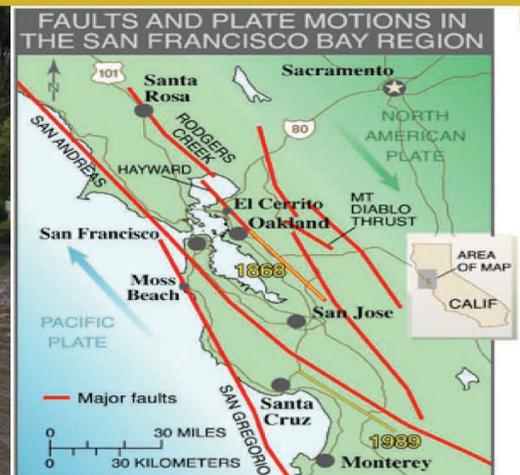
City of
SONOMA

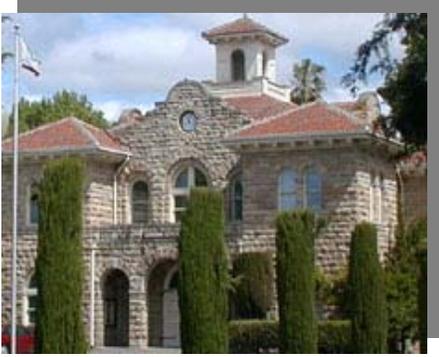


EMERGENCY OPERATIONS PLAN

REVISED NOVEMBER 2015

UPDATED FOR NIMS/SEMS COMPLIANCE





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Disclaimer

The City of Sonoma's Emergency Operations Plan (EOP) defines the scope of preparedness and incident management activities. The EOP describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. It is designed to be consistent with Homeland Security Presidential Directive (HSPS-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and Incident Command System (ICS) guidelines. The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. This is a working document that will be continually updated when new requirements or conditions are developed.

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INTRODUCTION

The City of Sonoma Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with large-scale disasters affecting the City of Sonoma. This plan is not intended to address the normal day-to-day emergency or well-established emergency procedures.

This plan accomplishes the following:

- ✓ Establishes the emergency management organization necessary for response to any significant emergency or disaster affecting the City of Sonoma.
- ✓ Establishes the overall operational concepts associated with the management of emergencies.
- ✓ Provides a flexible platform for planning and response to all hazards and emergencies that are likely to impact the City of Sonoma. The EOP is adaptable for disasters such as earthquake, wild land/urban interface fires, floods, landslides, Public Health emergencies, and other situations outlined in Section II: Hazard Analysis.

This plan is designed to establish the implementation of the Standardized Emergency Management System (SEMS) for City of Sonoma and has been revised to comply with components of the National Incident Management System (NIMS). It is intended to facilitate multi-agency and multi-jurisdictional coordination during emergency operations, particularly between the City of Sonoma, the Sonoma County Op Area and local governments, including, special districts and state agencies.

This document serves as a planning reference. Departments within the City of Sonoma and other agencies that have roles and responsibilities identified by this plan are encouraged to develop department operations plans, detailed standard operating procedures (SOP), and emergency response checklists based on the provisions of this plan.

This document serves as the legal and conceptual framework for emergency management in the City of Sonoma. There are a number of separately published documents that support this plan. These supporting references further describe the operational or functional response to particular threats and the responsibilities of specific emergency response disciplines. These references contain checklists and other resource material designed to provide users with the basic considerations and actions necessary for effective emergency response for the specific hazard or function (refer to appendices and annexes).

This plan is divided into the following sections:

Section I – The Basic Plan

The "basic plan" describes the emergency management organization, and its roles, responsibilities, and operational concepts.

Section II – Hazard Analysis

A general description of the City of Sonoma and a brief analysis of hazards and how they might affect the local area.

Section III – Emergency Operations Center Roles and Responsibilities

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The City of Sonoma emergency response organization is based on these functions. This section provides a general description of roles and responsibilities of the five functions.

Section IV – Recovery Operations

General information regarding recovery operations.

Section V – References

A reference section containing copies of agreements and memorandums of understanding (MOU), glossary and a list of acronyms and abbreviations used in the plan.

EMERGENCY OPERATIONS PLAN REVISIONS

Periodically, the entire EOP will be reviewed, updated, republished, and redistributed. The City of Sonoma's Assistant Director of Emergency Services (herein referred to as the Emergency Services Coordinator) will maintain records of revision to this plan. The plan may be modified as a result of post-incident analysis and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Those departments having assigned responsibilities under this plan are obligated to inform the City of Sonoma Emergency Services Coordinator when changes need to be made.

Section I: Basic Plan



1.0 THE PLAN

PURPOSE

This Emergency Operations Plan (EOP) establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the City of Sonoma. It provides information on the City of Sonoma emergency management structure and how the emergency management team is activated.

SCOPE

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, terrorist attacks, technological incidents and national security emergencies. To carry out its responsibilities, the emergency management organization will accomplish the following objectives during a disaster/emergency:

- ✓ Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- ✓ Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- ✓ Establish priorities and resolve any conflicting demands for support.
- ✓ Prepare and disseminate emergency public information to alert, warn, and inform the public.
- ✓ Disseminate damage information and other essential data.

OBJECTIVES

- ✓ Provide effective life safety measures and reduce property loss and damage to the environment.
- ✓ Provide for a safe and coordinated response to a disaster emergency situation.
- ✓ Provide for the rapid resumption of impacted businesses and community services.
- ✓ Provide accurate documentation and records required for cost recovery efforts.
- ✓ Provide for interface and coordination between incident sites and the city's EOC, as well as other city and county EOC's.

ASSUMPTIONS

- ✓ The City of Sonoma is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and the environment.
- ✓ The City of Sonoma will utilize the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) in emergency response and management operations.
- ✓ The Director of Emergency Services will coordinate the City's disaster response in conformance with its Disaster Relief Ordinance, Municipal Code Section 2.36.
- ✓ The resources of the City of Sonoma will be made available to local agencies and citizens to cope with disasters affecting this area.
- ✓ The City of Sonoma will commit its resources to a reasonable degree before requesting mutual aid assistance.
- ✓ Mutual aid assistance will be requested when disaster relief requirements exceed the City of Sonoma's ability to meet them.

1.1 CONCEPT OF OPERATIONS

The emergency management organization in Sonoma will identify potential threats to life, property and the environment, and then develop plans and procedures to protect those assets. These plans and procedures will direct emergency response and recovery activities and will be validated by the conduct of actual response or exercising. The goal is to maintain a robust emergency management organization with strong collaborative ties among local government, community-based organizations and volunteers, public service agencies, and the private sector under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) structure. (See [SEMS in section 1.4](#) and [NIMS in section 1.5](#))

The four emergency management phases listed below provide the structure to categorize governmental actions. Not every disaster necessarily includes all indicated phases.

PREPAREDNESS PHASE

The preparedness phase involves activities taken in advance of an emergency. Preparedness activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare Standard Operating Procedures (SOP), Emergency Operating Procedures (EOP) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOP/EOP and checklists through periodic training in the activation and execution procedures.

RESPONSE PHASE

Pre-Emergency

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- ✓ Alerting necessary agencies, placing critical resources and personnel on stand-by.
- ✓ Evacuation of threatened populations to safe areas.
- ✓ Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- ✓ Identifying the need for mutual aid.
- ✓ Proclamation of a Local Emergency by local authorities.

Emergency Response

During this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

Sustained Emergency

In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated.

RECOVERY PHASE

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions. The recovery phase may also include cost recovery activities.

The recovery period has major objectives which may overlap, including:

- ✓ Reinstatement of family autonomy.
- ✓ Provision of essential public services.
- ✓ Permanent restoration of private and public property.
- ✓ Identification of residual hazards.
- ✓ Plans to mitigate future hazards.
- ✓ Recovery of costs associated with response and recovery efforts.
- ✓ Coordination of State and Federal, private and public assistance.

MITIGATION PHASE

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City of Sonoma and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- ✓ Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.).
- ✓ Structural measures.

- ✓ Tax levee or abatements.
- ✓ Public information and community relations.
- ✓ Land use planning.

See the City of Sonoma Local Hazard Mitigation Plan for more specific information ([ANNEX A](#)).

1.2 EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

EMERGENCY MANAGEMENT ORGANIZATION

The City Manager serves as the Director of Emergency Services (EOC Director) and will direct the City of Sonoma emergency management organization, including emergency response and recovery. The Director of Emergency Services (City Manager) is responsible to the City Council according to Section 2.36.050 of the Sonoma Municipal Code.

The Director of Emergency Services/EOC Director is supported by the emergency management organization and has overall responsibility for:

- ✓ Organizing, staffing and operating the City of Sonoma Emergency Operations Center (EOC)
- ✓ Operating communications and warning systems
- ✓ Providing information and guidance to the public
- ✓ Maintaining information on the status of resources, services, and operations
- ✓ Directing overall operations
- ✓ Obtaining support for the City of Sonoma and providing support to other jurisdictions as required
- ✓ Identifying and analyzing potential hazards and recommending appropriate countermeasures
- ✓ Collecting, evaluating and disseminating damage assessment and other essential information

See City of Sonoma Emergency Management Organization ([Figure i](#)) and the Emergency Organization Functional Matrix ([Figure ii](#)).

CITY OF SONOMA DISASTER COUNCIL

The City of Sonoma Disaster Council (according to Sonoma Municipal Code, Section 2.36.040) is empowered to develop, revise, and recommend for adoption to the City Council, the City's emergency operation plan. The Council also reviews and recommends action upon all proposed mutual aid agreements. Additionally, the Council may recommend resolutions, rules and regulations necessary to implement the City's emergency plan or any mutual aid agreement entered into pursuant to such plan.

The Disaster Council consists of the following members as outlined in Sonoma Municipal Code, Section 2.36.030.

- A. The Mayor who shall be chairman
- B. The City Manager, who shall be the Director of Emergency Services, as well as vice-chairman.
- C. The assistant director of emergency services.
- D. Such chiefs of emergency services as are provided for in a current emergency operations plan of this city, adopted pursuant to Section 2.36 of the Sonoma Municipal Code.
- E. Such representatives of civic, business, labor, veterans', professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council.

The Disaster Council agrees to meet upon call of the chairman or vice-chairman as outlined in Sonoma Municipal Code, Section 2.36.040.

MUTUAL AID REGION EMERGENCY MANAGEMENT

The City of Sonoma is within OES Mutual Aid Region II and the OES Coastal Administrative Region. The primary mission of Coastal Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

STATE EMERGENCY MANAGEMENT

The Governor, through OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The OES Director, assisted by State agency directors and their staffs will constitute the State emergency management staff.

**CITY OF SONOMA
EMERGENCY MANAGEMENT ORGANIZATION**

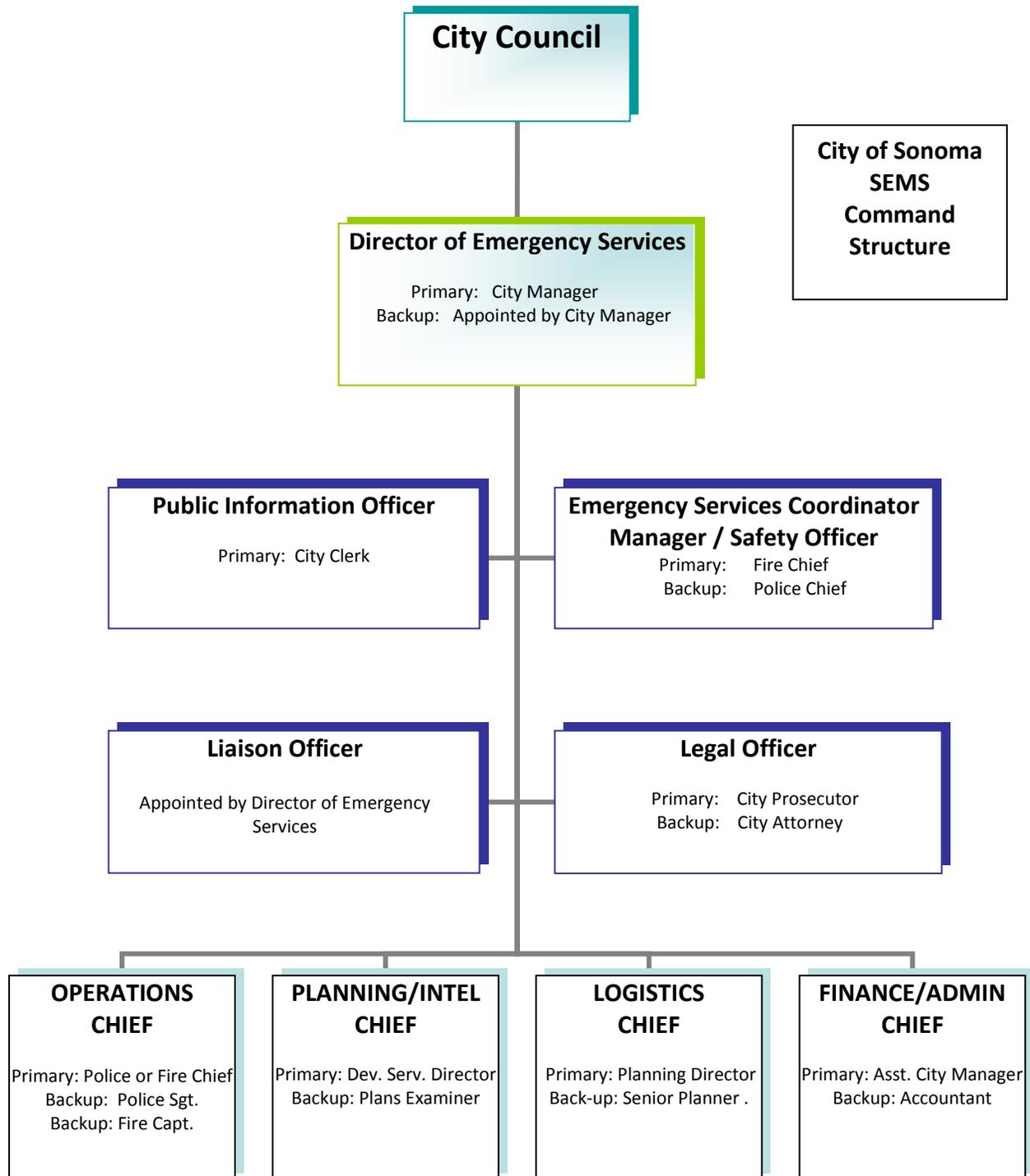


Figure i : Emergency Management Organization Chart

EOC Management Resource Matrix

Position	CITY MANAGER	ASSISTANT CITY MANAGER	FIRE CHIEF	POLICE CHIEF	FIRE BATTALION CHIEF	FIRE CAPTAIN	POLICE SERGEANT	DEVELOPMENT SERVICES DIR	PLANS EXAMINER	PLANNING DIRECTOR	SENIOR PLANNER	PUBLIC WORKS DIRECTOR	FINANCE DIRECTOR	ACCOUNTING TECHNICIAN	PUBLIC WORKS SUPERVISOR
DIRECTOR OF EMERGENCY SERVICES	P	S													
-ESC/ Asst Director of Emergency Services		S													
-Safety Officer					P	P						S			P
-Legal Officer	P	S													
-Public information Officer (PIO)		P													
-Liaison Officer	P	S	S	S											
OPERATIONS SECTION CHIEF			P	P	P	S	S					P			
-Law Enforcement Branch							P								
-Fire/Medical Branch					P	S						P			
-Public Works Branch												P			P
PLANNING/INTEL SECTION CHIEF								P	S						
-Situation Status Unit								P							
-Resource Status Unit								P							
-Damage Assessment Unit								P							
-Documentation unit										P					
LOGISTIC SECTION CHIEF										P	S	S			
-Supply/Procurement Unit										P					
-Personnel Unit										P					
-Facilities/Care and Shelter Unit										P					
-Transportation Unit												P			
-Utilities Unit												P			
FINANCE SECTION CHIEF													P	S	
-Comp/Claims Unit													P		
-Cost Unit													P		
-Time Unit													P		
P is Primary responsibility															
S is Secondary Responsibility															
Positions in bold text are responsible to make sure the positions beneath them are filled, as needed.															

1.3 INCIDENT COMMAND SYSTEM (ICS)

COORDINATION WITH THE FIELD RESPONSE LEVEL

In a major emergency, the local government (City) EOC may be activated to coordinate and support the overall response while field responders use the Incident Command System. The Incident Commander will initially be the most senior officer of the first responding agency. Responding agencies will determine the most appropriate agency and officer to assume Incident Command. Field coordination occurs under the leadership of the Incident Commander at the Incident Command Post (ICP).

Incident Commanders may report to Department Operations Centers (DOC), which in turn will coordinate with the local government (City) EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

Unified Command is an application of the SEMS/NIMS Incident Command System (ICS) and may be established at the field response level when more than one agency has incident jurisdiction or when incidents cross-jurisdictional boundaries. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single Incident Command Post (ICP). In the Unified Command, entities develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan (IAP).

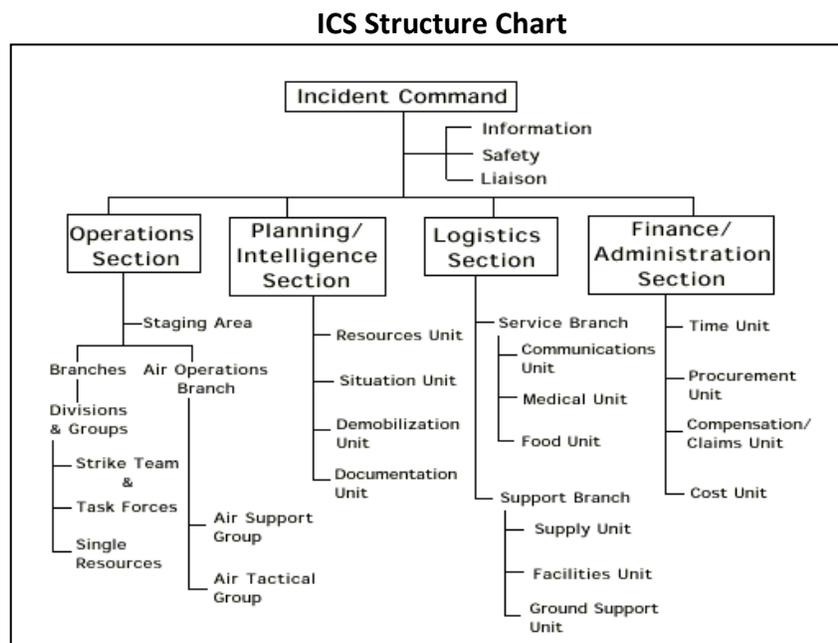


Figure iii: ICS Structure Chart

The organization of the Incident Command System is built around the same five major management activities as SEMS. These five management activities are the foundation upon which the incident management develops. They apply whether handling a routine emergency, organizing a major event, or managing a major response to a disaster.

Command Section

Sets objectives and priorities. Has overall responsibility at the incident.

Incident Commander

Person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified person may be assigned as IC by the responsible jurisdiction or agency.

Public Information Officer

The point of contact for the media or other organizations seeking information directly from the incident or event.

Safety Officer

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Liaison Officer

On larger incidents or events, representatives from other agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer will be their primary contact.

Operations Section

Conducts tactical operations to carry out the plan. Develops the tactical objectives, organization, and directs all resources.

Divisions

Established to divide an incident geographically or describe some geographical area related to incident operations.

Groups

Established to describe functional areas of operation. What is established will be determined by the needs of the incident. Groups work wherever they are needed, and are not assigned to any single division. Divisions and Groups are at an equal level in the organization.

Branches

Established another level of organization within the Operations Section to increase the span of control, define another functional structure, or organize the incident around jurisdictional lines.

Air Operations

Operated at the branch level and established separately at an incident where there are complex needs for the use of aircraft in both tactical and logistical operations.

Staging Areas

Established wherever necessary to temporarily locate resources awaiting assignment.

Planning and Intelligence

Develops the action plan to accomplish the objectives. Collects and evaluates information. Maintains resource status.

Logistics

Provides support to meet incident needs. Provides resources and all other services needed to support the incident response.

Finance and Administration

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Units

Functional Units fall under each of the three remaining sections (see ISC Structure Chart). Not all of the units may be required, and they will be established based upon the need. The titles of the units are self-descriptive.

INCIDENT FACILITIES

Facilities will be established depending on the kind and complexity of the incident or event. Not all facilities will necessarily be used.

Incident Command Post (ICP)

The location from which the incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

Staging Area

Locations at which resources are kept while awaiting incident assignment.

Base

The location at the incident at which primary service and support activities are performed.

Camps

Incident locations where resources may be kept to support incident operations. Camps differ from staging areas in that essential support operations are done at camps, and resources at camps are not always immediately available.

Helibase

A location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations.

Helispot

Temporary locations where helicopters can land and load/off-load personnel, equipment, and supplies.

INCIDENT ACTION PLAN

Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans, which include the measurable tactical operations to be achieved, are always prepared around a time-frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than 24 hours. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when it begins.

The Incident Action Plan must be known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

ESSENTIAL INCIDENT ACTION PLAN ELEMENTS

Statement of Objectives

Appropriate to the overall incident.

Organization

Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives

These are normally prepared for each Division or Group and include the strategy, tactics, and resources to be used.

Supporting Material

Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

COORDINATION WITH LOCAL GOVERNMENT AND OP AREA

Coordination and communications should be established between activated local government (City) EOC and the operational area. When activated, the Op Area EOC will perform this function. For the City, the common communications links to the local EOC are telephone, fax, cellular, computer networks, amateur radio, and low-band radio.

SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS/NIMS. The emergency response role of special districts is generally focused on the return to normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

1.4 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

INTRODUCTION

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- ✓ Field Response
- ✓ Local Government (Cities and Special Districts)
 - Operational Area (County)
 - Regional
 - State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS) and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for reimbursement of their personnel-related costs under state disaster assistance programs.

PURPOSE OF SEMS

SEMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- ✓ Facilitate the flow of information within and between levels of the system,
- ✓ Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

ORGANIZATIONAL / RESPONSE LEVELS AND ACTIVATION REQUIREMENTS

The five SEMS organizational / response levels are described below. The levels are activated as needed for an emergency.

FIELD RESPONSE LEVEL

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

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. Local governments are required to use SEMS when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for State funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of Sonoma will comply with SEMS guidelines in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use SEMS when a local emergency is declared or proclaimed, or the local government (city) EOC is activated.
- 2) Establish coordination and communications with field incident commanders either through local government (city) EOC, Departmental Operating Centers (DOC) to the Op Area EOC, or directly to the Op Area EOC, when activated.
- 3) Use existing mutual aid systems for coordinating fire, law enforcement, and other resources.
- 4) Establish coordination and communications between the local government (city) EOC when activated, to the Op Area's EOC, and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government-level emergency response activities.

The requirement to use SEMS includes fulfilling the management and coordination role of local government and providing for the five essential SEMS functions of management, operations, planning, logistics and finance/administration.

OPERATIONAL AREA LEVEL

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.

It is important to note, that while the Operational Area always encompasses the entire County area, it does not necessarily mean that the County government manages and coordinates the response and recovery activities within the county. The decision on organization and structure within the Operational Area is made by the governing bodies of the county and the political subdivisions with the county.

In Sonoma County, the emergency management organization of each incorporated city and each special district is responsible for coordination and direction of response and recovery operations within their respective jurisdictions, while the County Office of Emergency Services serves a support role. The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

The County is the Operational Area, and will be the focal point for information transfer and support requests by cities within the County. The County Executive is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure.

REGIONAL LEVEL

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more effective application and coordination of mutual aid and other emergency related activities. Sonoma is in the Coastal Region, which is located at the State building in Oakland. In SEMS, the regional level manages and coordinates information and resources among operational areas within the 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.

STATE LEVEL

The State level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the Regions and the State. The State level also serves as the coordination and communication link between the State and the federal disaster response system.

FEATURES COMMON TO ALL ORGANIZATIONAL RESPONSE LEVELS

SEMS has several features based on the Incident Command System (ICS). The field response level uses functions, principles, and components of ICS as required in SEMS regulations. Many of these field response level features are also applicable at local government, Operational Area, Regional and State levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

ESSENTIAL MANAGEMENT FUNCTIONS

SEMS has five essential functions adapted from ICS. Field Response uses the five primary ICS functions: **Command, Operations, Planning / Intelligence, Logistics** and **Finance / Administration**. In an Emergency Operations Center at local government, Operational Area, and Regional / State levels, the term **Management** is used instead of **Command**. The titles of the other functions remain the same at all levels.

MANAGEMENT BY OBJECTIVES

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved.

An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

ACTION PLANNING

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

Incident Action Plans:

At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans:

At local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

AFTER ACTION REPORTING

After Action Reports are required by the National Incident Management System any time the Emergency Operations Center is activated. The Director and the Emergency Manager will ensure that all responsible persons, Section Chiefs, Unit Leaders attend a critique or “Hot Wash” within 48 hours of the closing of the operation. As a result of this meeting, individual reports will be submitted no later than 30 days after the closing of the EOC. The reports must include Corrective Actions, including who is responsible for the actions and when they are to be completed. A copy of the After Action Report must be sent to State OES (Regional Office) within 90 days of the EOC deactivation.

1.5 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

In response to the September 11, 2001 attacks on the World Trade Center in New York City, the Pentagon and Flight 93, President Bush, issued Homeland Security Presidential Directive-5. Released on February 28, 2003, HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). In September 2004, Department of Homeland Security (DHS) Secretary Ridge sent an official policy letter to all state Governors outlining the content and implementation strategy for NIMS. All states and political subdivisions are required to adopt and implement NIMS in FY2006 and FY2007. NIMS includes the following components:

- ✓ Command and Management, including the Incident Command System (ICS)
- ✓ Communications and Information Management
- ✓ Preparedness
- ✓ Resource Management
- ✓ Supporting Technologies
- ✓ Joint Information System (JIS)
- ✓ NIMS Management and Maintenance

NIMS guidance produced by DHS is based in part on the California SEMS model. DHS acknowledges that California is the most NIMS compliant state in the nation. Through executive order S-2-05, The Governor ordered OES to provide guidance to counties, cities, and all response agencies on how to modify SEMS to comply with the requirements of NIMS. The City of Sonoma will follow guidance from OES as it is developed and implemented.

CITY OF SONOMA RESPONSIBILITIES UNDER SEMS/NIMS

The implementation of SEMS/NIMS is a cooperative effort of all City Departments and agencies within the City, and special districts that have an emergency response role. The Emergency Services Coordinator has the lead responsibility for SEMS/NIMS implementation and planning with responsibilities for:

- ✓ Communicating information within the City of Sonoma on SEMS/NIMS requirements and guidelines
- ✓ Coordinating SEMS/NIMS training and development among departments and agencies
- ✓ Institutionalizing the Incident Command System (ICS) into the EOP and field operations
- ✓ Complete a National Incident Management Capability Assessment Support Tool (NIMCAST) baseline survey and submit to OES & DHS (completed April 2006)

- ✓ Incorporating SEMS/NIMS requirements into the EOP and City Code with adoption by the Sonoma City Council
- ✓ Identification of all departments and agencies involved in field level response
- ✓ Identification of departments and agencies with Department Operations Center (DOC)
- ✓ Coordinating with local governments, City of Sonoma/Op Area and volunteer and private agencies on development and implementation of SEMS/NIMS
- ✓ Identification of special districts that operate or provide services within the City of Sonoma/Op Area. Determining the emergency role of these districts and making provisions for coordination during emergencies
- ✓ Identification of local volunteer and private agencies that have an emergency response role. Determining their emergency role and making provisions for coordination during emergencies

All local government, City of Sonoma staff who may work in the EOC, in a Department Operations Center (DOC) or at the field level will receive appropriate SEMS/NIMS/ICS training as recommended by the Department of Homeland Security. New personnel will be trained as they are hired. To validate preparedness and planning efforts, local governments will develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS/NIMS/ICS guidelines.

The Emergency Services Coordinator is responsible for the overall documentation of SEMS/NIMS/ICS training in the City and special districts. Under the guidance issued by the Governor's Office of Emergency Services, SEMS/NIMS training and self-certification of personnel is the responsibility of individual Law, Fire, EMS, Public Works and others.

NATIONAL RESPONSE PLAN (NRP) INTEGRATION WITH THE EMERGENCY OPERATIONS PLAN

The National Response Plan (NRP) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. In the vast majority of incidents, State and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When State resources and capabilities are overwhelmed, Governors may request Federal assistance. The NRP provides the framework for Federal interaction with State, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective Federal support.

The NRP is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing Federal interagency incident- or hazard-specific plans. The NRP facilitates coordination among tribal, local, State, and Federal governments and the private sector

without impinging on any group's jurisdiction or restricting the ability of those entities to do their job. The NRP does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

The NRP and National Incident Management System (NIMS) are companion documents designed to improve the Nation's incident management capabilities and overall efficiency. Use of SEMS/NIMS enables Federal, State, local, and tribal governments and private-sector and non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from actual or potential domestic incidents regardless of cause, size, or complexity. Together, the NRP, EOP, SEMS/NIMS and SEMS/NIMS integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management.

ORGANIZATION FLEXIBILITY - MODULAR ORGANIZATION

The five essential ICS functions in SEMS/NIMS are identified as 'sections' in the EOC. All other functions are organized as branches, groups or units within these sections. The types of functions and their relationship to one another will depend upon jurisdictional and agency responsibilities and the size and nature of the incident. Only functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

MANAGEMENT OF PERSONNEL - HIERARCHY OF COMMAND AND SPAN-OF-CONTROL

Management of personnel within the EOC will be accomplished through the assignment of Section Chiefs for Operations, Planning, Logistics and Finance/Administration functions. Section Chiefs will report to the EOC Director. They are responsible for:

- ✓ Overseeing the internal functioning of their section, and
- ✓ Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

MULTI-AGENCY OR INTER-AGENCY COORDINATION

Multi-agency or inter-agency coordination is important for:

- ✓ Establishing priorities for response
- ✓ Allocating critical resources

- ✓ Developing strategies for handling multi-agency response problems
- ✓ Sharing information
- ✓ Facilitating communications
- ✓ Guaranteeing jurisdictional/agencies objectives are not compromised

Emergency response is coordinated at the EOC through:

- ✓ Representatives from City departments and agencies
- ✓ Representatives from outside agencies including special districts, volunteer agencies and private organizations

The County EOC functions as the Multi-Agency Coordination Center (MACC) for most disaster incidents and will facilitate liaisons from local, state, and federal agencies as needed.

1.6 MUTUAL AID

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act.

This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

Mutual aid agreements exist in:

- ✓ Law enforcement
- ✓ Fire services
- ✓ Medical
- ✓ Public Health
- ✓ Emergency managers (EMMA)
- ✓ Hazardous Materials
- ✓ Public Utilities
- ✓ Engineers
- ✓ Building Safety Assessment Evaluators
- ✓ Coroner, and others

MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS/NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS/NIMS (see Figures 4 and 6).

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

MUTUAL AID REGIONS

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Sonoma is within Region II. Each mutual aid region consists of designated counties. Region II is in the OES Coastal Administrative Region (see Figure 5).

Figure iv: Flow of Resource Requests

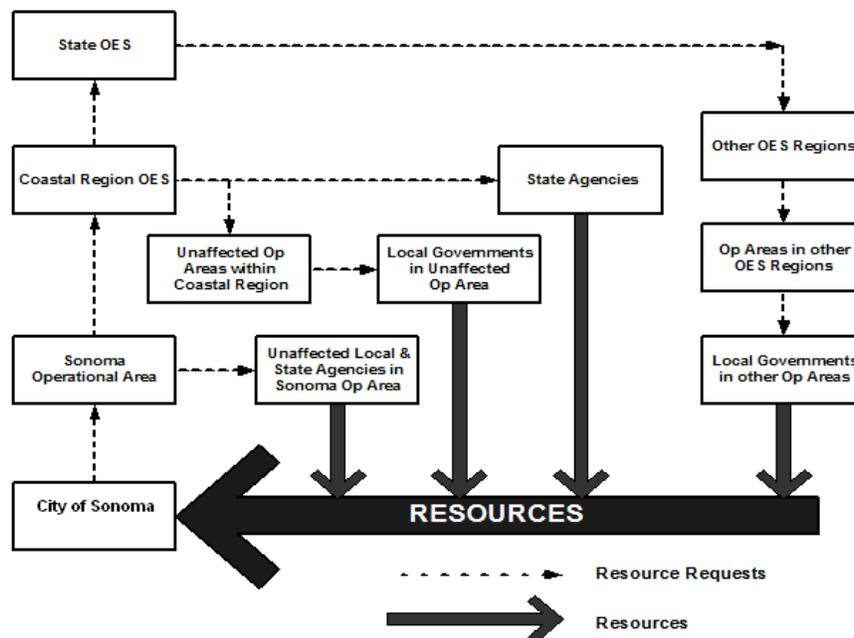
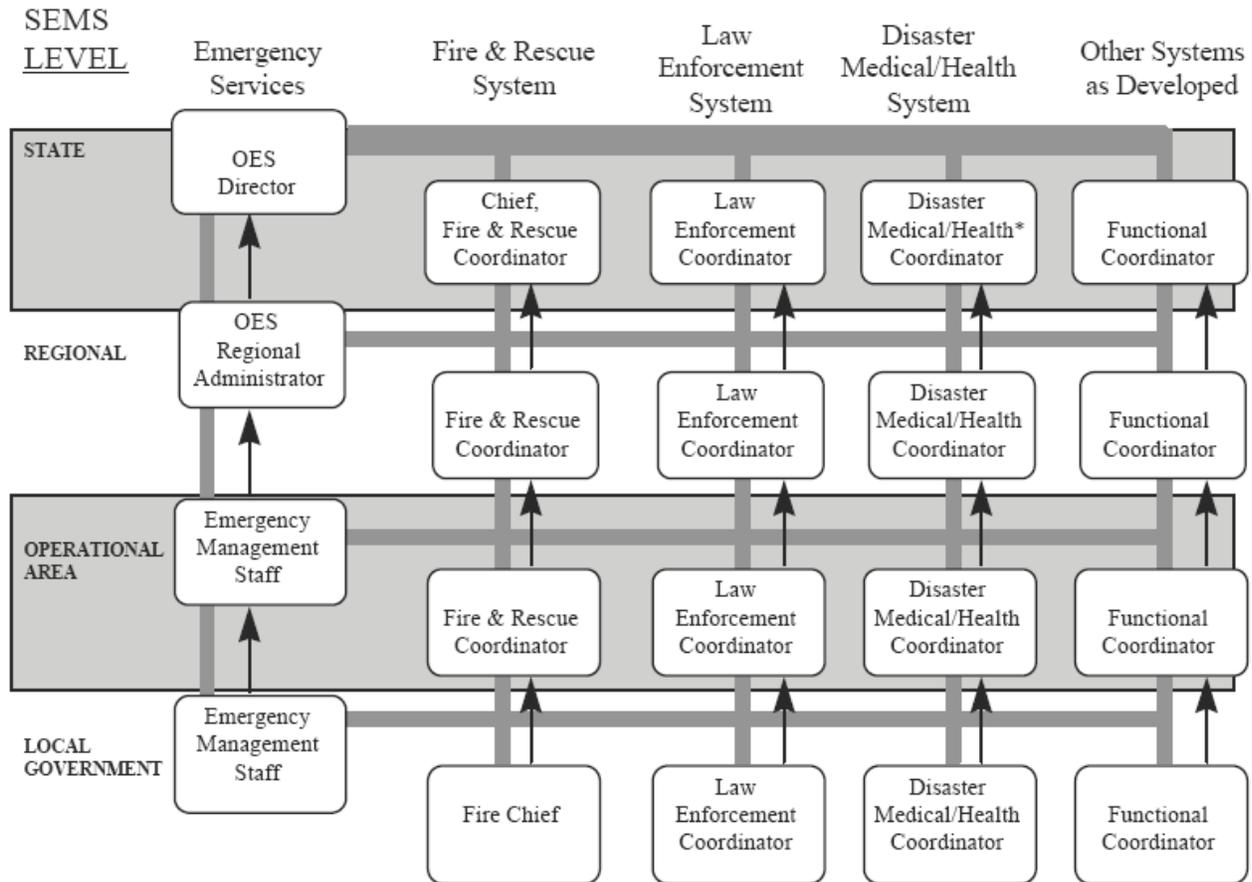




Figure v: OES Administrative Regions

MUTUAL AID CHANNELS



* Includes Mental Health Mutual Aid System

↑ Resource Requests — Information Flow and Coordination

Figure vi: Discipline Specific Mutual Aid Systems

MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level (see [Figure vi: Discipline Specific Mutual Aid Systems](#)).

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels.

Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOC because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When an EOC is activated, all discipline-specific mutual aid systems being utilized should establish coordination and communications with the EOC:

- ✓ When an Op Area EOC is activated, operational area mutual aid system representatives should be at the Op Area EOC to facilitate coordination and information flow.
- ✓ When the OES Coastal Region EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- ✓ When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.
- ✓ Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on the organization and activation level of the EOC.

VOLUNTEER AND PRIVATE AGENCIES IN MUTUAL AID

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize

volunteers and other resources through their own systems. They may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should have direct lines of communications to or otherwise be represented in the EOC.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with a governmental EOC. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between an activated EOC and other agencies involved in a response (i.e. hospital, PG&E, school district, etc.). Where there is a need for extensive coordination and information exchange, agencies should have direct lines of communications to or otherwise be represented in an activated EOC at the appropriate SEMS/NIMS level.

EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities. Each type of facility is described briefly below.

Marshaling Area: Defined in the National Response Plan as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.

Incident Facilities/Staging Areas: Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

POLICIES AND PROCEDURES

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.

Because different radio frequencies are in use among most agencies, the Sonoma County Op Area has developed a Tactical Interoperable Communications Plan (TIC). This plan allows for a “shared system” that enables a variety of radio frequencies to be programmed to operate on one designated system. Additionally, the Sonoma County Op area has a Satellite truck that can patch different radio frequencies to one common channel. The Satellite truck also offers, satellite telephones and internet capabilities.

The City of Sonoma will make mutual aid requests through the County of Sonoma Op Area EOC. Requests should specify, at a minimum:

- ✓ Number and type of personnel needed
- ✓ Type and amount of equipment needed
- ✓ Reporting time and location
- ✓ To whom forces should report
- ✓ Access routes
- ✓ Estimated duration of operations
- ✓ Risks and hazards

The Operations and Logistics Sections of the City of Sonoma EOC will be in charge of tracking requests for equipment, resources and manpower under existing mutual aid and OES procedures.

Resource typing of equipment will be handled by individual law, fire, EMS, public works and others under the guidance issued by the Governor’s Office of Emergency Services regarding SEMS/NIMS implementation.

AUTHORITIES AND REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

STATEWIDE MUTUAL AID AGREEMENTS

- ✓ California Master Mutual Aid Agreement
- ✓ California Fire and Rescue Emergency Plan
- ✓ California Law Enforcement Mutual Aid Plan
- ✓ California Emergency Managers Mutual Aid
- ✓ Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities

SONOMA/OPERATIONAL AREA MUTUAL AID AGREEMENTS

WITH

County of Sonoma

FOR

Inter-Agency Cooperation in Major Natural, Man-made and Technological Disasters

1.7 EMERGENCY PROCLAMATIONS

LOCAL EMERGENCY

At the City level, a Local Emergency may be proclaimed by the Director of Emergency Services (City Manager) or designee in accordance with the ordinance adopted by the City of Sonoma City Council. The City of Sonoma City Council must ratify a Local Emergency proclaimed by the City Manager within seven days.

The City shall advise the County Emergency Services Coordinator of the declaration. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- ✓ If necessary, request that the Governor proclaim a State of Emergency
- ✓ Promulgate or suspend 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 materials from any local department or agency
- ✓ Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- ✓ Impose penalties for violation of lawful orders
- ✓ Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

STATE OF EMERGENCY

The Governor may proclaim a State of Emergency when: Whenever the Governor proclaims a State of Emergency:

- ✓ Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance

- ✓ The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area
- ✓ Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- ✓ The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business
- ✓ The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office
- ✓ The Governor may promulgate, issue and enforce orders and regulations deemed necessary
- ✓ The Governor can request additional assistance by asking for a Presidential declaration

STATE OF WAR EMERGENCY

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

INCIDENTS OF NATIONAL SIGNIFICANCE

Incidents of National Significance including terrorist incidents and information will be communicated to the Homeland Security Operations Center (HSOC) by the County of Sonoma Operational Area through SEMS/NIMS in California. The County will send information to the Governor's Office of Emergency Services Regional Operations Center (REOC) in Oakland, or directly to the State Operations Center (SOC) in Sacramento if deemed necessary. The State will communicate information to the HSOC and or FEMA as deemed appropriate.

EXAMPLE LETTER OF PROCLAMATION

**PROCLAMATION DECLARING THE EXISTENCE
OF A LOCAL EMERGENCY**

WHEREAS, Section 2.36.060 of the Sonoma Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City area is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of Sonoma does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, as a result of:

_____;

And that the City Council of Sonoma is not in session;

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

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim a state of emergency for Sonoma, and further that the Governor request a Presidential Declaration; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the emergency services organization of this City shall be those prescribed by law, by ordinances and resolutions of this City, and by the Sonoma Emergency Operations Plan.

BY: _____
DIRECTOR OF EMERGENCY SERVICES

1.8 CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. Civil government best accomplishes this. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is the ability to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety. Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. (See Lines of Succession list for City Services/Departments below.)

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

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local service

The line of succession of key management staff for the preservation of local government is established and may be modified by the City Manager or his/her successor. In absence of an acting city manager, the order of succession of the office of Director of Emergency Services will follow Sonoma's Munciple Code Section 2.36.060 (B).

The following order of succession for each City Department is as follows:

<u>Service/Department</u>	<u>Title/Position</u>
City Administration - Management - Planning - Building	City Manager Standby #1 - Assistant City Manager Standby #2 – City Manager Designee
Police Department	Police Chief Standby #1 - On-Duty Police Sergeant Standby #2 - Police Chief Designee
Fire Department	Fire Chief Standby #1 - On-Duty Division Chief Standby #2 - Fire Chief Designee
Public Works	Public Works Director Standby #1 - PW Street Supervisor Standby # 2 - PW Director Designee

1.9 PRESERVATION OF VITAL RECORDS

Each department within the City and County should identify, maintain and protect its own vital records.

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

- ✓ Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- ✓ Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- ✓ Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

1.10 TRAINING AND EXERCISING

The City of Sonoma Emergency Services Coordinator will inform other City Departments and Operational Area Agencies of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will actually use in emergency situations.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Op Area member jurisdictions as possible. Following all major exercises, drills, and actual incidents, the City of Sonoma has required that an After Action Report (AAR) be developed outlining areas for improvement of plans and systems. The City has developed a Corrective Action Plan process that makes assignments for implementing improvements outlined in AAR. This system is in accordance with the guidance on SEMS/NIMS implementation.

1.11 AUTHORITIES AND REFERENCES

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as, "The Act", provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS/NIMS) Regulations (Chapter 1, Division 2 of Title 19 of the California Code of Regulations), establishes SEMS/NIMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are considered to be extensions of the California Emergency Plan. This Emergency Operations Plan is intended to be such an extension of the State Emergency Plan.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

All operations and facilities involved in the disaster response activities shall take special note of the Americans with Disabilities Act (ADA). Appropriate efforts shall be made to insure that necessary considerations are given to accommodate victims with disabilities. Public warning, emergency communications, transportation, and sheltering are areas that require special attention.

FEDERAL

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

Federal Civil Defense Act of 1950 (Public Law 920), as amended

National Response Plan (DHS), December 2004

NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

Homeland Security Presidential Directive 5, February 28, 2003 - Established the National Incident Management System (SEMS/NIMS)

DHS Secretary Ridge Letter to the Governors, September 8, 2004 - Outlines SEMS/NIMS Requirements

STATE

Standardized Emergency Management System (SEMS/NIMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and Government Code Section 8607(a).

Standardized Emergency Management System (SEMS/NIMS) Guidelines.

California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

'Good Samaritan' Liability

California Emergency Plan, September 2005

California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code

California Hazardous Materials Incident Contingency Plan, California Code of Regulations, Title 8, Section 5192

California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials

Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Emergency

Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

California Master Mutual Aid Agreement, November 15, 1950

California Law Enforcement Mutual Aid Plan, 7th edition, January 2003

California Coroners Mutual Aid Plan, March 2006

California Fire Service and Rescue Emergency Mutual Aid Plan, March 2002

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California

Local Government, Article XI, of the Constitution of California

COUNTY

Resolution No. 06-0841 adopting the Sonoma County Operational Area Emergency Operations Plan, October 2006, adopted September 26, 2006

Resolution No. 97-0505 proclaiming Sonoma County as an Operational Area and adopting the Standardized Emergency Management System (SEMS/NIMS), adopted April 22, 1997

Resolution No. 06-0840 proclaiming Sonoma County as adopting the National Incident Management System (SEMS/NIMS), September 26, 2006

Sonoma County Civil Defense and Disaster Mutual Aid Agreement, adopted 1963

Sonoma County Law Enforcement Mutual Aid Agreement, adopted 1965

Sonoma County (Fire) Master Mutual Aid Agreement, adopted 1998

Chapter 10 of the Sonoma County Code, Emergency Management and Response

Sonoma County Hazard Mitigation Plan (Draft), May 2006

Sonoma County Response Plan for Bioterrorism and Other Public Health Emergencies, December 2004

Memorandum of Understanding between the Redwood Empire Chapter of the American National Red Cross and the County of Sonoma, adopted September 29, 1995

LOCAL (CITY)

The authority for the *City of Sonoma Emergency Operations Plan* (EOP) is provided in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

In development of this EOP, references were used from many sources such as, the Sonoma County Emergency Operations Plan, the Standardized Emergency Management System (SEMS) Regulations (California Government Code 8607 et seq) and Guidelines, and the *State Emergency Plan*.

Resolution No. 21-2005 approving the ABAG report “Taming Natural Disasters” as the City of Sonoma’s Local Hazard Mitigation Plan.

Resolution No. 27-2008 designates the order of succession to the office of Emergency Services Director.

Resolution No. ??? approves that the City of Sonoma will adopt and comply with the guidelines established with NIMS/SEMS/ICS.

Section II: Hazard Analysis



This section of the Emergency Operations Plan consists of a series of threat summaries based upon a City of Sonoma hazard analysis. This hazard analysis study was last completed in 2005 (See LHMP-Annex A) adopted June 5, 2005. In addition, information toward the hazard analysis has been gathered by FEMA's software program known as HAZUS-MH, and disaster websites such as: <http://gis.abag.ca.gov/>. These software applications provide a description of the local area, risk factors and the anticipated nature of situations, which could threaten or occur in the City of Sonoma and Sonoma County as a whole.

2.0 GENERAL INFORMATION

LOCATION, POPULATION

The City of Sonoma is one of nine incorporated cities in Sonoma County. The city is situated in the Sonoma Valley, with the Mayacamas Mountains to the east and the Sonoma Mountains to the west, with the prominent landform Sears Point to the southwest. It is centered around its historic town plaza, a remnant of the town's Spanish colonial past. It has an area of 2.635 square miles and with an elevation of 85 feet above sea level. As of 2009, the City has a population of approximately 9,943 people.

The Sonoma Valley is mostly comprised of viticulture lands and Sonoma is the hub of the wine industry. The downtown plaza area is a major tourist attraction for people visiting wine country. The plaza contains several boutique shops and restaurants. On any given day, the city's population can swell to approximately 50,000.

PUBLIC SAFETY DEPARTMENTS

The Police Department is operated under contract with the Sonoma County Sheriff's Department. The Fire Department, known as the Sonoma Valley Fire and Rescue Authority, provides fire and paramedic medical services and is operated under a joint powers agreement between the City of Sonoma and the Valley of the Moon Fire District.

ENVIRONMENTAL FEATURES

The primary hydrological feature of the Sonoma Valley is Sonoma Creek, which runs generally north-south along the western side of urbanized Sonoma. The Sonoma Planning Area contains several tributaries to Sonoma Creek which each have their own watersheds, varying capacities for runoff, and varying susceptibility to flooding. These local tributaries include Rodgers Creek and Fowler Creek which drain the slopes and flatlands on the west side of the valley, and Fryer, Schell and Nathanson Creeks and the Arroyo Seco which drain the slopes and flatlands east of Sonoma Creek. The active Rodgers Creek Fault lies to the west of Sonoma Creek. However, risk of major damage is mitigated by the fact that most of the soils beneath the city consist of a slight alluvial terrace underlain by strongly cemented sedimentary and volcanic rock. To the immediate south, west and east are deeper rich, alluvial soils that support valuable agricultural cultivation. The mountain block to the north rises to 1,200 feet.

TRANSPORTATION AND INFRASTRUCTURE OF SONOMA

Transportation

The primary travel corridor through Sonoma is Highway 12 (running through the city). This is the main economic and transportation corridor for the city, as well as a main tourist route through northern California. Most other roadways in the city are two lane roads or surface streets.

- There are two small privately owned airports within five miles of Sonoma City Hall (Sonoma Skypark and Sonoma Valley).

Infrastructure – The City of Sonoma has the typical types of buildings, water and power systems of a community that experienced the majority of its growth in the last 15 years. A brief description follows:

- ✓ Buildings – The downtown area, known as the Plaza, is deemed as a National Historic Landmark. Several of the buildings around the Plaza were built in the late 1800's, but have undergone renovated construction since. The buildings are "Spanish Colonial" style and commonly made of block type construction. This type of construction is also common in the older residential sections in the city. Subdivisions built in the last 15 years are basically wood constructed and in compliance with earthquake standards of the city.
- ✓ Water service is provided within the city and in limited areas of the unincorporated Planning Area by the Sonoma Municipal Water System, which is owned and operated by the City of Sonoma. The city's municipal water distribution system includes 49 miles of water mains, 4,321 service connections, two pumping stations, five storage tanks (two off-line), and five wells. City storage tanks provide 5.5 million gallons of storage capacity; an additional 10 million gallons of storage capacity is provided by a Sonoma County Water Agency (SCWA) tank at the terminus of the Sonoma Valley Aqueduct, north of West Spain Street.
- ✓ Power - the only significant generating plant in the County is the Geyser's Project. The largest geothermal plant in the world, the Geysers produces 25% of the California's non-hydro green electricity.

2.1 HAZARD RISKS

The City of Sonoma recognizes that the planning process must address each hazard that threatens the City. Sonoma is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or man-made and national security.

The City of Sonoma, with its varying topography and mix of urban and semi-rural areas, is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Sonoma are as follows:

Natural Hazards

- Earthquakes
- Floods
- Wildland fires
- Landslides
- Extreme weather and storms

Technological and Man-made Hazards

- Hazardous materials (HazMat)
- Major vehicle accident
- Dam Failure
- Airplane crash
- Civil disturbance
- Terrorism

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Failure	X			X		
Earthquake M<5	X			X	X	
Earthquake M>5	X				X	X
Wildland Fire		X			X	X
Floods		X		X	X	
HazMat	X			X	X	X
Landslides	X			X	X	
Civil Unrest	X			X		
Aircraft Crash	X			X	X	X
Transportation Accidents	X			X		
Terrorism	X				X	X

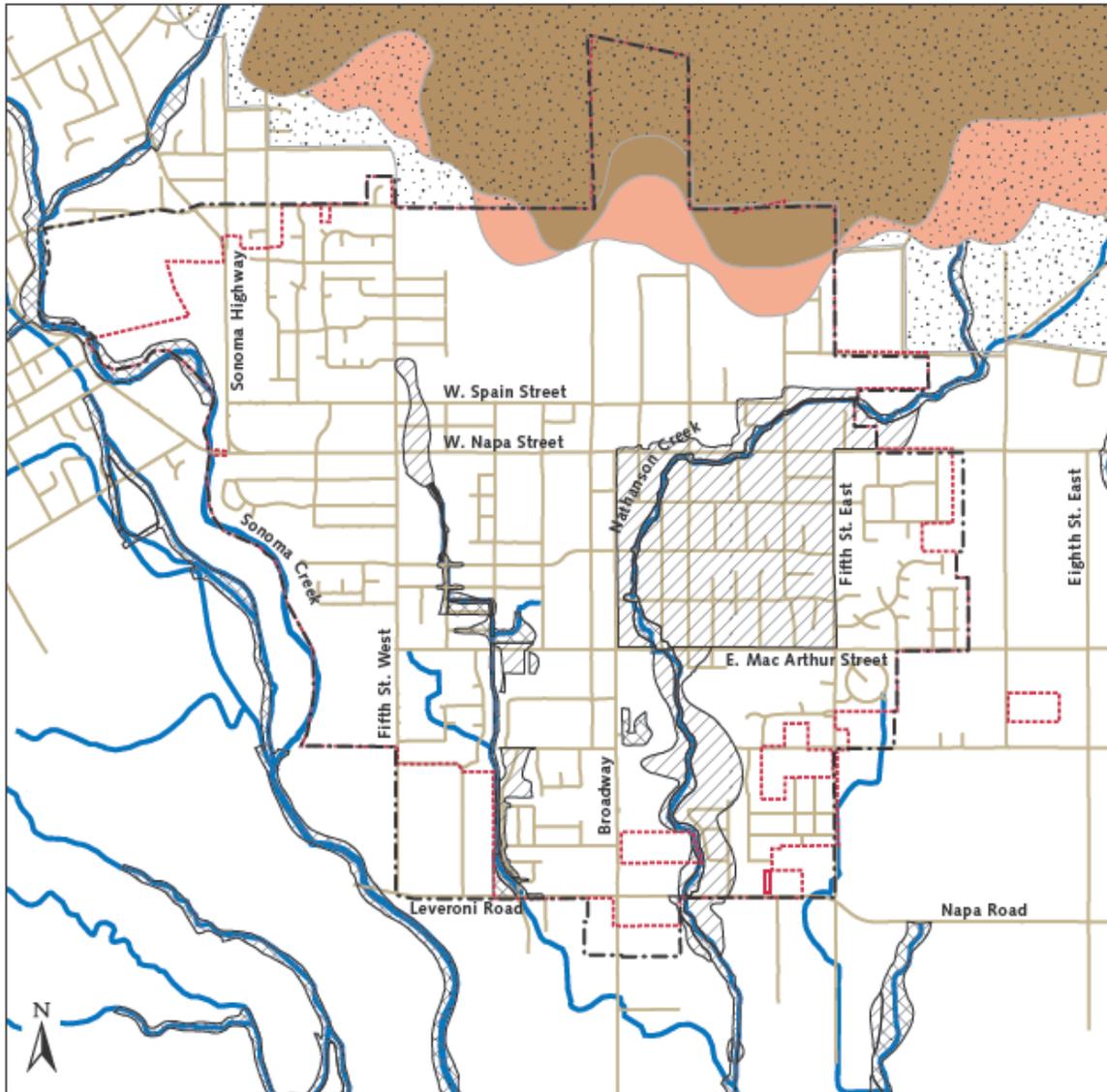


Figure PS-2

Natural Hazards

Source: City of Sonoma; FEMA; USGS.

Figure vii: City of Sonoma Map of Selected Natural Hazards

THREAT ASSESSMENT 1: MAJOR EARTHQUAKES

General Situation

The City of Sonoma is in the vicinity of several known active and potentially active earthquake faults including the San Andreas and Healdsburg/Rodgers Creek. See Earthquake Fault Lines Map (Figure viii: Fault Map of Bay Area). New faults within the region are continuously being discovered.

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires, hazardous material spills and other ensuing hazards. The Rodgers Creek fault is considered the greatest earthquake threat to Sonoma County because of the high probability of rupture and its proximity to the County's greatest concentration of population, governmental services and infrastructure. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of waterways and dams. The time of day and season of the year would have a profound effect on the number of dead and injured. Such an earthquake would be catastrophic in its effect upon the population and could exceed the response capabilities of the City of Sonoma, the Sonoma County Op Area and the Governor's Office of Emergency Services and other state agencies. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons could require emergency medical care, food and temporary shelter. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas downwind from hazardous material releases. Many families would be separated particularly if the earthquake should occur during working hours, and a personal inquiry or locator system could be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

The economic impact on the City of Sonoma from a major earthquake would be considerable in terms of loss of employment and loss of tax base. Also, a major earthquake could cause serious damage and/or outage of computer facilities. The loss of such facilities could curtail or seriously disrupt the operations of banks, insurance companies and other elements of the financial community. In turn, this could affect the ability of local government, business and the population to make payments and purchases.

<u>Earthquake Size Descriptions</u>		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Specific Situation

The potential hazards that the City of Sonoma may face in an earthquake include the following: *(According to the USGS, there is an 80% chance of a major earthquake along the Rogers Creek fault by 2032. For purposes of this EOP, the following maps are based on an earthquake along the Roger’s Creek fault. However, there are several faults in the bay area that could be potentially as damaging.)*

Significant Faults Map



Figure viii: Fault Map of Bay Area

Ground Shaking

The most significant earthquake action in terms of potential structural damage and loss of life is ground shaking. Ground shaking is the movement of the earth's surface in response to a seismic event. The magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology determine the intensity of the ground shaking and the resultant damages. This hazard is the primary cause of the collapse of buildings and other structures.

Shake Map for Rogers Creek Fault

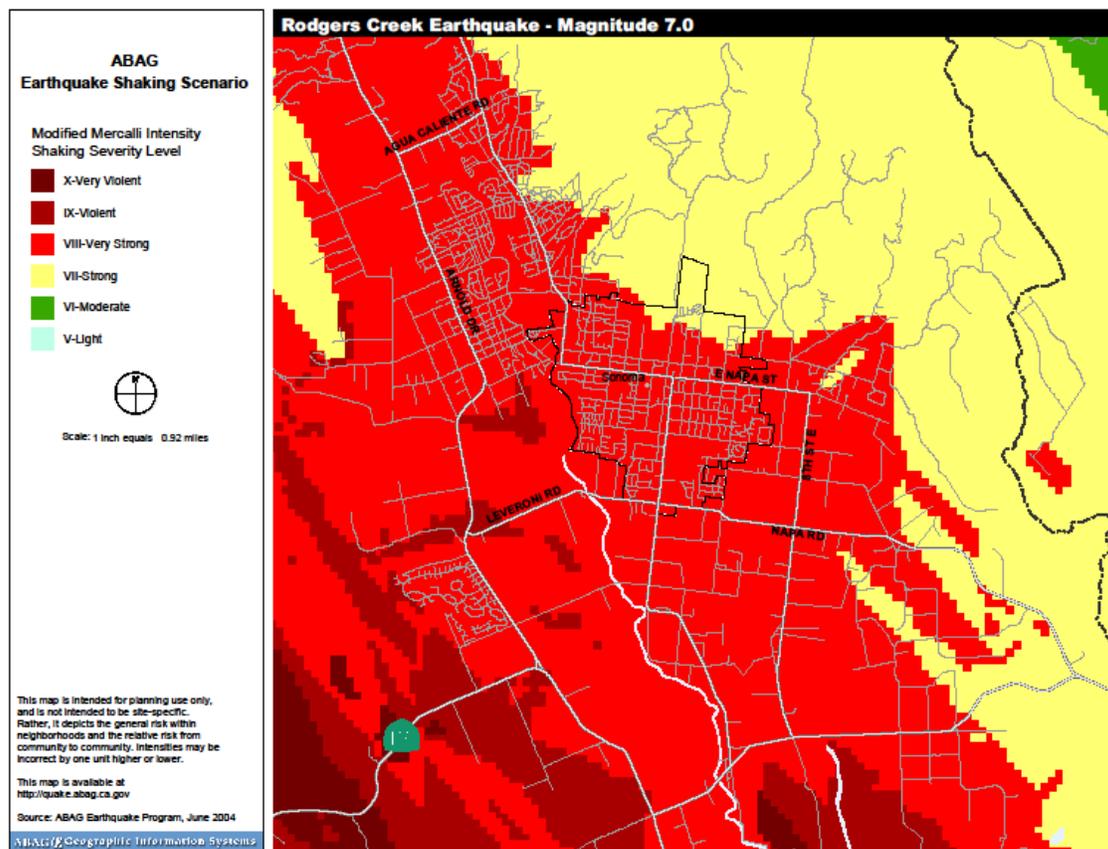


Figure ix: Rogers Creek Shake Map

Liquefaction

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction. Liquefaction is the loss of shear strength of a soil. The shear strength loss results from the increase of water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may

sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake.

Liquefaction Map for Rogers Creek Fault

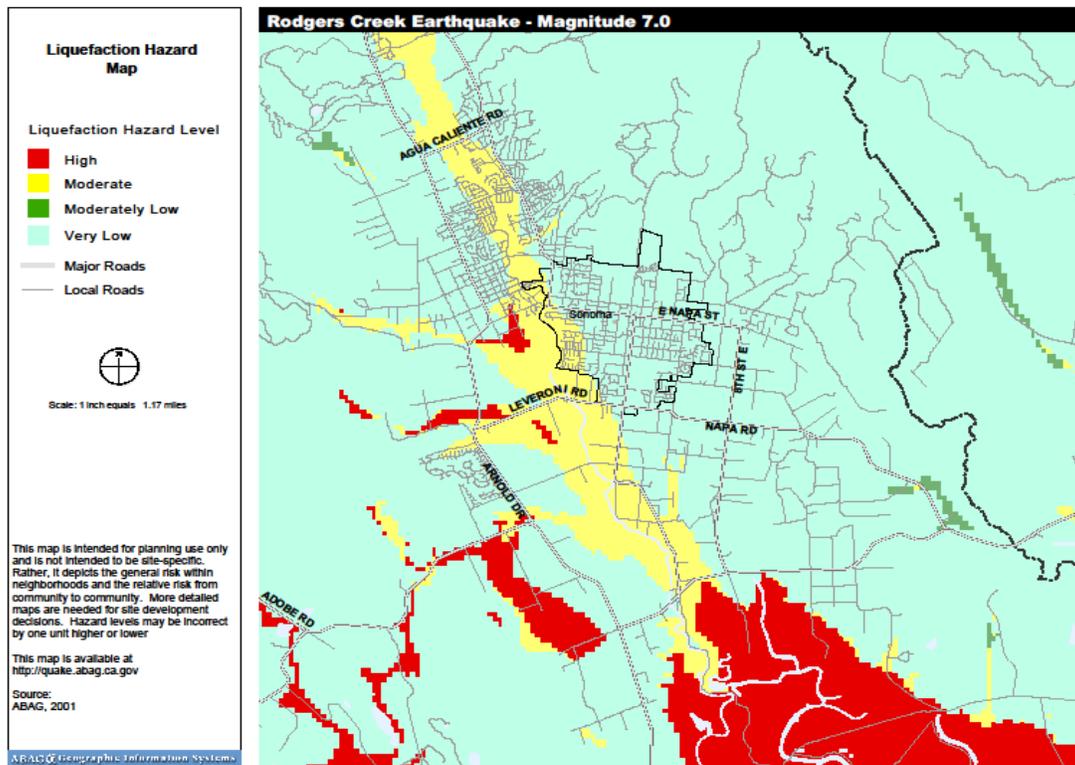


Figure x: Rogers Creek Liquefaction Map

Damage to Vital Public Services, Systems and Facilities

Bed Loss in Hospitals

The City of Sonoma has one major medical facility (Sonoma Valley Hospital). There are a total of eight major medical facilities within Sonoma County. Public service agencies and volunteer personnel would be used to assist in the care of the injured. Sonoma Valley Hospital has an Emergency Operations Plan that has been shared with the city of Sonoma.

Several of the acute care hospitals in Sonoma County may be lost due to structural damage. In addition, even the most modern hospitals can be incapacitated by non-structural damage. Earthquake shaking can damage sensitive equipment, topple storage units, and dislodge ceilings or light fixtures. Damage to water pipes could flood portions of buildings. Damages can be serious, and it can cause major areas within hospitals to be nonfunctional during the critical hours immediately following a major quake. This will decrease the number of beds available and create the need for alternate treatment facilities or field hospitals. Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency

patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-county facilities.

Building Survivability

An earthquake could shake all parts of the City of Sonoma and Sonoma County. Every building in the City is exposed to high risk of damage in earthquakes by virtue of being located in a seismically active part of the country. Some of these structures face an elevated risk because they are located in high hazard zones, such as near the fault, or on slopes subject to landslides. Other structures face high risk because their construction is inadequate to withstand strong shaking. The vast majority of structures within the City are one and two story, light wood frame construction. Fifty-one (51) commercial buildings within the City that were constructed of unreinforced masonry have been strengthened to reduce the risk of catastrophic collapse in the event of an earthquake. Some structures house critical City and County functions, such as emergency response activities, and it is important that these structures remain functional after an earthquake. The City's Police Station, Emergency Operations Center and Fire Station #1 have all been designed and constructed to meet recent seismic standards for essential facilities.

Figure xi: Important Buildings and Earthquake Readiness

Structure	Description of Condition
<i>Critical Emergency Buildings</i>	
Fire Station	A new Fire Station was constructed on 2003 and is in conformance with all applicable seismic safety standards.
Police Department / Community meeting room	Originally built in 1981, this structure was renovated in 2006/2007 with an additional EOC room. The building is in compliance with applicable seismic safety standards.
Sonoma Valley Hospital	The original structure was built in the 1950's but has since been expanded. In 1981 some of the buildings were strengthened to comply with seismic safety standards. The oldest area of the complex does not, however, comply with state seismic standards applicable to hospitals.
City Hall	Built in 1908, this historic stone and mortar structure was seismically upgraded in 1987.
<i>High Priority Buildings</i>	
Public Schools	Prestwood and Sassarini Elementary Schools, Adele Harrison Middle School, and Sonoma Valley High School are all located within city limits. All were built since 1952, except for the main building of the high school (which was reinforced in compliance with the Field Act) and all are considered earthquake safe.
Convalescent Hospitals	The convalescent hospitals and rest homes within the Planning Area are single story structures of recent construction and therefore have moderate to high earthquake resistance.
Sebastiani Theater	The theater, located across from the Plaza, was built in the 1930's. Seismic retrofit has not been required because the building has a steel-reinforced structure.
Community Center	A former school, this originally unreinforced brick and concrete structure now houses a variety of community groups. The seismic renovation of this structure was completed in 1989.
Sonoma Valley County Library	Constructed in 1977-78, this building is considered earthquake safe.
Post Office and Veterans' Memorial	These two single-story buildings, built since 1952, are considered only minimally susceptible to earthquake damage.

During a small seismic event emergency planners should expect minor isolated damage to structural and non structural elements and contents of buildings. Communications systems may be disrupted due to increased use or isolated outages.

During a moderate earthquake, the items mentioned above will likely occur to a greater extent. Falling items and broken glass may cause injuries or and some minor to moderate damage to structures and contents will likely occur. Utilities (i.e. water, gas, electric, CATV, telephone) may be disrupted for a relatively short period of time. Other infrastructure such as roads, bridges, sewer systems, traffic controls will need to be inspected. Increased calls for public safety and medical assistance are likely to occur. Building damage and safety assessments will likely be needed.

During a major earthquake, emergency planners should expect structural and non structural damage resulting from ground shaking of buildings to occur. Damage resulting from fire may also occur. Injuries and possibly death resulting from falling elements or items will likely occur. Utilities (i.e. water, gas, electric, CATV, telephone) may be damaged and disrupted for an extended period of time. Other infrastructure such as roads, bridges, sewer systems, street lighting and traffic controls may be damaged, thereby affecting emergency response and other circulation throughout the City. Increased calls for public safety and medical assistance will occur and will need prioritization. Building damage and safety assessments will be needed. Extensive recovery operations will be needed after the initial emergency response.

Communications

System failure, overloads, loss of electrical power and possible failure of some alternate power systems will affect telephone and cellular systems. Numerous failures can be expected to occur, and the systems will be overloaded beyond capacity. The anticipated damage could disable up to 80% of the telephone system for one day and beyond. In light of this, emergency planners should not expect the use of telephone or cellular systems for the first few days after the event.

The City of Sonoma and Sonoma County as a whole have a wireless communications network used for public safety and emergency response. The communications network is used by the County and City agencies, public safety officials and emergency responders. The network is comprised of remote mountain top communication sites, consisting of towers and equipment buildings, which provide wireless communications coverage throughout Sonoma County. While the communications system is designed to be functional even after the loss of one or more antennas, a major earthquake impacting multiple sites could significantly reduce communications effectiveness.

Electrical Power

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the

initial shock. According to representatives of PG&E, electrical power may not be rerouted, resulting in wide spread outages for an undefined period of time. A great deal of the imported power is expected to be lost. In areas of greatest shaking, it should be anticipated that some distribution lines, both underground and surface, would be damaged. Much of the affected area may have service restored in days; areas that suffer extensive damage or have underground distribution may require a longer time.

Fire Operations

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be damaged and storage facilities would have to be relied on; water pressure and supply could be inadequate to non-existent. First response from fire personnel is expected to be damage assessment and determining resources needed for response and recovery needs. Response could be further complicated and delayed by the disruption of transportation routes.

Secondary responses by the fire service will focus on search and rescue of trapped persons. Rescuers should expect loss of power and water, jammed doors, restricted mobility due to debris, possible loss of communications capability and delays in reaching maximum effectiveness due to personnel shortages.

Roads, Highways and Bridges

Some roads in the City of Sonoma traverse areas subject to liquefaction and landslides. Roadways that experience liquefaction can develop very large cracks that prevent their use, and can develop smaller cracks and sinkholes that impede traffic. Landslides triggered by earthquakes can both block and rip out sections of roads. Numerous roads will be subject to delays and detours. Throughout the county, Damage to freeway systems is expected to be major, despite seismic upgrades. Portions of surface streets in the vicinity of freeways may be blocked due to collapsed overpasses. Many surface streets in the older central business district will be blocked by debris from buildings, falling electrical wires and pavement damage. Local bridges that have not been seismically retrofitted may experience a high percentage of failure. The failures of major roadways in the county could impact safe routes for mutual aid resources responding to the City of Sonoma.

Natural Gas

Particularly in the areas of intense ground shaking, damage to natural gas distribution networks will consist of; (a) isolated breaks in major transmission lines, and (b) numerous breaks in mains and individual service connections within the distribution systems. Numerous leaks in the distribution system will affect a major portion of the urban areas, resulting in a loss of service for extended periods. Fires should be expected at a small percentage of rupture sites both in the transmission lines and the distribution system.

Hazardous Materials

The City has some sites containing hazardous materials. These sites include drycleaners, gas and service stations, agricultural sites, industrial sites, and high-tech facilities. Earthquake shaking can release hazardous materials. There is the potential that trucks or train cars carrying dangerous materials could be tipped over by an earthquake and materials dangerous to health or the environment could be released. Some of these sources may contain gases or liquids that are potentially harmful to human health. Leaking hazardous products can present a serious fire hazard.

Sanitation Systems

Many of the county's wastewater treatment facilities could be disrupted, depending on the severity and intensity of the earthquake and damage caused by liquefaction. There is a limited amount of storage available in the wastewater treatment plants; if the treatment train cannot be restored before the storage is exceeded, wastewater will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breaks in sewer mains and loss of power. As a result, there may be danger of excessive collection of explosive gas in sewer mains, and flow of untreated sewage in some street gutters. Many house sewer connections will break and plug.

Water Supply

Several ruptures are anticipated along the water pipelines in the City and County Areas. A majority of water wells are expected to be disabled by loss of electricity and the lack of backup power sources. In addition, shear forces could render about a third of the wells inoperative for an indefinite period.

Water availability and distribution for needed life support, to treat the sick and injured and for fire suppression activities is of major concern to each community.

THREAT ASSESSMENT 2: FLOOD

General Situation

In recent years, winter storms in California have become more intense and longer lasting. Flash floods, mudslides, river, stream and creek flooding have all occurred in the County of Sonoma. Within the City of Sonoma, winter storms often result in minor wind and water damage to structures, moderate flooding of drainage courses, streets and low lying structures and short term power outages. These storms usually provide some minor, short-term disruption in circulation through portions of the City, especially within the 100 and 500 year floodplains as identified on the FEMA Flood Hazard Maps.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time, if any is given at all. Flash flood warnings usually require immediate evacuation within the hour.

The National Weather Service issues flash flood watches and warnings. A flash flood **WATCH** is issued when flash flooding is possible within the designated watch area and close to the watch area, but the occurrence location, and/or timing is still uncertain -- all persons should be alert. A flash flood **WARNING** is issued when a flash flood has been reported, in progress, imminent, or highly likely -- all persons should take necessary precautions.

No area is immune to flash floods. In small streams, especially near the headwaters of river basins, water levels may rise quickly in heavy rainstorms, and flash floods can begin before the rain stops falling. There is little time between the detection of flood conditions and the arrival of the flood crest. Swift action is essential to protect life and property.

Flash floods also occur in or near mountainous areas where torrential rains can quickly change a dry watercourse or small brook into raging treacherous torrents of water.

All low lying areas in Sonoma are subject to flood conditions (See Flood Map, [Figure xii: Sonoma Flood Hazard Areas](#)). Urban development in flood plain areas are often subject to seasonal inundation. The flood plain is a natural extension of any waterway, although infrequently used. Storm water runoff that exceeds the capabilities of the physical characteristics of stream and drainage channels, results in the natural flooding of a localized area; usually in the eastern section of Sonoma.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwater, securing utilities, cordoning off flooded areas and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required.

Specific City Situation

The City of Sonoma has and will continue to experience generalized flooding with localized threats to property and little or no threat to life. Although some local urbanized areas lie within the 100-year floodplain mapped by the Federal Emergency Management Agency, flood water heights rarely exceed one-to-two feet. During minor flood events City emergency planners should expect calls for service for road clearance and debris removal, pumping of water from basements and within buildings, assistance with furnishing of sandbags, traffic diversion and road closure barricading. During moderate flood events, building damage assessment and limited rescue operations may be needed. A major flood event would likely entail all of the above-mentioned activities to a greater extent and would also likely need extensive recovery operations to be undertaken after flooding subsides. Flooding in Sonoma largely stems from the two major streams, Nathanson Creek and Fryer Creek. These are roughly parallel, flowing north to south, with Nathanson Creek on the east side of the City and Fryer Creek on the west. The smaller of the two is Fryer Creek. Its 100-year floodplain is both narrow and shallow. The most extreme flooding of the creek produces only nuisance street inundation (sometimes impeding, but not stopping traffic) and property damage. Historic flooding problems caused by Fryer Creek have been corrected through storm drain improvements. Nathanson Creek is larger and causes greater problems. Its 100-year floodplain is also fairly narrow within the city, but flooding along the creek can result in minor interior inundation of homes and businesses.

Flood Hazard Map

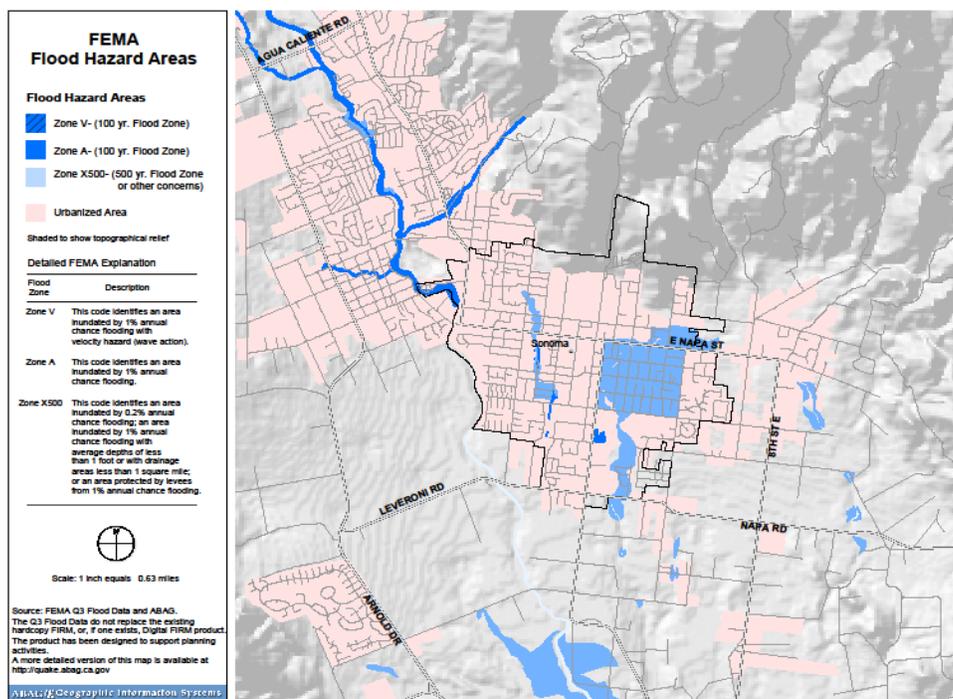


Figure xii: Sonoma Flood Hazard Areas

THREAT ASSESSMENT 3: LANDSLIDE

General Situation

The rolling hills, coastal ranges, and steep canyons that characterize Sonoma County's landscape contribute to a widespread landslide hazard. Landslides are described as downward movement of a slope and materials under the force of gravity. In addition to gravity, extended periods of intense rainfall during the winter months is the primary cause of landslides in the County. Landslides can also be triggered by seismic activity. Landslides are a significant secondary hazard to wild land fire, where periods of heavy rainfall on denuded slopes cause landslides and mudslides.

The main types of landslide activity that can impact Sonoma County include:

Slides: Mass movements, where there is a distinct zone of weakness that separates the slide material from more stable underlying material.

Falls: Abrupt movements of masses of geologic materials, including rocks and boulders that become detached from steep slopes or cliffs.

Debris Flows: Rapid mass movement of a combination of loose soil, rock, organic matter, air, and water that mobilize as a slurry flowing down slope. These are most often caused by heavy precipitation and intense surface water runoff in steep gullies.

Mudflows: Earth flow consisting of material that is wet enough to flow rapidly and contains at least 50 percent sand, silt, and clay sized particles. Mudflows can travel at speeds of 35 mph or greater.

Creep: Imperceptibly slow, steady, downward movement of slope-forming soil or rock.

The occurrence of landslides is determined by both natural and human factors. Natural factors include the cohesive strength and shrink-well characteristics of the affected minerals, the orientation of joints and planes of weakness between slide material and bedrock, the steepness of slopes, the degree of saturation of ground materials (highly affected by rainfall), and the density of vegetation. Human factors include the over steepening and overloading of slopes, the removal of natural vegetation, and the addition of water to the soil by watering of lawns and septic system drain fields, and onsite ponding of storm runoff.

Specific Situation

Current County and City codes protect against placing new structures on known landslide areas. However, existing development on or near steep slopes, much of it constructed to previous codes, is at risk.

The impact on the City of Sonoma from landslides is believed to be minimal due to the limited number of areas threatened. However, if a landslide should occur in an outlying area within the

County's jurisdiction, the impact could be felt by way of increased traffic on Sonoma roadways. A landslide or other blockage of a major highway could potentially force thousands of cars on the surface streets of Sonoma, which would create significant traffic control issues.

THREAT ASSESSMENT 4: HAZARDOUS MATERIAL INCIDENT

General Situation

The release of hazardous materials has the potential for adverse impacts upon human health, the environment and property, depending upon the type, location, and quantity of material released. Hazardous material incidents can happen almost anywhere, anytime.

Specific Situation

In the City of Sonoma, commercial businesses that use hazardous materials include, but are not limited to, dry cleaners, film processors, auto service providers, and medical clinics. Residences also generate household hazardous wastes in the form of paints, thinners, pesticides, fertilizers, etc.

Hazardous waste generators and users in the City are required to comply with regulations enforced by several federal, state, and county agencies. The regulations aim toward reducing risk associated with human exposure to hazardous materials and minimizing adverse environmental effects. Sonoma Valley Fire and Rescue Authority conduct inspections related to hazardous materials. The Hazardous Materials Compliance Division of the County Environmental Health Services Department ensures compliance and reporting in accordance with the Sonoma County Hazardous Waste Management Plan.

Hazardous materials also pass through the City in route to other designations via the freeway, rail, and surface street system. The Department of Transportation (DOT) regulates the transport of hazardous materials on state highways and rail lines using established criteria for safe handling procedures. Federal safety standards are also included in the California Administrative Code and the California Health Services Department regulates the haulers of hazardous waste.

Road Spill Potential

Risks for a hazardous materials accident include:

- Highway 12 (Broadway, West Napa Street, Sonoma Highway), due to the potential for hazardous materials transport.
- The industrial area along Eighth Street East.
- Agricultural operations that employ hazardous materials such as pesticides and herbicides.

All these areas are at low risk to a major incident due to the fact that only small quantities of hazardous materials are used or transported within them.

Emergency Response Actions

Emergency response actions associated with hazardous materials are presented in the County of Sonoma Emergency Services Hazardous Material Incidents Response Plan.

THREAT ASSESSMENT 5: TRANSPORTATION ACCIDENT

General Situation

A major incident involving automobile, truck, bus, airplane, helicopter or any combination of vehicles could result in a large number of casualties and significantly impact regional transportation systems. The ability of emergency responders to minimize suffering, disability, death and transport victims to hospitals will be directly affected by the time of day and traffic congestion. A major incident on any of the primary routes will produce road closures of at least four or more hours. Extensive search and rescue operations may be required to assist trapped and injured persons. Emergency medical care and temporary shelter would be required for injured or displaced persons. Identification, movement and temporary storage of any significant number of dead will be difficult. Families may be separated, particularly if the incident should occur during working hours. In some instances the loss of communications and disruption of other essential services may hamper emergency operations. Under certain circumstances, government effort will be required to remove debris and clear roadways, demolish unsafe structures, and assist in reestablishing public services. It may be necessary to provide continuing care and welfare for the affected population, including temporary housing for displaced persons and psychological support to emergency response workers.

Each of these hazards encompass many threats, such as a hazardous materials incident, fire, severe damage to nearby buildings or vehicles, loss of life in either adjacent buildings or vehicles and pedestrians.

Specific Situation

The main transportation artery through the City of Sonoma is Highway 12. The control of vehicular traffic in and around the affected area of a multi-casualty or hazardous materials incident could be the primary problem at any time. It will be essential to expedite the flow of essential emergency response vehicles through the area and divert nonessential traffic. In those cases where emergency traffic movement requirements exceed available road space, traffic must be rerouted with alternate routes and closure points.

THREAT ASSESSMENT 5-A: TRANSPORTATION ACCIDENT – AIR CRASH**General Situation**

Though an air crash into the urban environment is always a possibility, the probability risk factor in the City of Sonoma would appear low. A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs will affect the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from local governments, private organizations and in certain instances, the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. Crowds of onlookers and media personnel will have to be controlled. Injured or displaced persons will require emergency medical care, food and temporary shelter. Many families may be separated, particularly if the crash occurs during working hours; a locator system would need to be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Sonoma County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

Law enforcement efforts in a major air crash would focus on cordoning off the impacted location, maintaining open traffic lanes for ambulance service and keeping the curious at a safe distance from the incident. Responding fire fighting and law enforcement units would be charged with containment and search and rescue.

It can be anticipated that the mental health needs of survivors and surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. There is a system in place for emergency workers; however, there are limited resources available to respond to the general public.

The Sonoma County Charles M. Schultz Airport is the largest airport in the County. The airport is located approximately thirty miles northwest of the Sonoma City limits at the west end of Airport Boulevard. The County Airport is the only service point for commuter airlines and scheduled airlines. The California Department of Forestry & Fire Protection has designated the airport as a firebase for its aerial fire-fighting efforts. The Sonoma County Sheriff's helicopter and REACH air ambulance service are also based there.

Specific Situation

The City of Sonoma and Sonoma Valley are served by two local airports, Sonoma Skypark on Eighth Street East and the Sonoma Valley Airport (aka Schellville Airport) on Hwy 121. Both are valuable resources for the Sonoma Valley in an emergency.

Sonoma Skypark was established in 1967 as a public use privately owned airport and has served Sonoma Valley's business, recreational, and emergency service aviation needs continuously since then.

Originally a 24-hour use airport, Sonoma Skypark is currently a day-use, VFR (visual flight rules) facility with a sixty based aircraft, flight school, and aircraft maintenance and charter service. Sonoma Skypark is located approximately 2 miles south of the Sonoma City limits and is accessible by Eighth Street East and Highway 12 and 121.

Sonoma Skypark's current Sonoma County Use Permit restricts private or commercial helicopter operations, although police, emergency medical and military operations take place as needed. In a area-wide disaster, such as an earthquake, flood or fire, surface transportation by highway can be disrupted, limiting evacuation of injured disaster victims and the influx of support personnel and disaster medical and relief supplies. Many of the based aircraft at Sonoma Skypark are both suitable and available for medical evacuation as well as for providing rapid response transportation into the Sonoma Valley disaster area.

Aircraft based at Sonoma Skypark can also be used for aerial observation with real-time information on the extent of the disaster relayed to Sonoma Valley emergency and rescue incident commanders to support disaster response tactical planning.

THREAT ASSESSMENT 6: WILD LAND / URBAN INTERFACE FIRE

General Situation

The combination of highly flammable fuel, long dry summers and steep slopes creates a significant natural hazard of large wild land fires in many areas of Sonoma County, and the City of Sonoma is no exception. A wild land fire is a fire in which the primary fuel is natural vegetation. Wild land fires can consume thousands of acres of vegetation, timber and agricultural lands. Fires ignited in wild land areas can quickly spread, if unabated, to areas where residential or commercial structures are intermingled with wild land vegetation. Similarly, fires that start in urbanized areas can grow into wild land fires. Wild land/urban interface fire hazards are especially pronounced in areas of high structure densities adjacent to undeveloped open space areas with dense vegetation. Wild land/urban interface fire results in death, injury, economic loss and a large public investment in fire fighting activities.

Wildfire behavior is based on three primary factors: weather, topography and fuel. Wildland fire season in Sonoma County spans the months after the last spring rains have fallen and until the first fall or winter rains occur. The months of August, September and October have the greatest potential for wild land fires as vegetation dries out, humidity levels fall, and off shore winds blow.

In order to mitigate the potential for a “large and damaging fire” in these areas, FIRESAFE SONOMA has been established. This group of concerned citizens, community leaders, businesses and corporate representatives meet regularly to devise ways to educate homeowners, develop hazard reduction methods and identify ways to fund these activities through grants, donations and other means.

The population of tan oak vegetation in various areas of the County has particular risk due to the rise of Sudden Oak Death Syndrome. In specific areas, tan oak proliferation and the rapid encroachment of the disease has created an environment of increased vulnerability to wildland fire.

Specific Situation

Wildfires can be caused by natural events, such as lightning or high winds. However, most wild land fires are human caused. Campfires, careless smokers, electrical sparks, and arson cause most wild land and wild land/urban interface fires. In the City of Sonoma and the adjacent rural areas of Sonoma County, electrical equipment, such as power lines and transformers, has caused numerous fires. An emerging cause for concern is fires started by mowing, use of power equipment and other work around very dry vegetation. Trees growing into power lines have caused large and damaging fires within the county. For example, the Cavedale Fire of 1996 near the City of Sonoma burned 2,000 acres and caused 8.1 million dollars in damages.

Although the highest numbers of fires are generally along the Highway 12 Corridor, the potential for the “large and damaging” event could occur in and around the settlements of the Trinity Road/Cavedale Areas. These areas have high structure densities, narrow roads, and high vegetative fuel loading. The adjacent hillsides surrounding Sonoma are a high risk area for wild fires. With off shore winds any such fire, once started, could sweep into the City of Sonoma (See [Figure xiii: Fire Hazard Map](#)).

Level of Fire Protection Services

Much of the County’s unincorporated area is designated by the State Board of Forestry as “State Responsibility Areas” (SRA). California Department of Forestry and Fire Protection (CDFFP) provides “primary” wild land fire protection in these areas. While the SRA designation implies that only CDFFP provides protection for these areas, local fire districts and Community Services Areas (CSA) also assist with protecting and responding to fires in them. Technically, a fire district/community services area (CSA 40) that has SRA lands within it is responsible for providing fire protection to structures, and other improvements. In practice, when a wild land fire occurs in SRA, a mutual aid system is in place that immediately responds CDFFP fire resources as well as local fire resources.

Redwood Empire Dispatch Communications Authority (REDCOM) is responsible for notifying local fire resources and CDFFP’s Sonoma/Lake/Napa Emergency Command Center dispatches CDFFP resources.

Ground fire resources are augmented by CDFFP’s helicopter stationed at Boggs Mountain in Lake County and two air tankers based at the Sonoma Air Attack Base at the Sonoma County Airport. The Sheriff’s Helicopter Unit (Henry One) is equipped with a 150-gallon water-dropping bucket that can also assist in the effort when other resources are not available.

Sonoma County’s 40 plus fire agencies have signed a countywide mutual aid agreement to insure that firefighting resources and personnel will be available to combat a wild land/urban interface fire. If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State’s Master Mutual Aid Agreement administered by the Governor’s Office of Emergency Services.

Fire Hazard Map

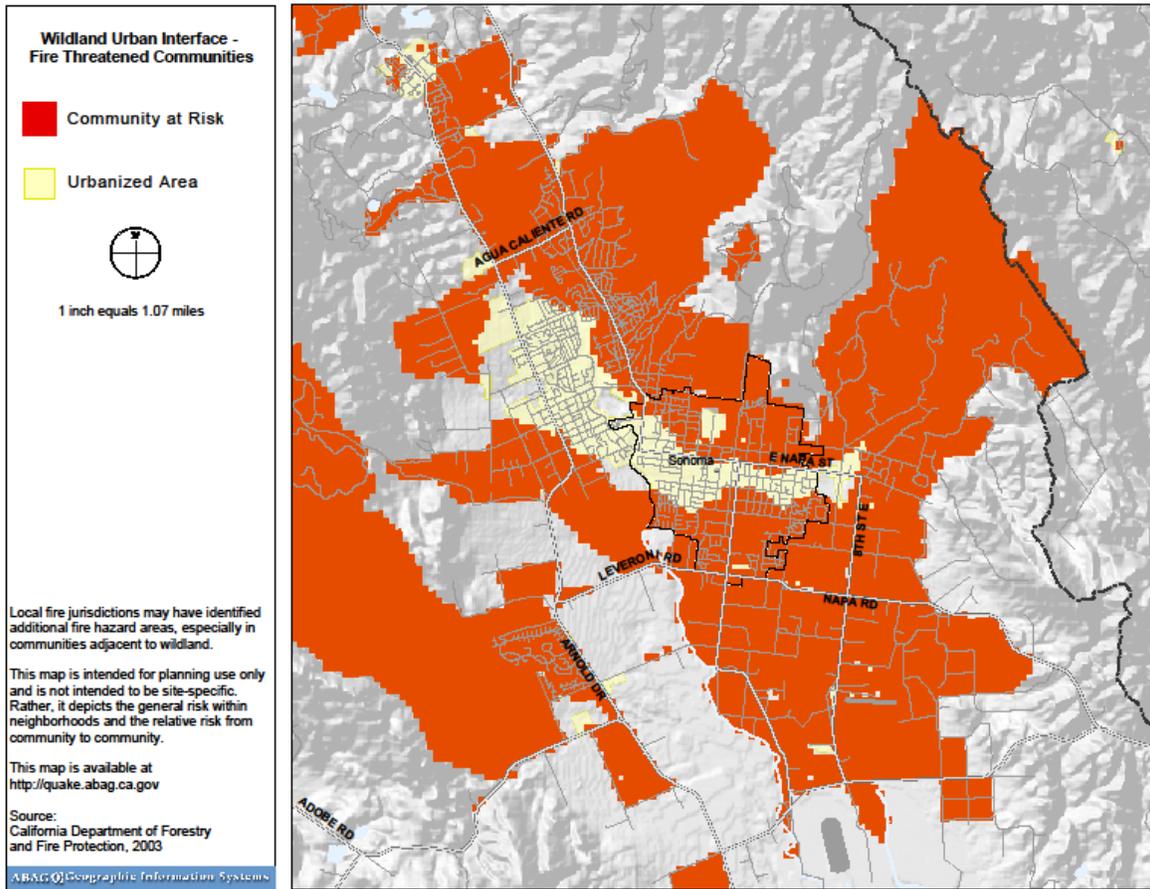


Figure xiii: Fire Hazard Map

THREAT ASSESSMENT 7: DAM FAILURE

General Situation

Dam inundation is defined as the flooding which occurs as a result of structural failure of a dam. The most common cause of dam failure is overtopping where the water behind the dam flows over the face of the dam and erodes the structure. Structural failure may be caused by seismic activity. Seismic activity may produce inundation by generating a seismically induced wave that overtops the dam without also causing dam failure. This action is referred to as a seiche. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

Specific Situation

There are a few smaller dams located in the western areas of Sonoma. These dams were constructed to store water for small subdivisions and in some cases the City of Sonoma itself. A failure of one of these dams would not likely significantly impact the City of Sonoma by way of damage or loss of life due to localized flooding.

The largest dam near the City of Sonoma is Suttentfield.

Suttentfield Dam Failure Map

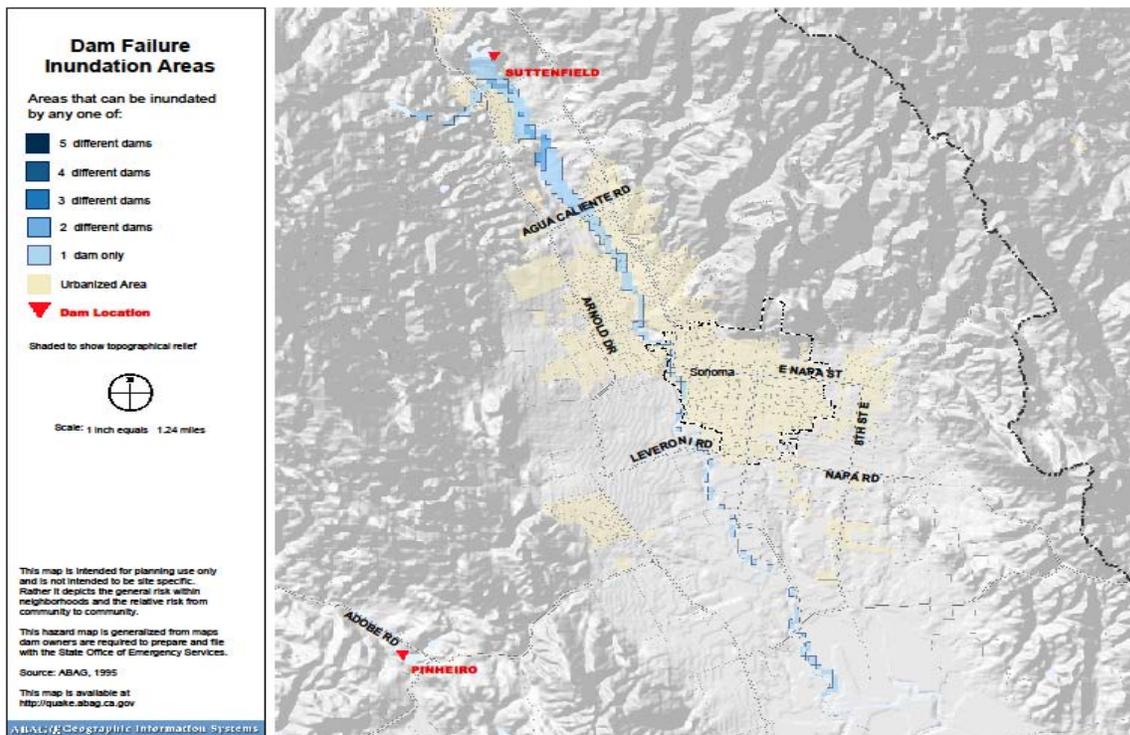


Figure xiv: Dam Failure Inundation Areas

THREAT ASSESSMENT 8: TERRORISM

General Situation

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

THREAT ASSESSMENT 9: CIVIL UNREST

General Situation

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted when normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be deployed. This is the critical stage when civil unrest can grow to large proportions.

Threats to law enforcement and safety personnel are very real in such circumstances. Every effort must be made to quickly prevent such incidents from growing out of control. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

During the response phase to such an event, security for command and control locations such as ICPs and EOCs must also be provided.

Specific Situation

There are few targets for civil disobedience or civil unrest in the City of Sonoma. Local political issues may generate protests that strain local resources. Criminal trials, environmental issues, and labor strife could result in serious situations.

Additionally, we may be affected by civil unrest originating or occurring in other parts of the Bay Area. Regional events may start or encourage civil unrest in the City of Sonoma.

Response to such an event is the primary responsibility of law enforcement. However, the City of Sonoma emergency management team would also be heavily tasked to provide fire, emergency medical, planning, logistics, traffic control, and public information support.

THREAT ASSESSMENT 10: NATIONAL SECURITY EMERGENCY

General Situation

As a result of the restructuring of the former Soviet Union and the subsequent end of the Cold War, the likelihood of full-scale nuclear war has been significantly reduced. In spite of this, attacks by rogue states and terrorists are still possible, and would result in a National Security Emergency. A National Security Emergency may be defined as an attack involving any or all of the destructive devices known as Weapons of Mass Destruction (WMD), including nuclear, chemical or biological, delivered by a foreign government or act of terrorism.

The status of the United States as the sole remaining superpower makes it an attractive target for a rogue state seeking worldwide attention or political gain. Efforts to minimize this scenario are actively being pursued by the DOD, DHS, CIA and FBI. The distinct surety of a massive military response is a convincing deterrent to such renegade government activity, and aids in dramatically reducing this threat. Unfortunately, massive military response is not a credible deterrent to terrorist groups.

Although there are no known incidents of non-governmental groups in control of nuclear weapons, there have been circumstances where groups have been found to have possession of nuclear grade material, including radiological. However, terrorists may eventually be able to gain control of a nuclear weapon.

Specific Situation

Neither the County of Sonoma nor its cities have the capability to plan for the organized evacuation of the County; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters may be utilized and information will be provided to the public. The City of Sonoma does not maintain public fallout shelters. Any single incident or a combination of events could require evacuation and/or sheltering of the population.

Moreover, the Greater Bay Area should be considered a higher possible target area than Sonoma County and the City of Sonoma. This would place Sonoma County as a whole in a key position to support other Bay Area communities in the event they were attacked.

SECTION III: EMERGENCY OPERATION CENTER



3.0 INTRODUCTION

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. An EOC makes possible a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. To facilitate this response, the City of Sonoma EOP references the Emergency Operations Center Checklist (Appendix 4) to define specific functional responsibilities and actions. This checklist includes position-based checklists for all agencies expected to staff the EOC such as law, fire, EMS, public works, health, management, and others. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Sonoma EOC:

- ✓ Managing and coordinating emergency operations
- ✓ Receiving and disseminating warning information
- ✓ Developing emergency policies and procedures
- ✓ Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County, City, special district and State agencies, military, and federal agencies.
- ✓ Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- ✓ Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- ✓ Continuing analysis and evaluation of all data pertaining to emergency operations
- ✓ Directing, controlling and coordinating, within established policy, the operational and logistical support of Op Area resources committed to the emergency.
- ✓ Maintaining contact and coordination with support DOC, other local government EOC, and the Coastal Region.
- ✓ Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section.

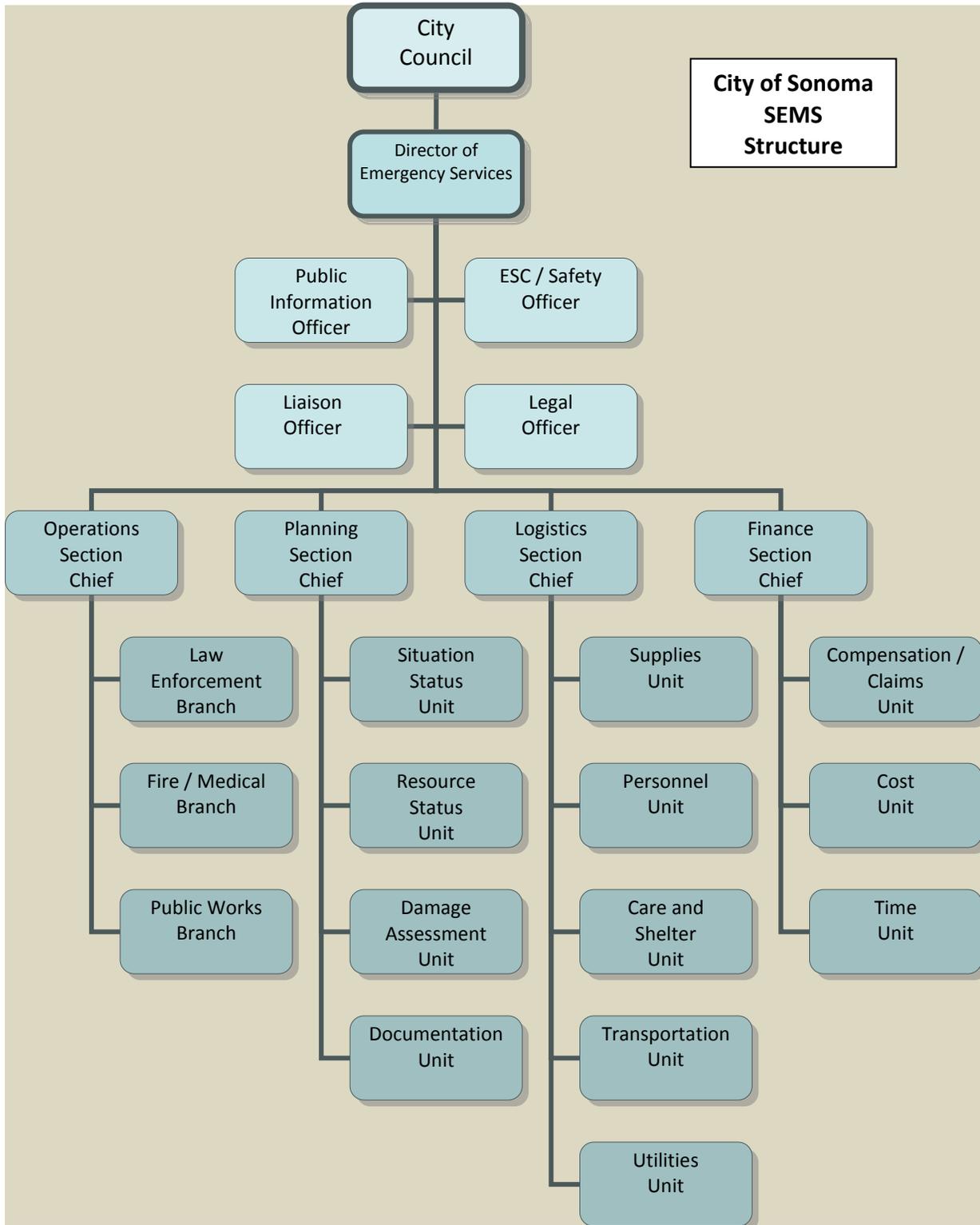


Figure xv: City of Sonoma EOC Organization Chart

EOC LOCATION AND DESCRIPTION

The Emergency Operations Center (EOC) is located at the rear of the Sonoma Police Department Building located at 175 1st Street West. The EOC was constructed in 2007. On a routine basis, the room functions as a training room for the Police Department and City staff. During emergency conditions the room can be quickly converted into a full operating EOC with multiple telephones, a radio communications center and computer access.

The EOC is well supplied with a computer network, including, telephones, dedicated fax lines, televisions, and communication systems. Auxiliary Communications System (ACS) operators may be called for service and located in the Auxiliary Communications Center adjacent to the main room of the EOC.

A status board system is in place for the collection and dissemination of information. Staffing pattern is SEMS/NIMS-based and operational periods are determined during the initial stages of an event. The City Manager (or other designated staff) serves as the Director of Emergency Services with additional staffing provided by City Department heads (or other designated personnel) and other supporting agencies.

ALTERNATE EOC LOCATION AND DESCRIPTION

The alternate EOC is located at the City of Sonoma Fire Department (630 Second Street West). The operational capabilities of the alternate EOC are somewhat less than those of the primary EOC in that ACS and computer functionality would need to be supplied from the primary EOC or other locations. Pre-positioned stocks of equipment and supplies are currently stored at the Primary EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when deemed necessary by the Emergency Services Coordinator. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC if needed. All Section Chiefs will advise their emergency response field forces of the transition to the alternate EOC.

Emergency response coordination may be conducted from the EOC or from other locations depending on the situation. The EOC may be partially or fully staffed to meet the demands of the situation.

PRIMARY EOC DIAGRAM

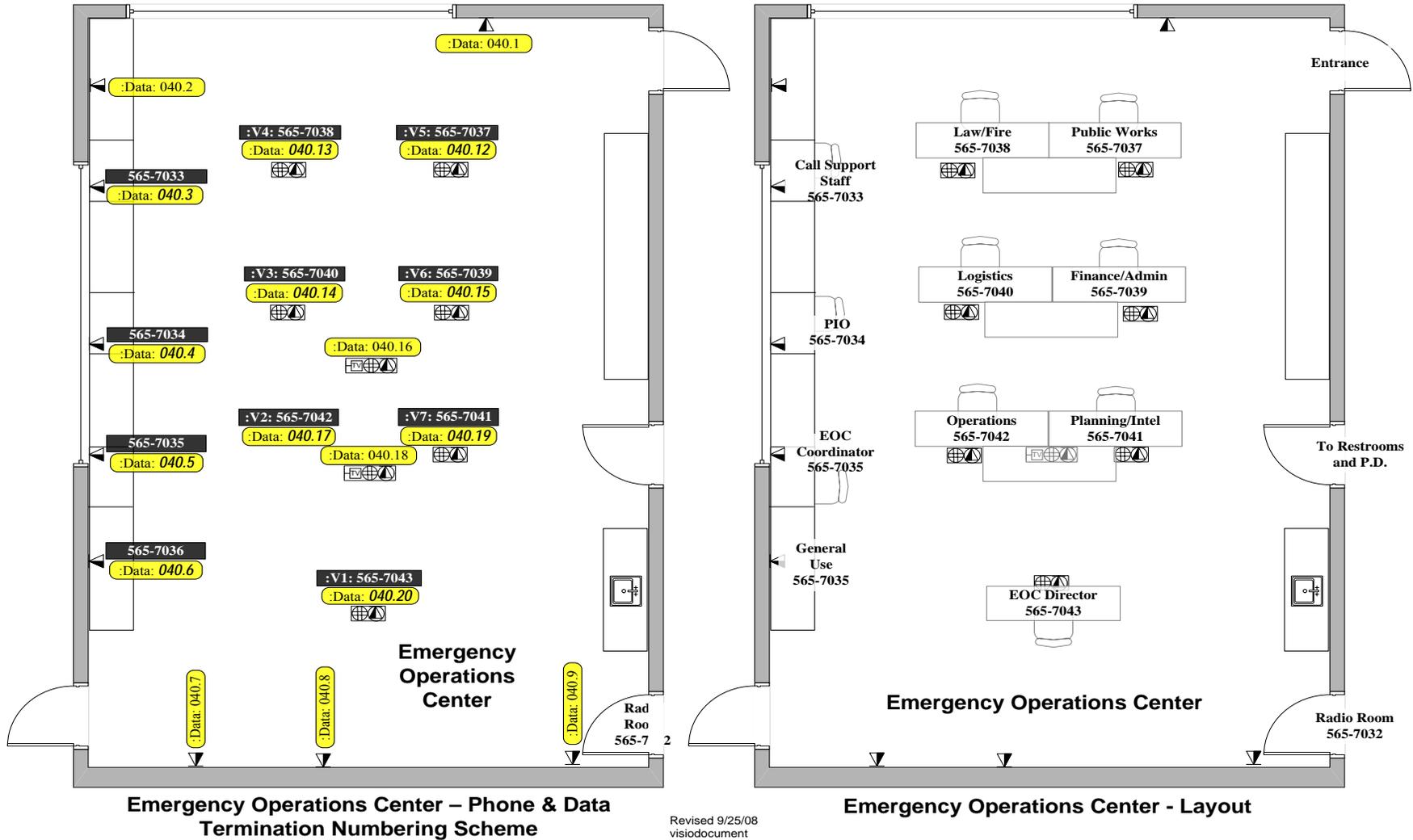


Figure xvi: EOC Layout and Communications

WHEN TO ACTIVATE:

- A significant earthquake causing damage in the Op Area or neighboring jurisdictions
- An impending or declared "State of War Emergency"
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, wildland fire or severe weather conditions.

WHO CAN ACTIVATE/DEACTIVATE:

The following individuals are authorized to activate the EOC:

- City Manager or designee
- Assistant City Manager or designee
- Emergency Services Coordinator or designee
- Police Chief or designee
- Fire Chief or designee

HOW TO ACTIVATE/DEACTIVATE:

- Notify the City's Director of Emergency Services
- Contact the Sonoma County Sheriff's Dispatch Bureau (707-996-3602)
- Identify yourself and provide a callback confirmation phone number if requested
- Briefly describe the emergency/disaster situation causing the request for activation

3.1 EOC ACTIVATION AND SET-UP PROCEDURE

- Check in with Emergency Services Coordinator to determine level of EOC activation.
- Set up tables according to the EOC set up diagram. A full scale set up of the EOC may not be necessary. We may only need to set up a few tables and telephones.
- EOC supplies are kept in the storage cabinets along the east wall of the EOC.
- Set up a table inside the door of the EOC for sign in sheet and put a sign in sheet on the table. Make a sign in sheet if you can't find one.
- Turn on the computer at the staff table and the large screen projector if needed.
- Turn on television in the back of the EOC to initially monitor news reports.
- If necessary contact the Police Department to set up a computer to show calls for service on the large screen.
- Carry out EOC supplies and place to the side of the room. Boxes are labeled according to function. Place boxes with supplies on the table of the appropriate section. Staff for the various functions will unpack their own supplies.
- There are telephones in the various boxes with numbers that coordinate with the phone jacks. Plug phones into the corresponding jack and check to see if the phones are working. Telephone wall jacks are located near the various functional areas.
- EOC computers are stored in the storage cabinet on the east wall of the EOC. Plug computers into any data jack and check to see if the computer is working. Data jacks are located near the various functional areas (Figure xvi). Computer login and other computer operational information are provided with each computer.

EOC ACTIVATION LEVELS

Activation of City of Sonoma EOC means that at least one City official implements SEMS as appropriate to the scope of the emergency and the City’s role in response to the emergency. The city EOC is activated when routine use of resources needs support and/or augmentation. The official implementing SEMS may function from the EOC, or from other locations depending on the situation.

Activated EOCs may be partially or fully staffed to meet the demands of the situation. The City maintains three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
0	<ol style="list-style-type: none"> 1. No potential severe weather 2. No increasing international tension 3. No increasing national or local tension 4. No increasing probability of hazard 	<ol style="list-style-type: none"> 1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts. 	None. Minimal staff in normal operations	No actions.
1	<ol style="list-style-type: none"> 1. Possibility of local unrest 2. Severe weather watch is issued 3. Situational conditions warrant 4. Small incidents involving one facility 5. Earthquake advisory 6. Flood watch 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary 	Only basic support staff or as determined by Director of Emergency Services	EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	<ol style="list-style-type: none"> 1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials incident requiring evacuation 8. Imminent earthquake alert 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel 	Staffed as situation warrants and liaison to other agencies Primary EOC personnel will be available and check-in regularly	Briefings to City Executive staff EOC begins full operation
3	<ol style="list-style-type: none"> 1. International crisis deteriorated to the point that widespread disorder is probable 2. Civil disorder with relatively large scale localized violence 3. Hazardous conditions that affect a significant portion of the City 4. Severe weather is occurring 5. Verified and present threat to critical facilities 6. Situational conditions warrant 7. Major emergency in the Area or Region 8. Incidents occurring involving heavy resource involvement 9. Major earthquake 	Brief arriving staff on current situation Facilitate EOC staff	<ol style="list-style-type: none"> 1. As determined by the Director of Emergency Services 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff 	As situation warrants

Figure xvii: EOC Activation Guide

3.2 EOC CLOSEOUT CHECKLIST

- Notify appropriate agencies and individual sites that EOC is being closed.
- Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
- Deliver the information to the Finance Section Chief.
- Fold and repack re-usable maps, charts, materials.
- Collect and box all office supplies and unused forms.
- Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
- Return vest and identification credentials.
- Log out.
- Leave the EOC in good order.

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction, and provide a basis for measuring achievement of objectives and overall system performance.

Action planning is an important management tool that involves:

- ✓ A process for identifying priorities and objectives for emergency response or recovery efforts
- ✓ Documentation of priorities and objectives, tasks and personnel assignments
- ✓ The Emergency Services Coordinator and other EOC elements, special district representatives and other agency representatives, as needed. The Planning Section and the Emergency Services Coordinator develop the action plan and facilitate the action planning meetings
- ✓ Developing a plan for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions (See also City of Sonoma EOC Planning Section Checklists).

STATUS BOARDS

Since accumulating and sharing information to ensure coordinated and timely emergency response is a primary EOC function, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOC locations. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage in the Op Area. New display technology may be developed and used to provide this information in the EOC. The Planning Section is responsible for coordinating the display of information. All display charts, boards, and materials are stored in the EOC.

At the onset of any disaster, a log will also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; e.g., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the log is the responsibility of the Planning Section staff.

EXAMPLE STATUS BOARD

Jurisdiction: _____

SEMS Situation Report

As of: _____

Event: _____

STATUS	PROGNOSIS	SITUATION SUMMARY
<input type="checkbox"/> = Black: Major Asst. Required		
<input type="checkbox"/> = Red: Assistance Required	<input type="checkbox"/> = Worsening	
<input type="checkbox"/> = Yellow: Under Control	<input type="checkbox"/> = Stable	
<input type="checkbox"/> = Green: Normal Ops / Resolved	<input type="checkbox"/> = Improving	
<input type="checkbox"/> = Gray: Unknown	<input type="checkbox"/> = Unknown	
<input type="checkbox"/> = Blue: Closed		

INFO		LOCATIONS, COMMENTS, CONTACT INFO, ETC.
EOC(S) ACTIVATED		
FATALITIES	ESTIMATED: _____ CONFIRMED: _____	
INJURIES	ESTIMATED: _____ CONFIRMED: _____	
# PEOPLE EVACUATED		
# PEOPLE IN SHELTERS		
COMMO PROBLEMS		
ROAD PROBLEMS		
DAMAGED BUILDINGS		
UTILITY PROBLEMS		
WEATHER ISSUES		

DECLARATIONS	DATE REQUESTED	DATE GRANTED	DIRECTOR'S CONCURRENCE	DATE REQUESTED	DATE GRANTED
LOCAL					
GUBERNATORIAL			PRESIDENTIAL		

Critical Issues: _____

Priorities: _____

Reported by: Name: _____ Agency: _____ Phone: _____

Figure xviii: Example Status Board

COMMUNICATIONS

EOC Radio Communications systems established for the Sonoma Police Department and Sonoma Valley Rescue Authority will be the responsibility of Sonoma County Information Systems Department (ISD). County ISD, Division of Communications, will have primary responsibility for two-way radio and telecommunications. City owned radio systems will be the responsibility of the city's IT consultant. EOC computer, network and wireless capability is the responsibility of Logistics Section Chief working with the City's IT (computer and network systems) consultant.

The Sonoma County Auxiliary Communications Service (ACS), a geographically structured group of over 135 licensed amateur radio volunteers reporting to the Department of Emergency Services, is responsible for amateur radio communications in the EOC. The ACS radio room is also capable of communicating through low band vhf inter-city radio, REDCOMS's frequency, and the Sheriff's Department frequencies. Other Communication needs are provided for in the EOC by the Logistics Section and include:

- **RIMS** - Response Information Management System
- **OASIS** - Operational Area Satellite Information System
- **EAS** - Emergency Alert System
- **TENS** - County-wide computerized Telephone Emergency Notification System
- The **Low Band Inter-City Radio** network - a dedicated radio system linking Op Area and city EOCs
- **County Sheriff Dispatch Bureau** - Computer Aided Dispatch (CAD) responsible for law and local government frequencies
- **REDCOM** – Redwood Empire Dispatch Communications Authority responsible for fire and EMS dispatch
- **REDDINET** – Rapid Emergency Digital Data Information Network, a communications network linking hospitals, EMS agencies, first responders and public health officials

This does not include assets that could be provided by CDF, CalTrans, and CHP.

EOC COORDINATION WITH VOLUNTEERS AND PRIVATE AGENCIES

The City of Sonoma EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The City's EOC should establish communication with private and volunteer agencies providing services with the City.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have

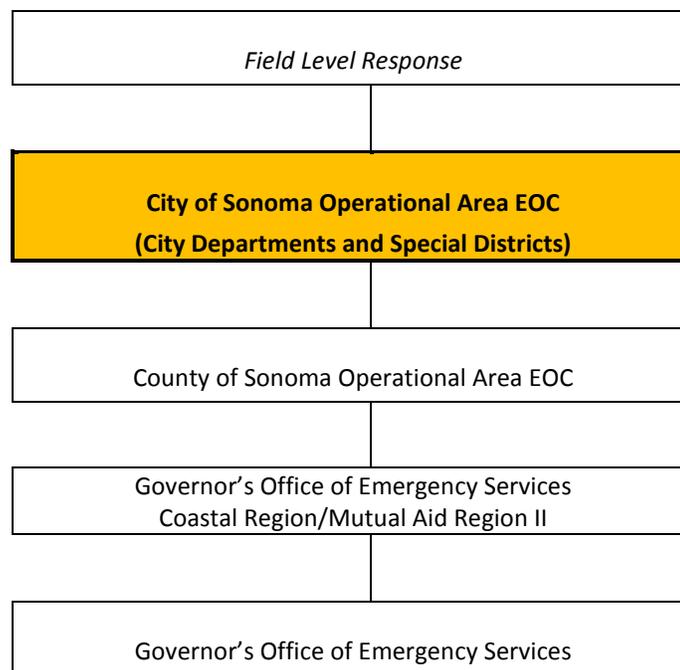
several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide or statewide response roles during large scale events to numerous city EOC's should be represented at the highest central operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

CITY OF SONOMA/OPERATIONAL AREA COORDINATION LINKS



3.3 EMERGENCY OPERATIONS CENTER MANAGEMENT

SEMS/NIMS regulations require local governments to provide for five functions: Management, Operations, Planning, Logistics and Finance/Administration. These functions are the basis for structuring the EOC organization.

Management

Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations

Operations

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan

Planning

Responsible for collecting, evaluating and disseminating information; assist in developing the City of Sonoma /Op Area's EOC Action Plan and After-Action Report in coordination with the Op Area Emergency Services Coordinator, maintaining documentation and other functions

Logistics

Responsible for supporting operations, providing facilities, services, personnel, equipment and materials

Finance/Administration

Responsible for financial activities and other administrative aspects

The EOC organization may include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Mutual Aid Assignments are responsible to liaison between the City of Sonoma/Operational Area EOC and their respective agency/jurisdiction.

3.4 EOC POSITION DESCRIPTIONS AND RESPONSIBILITIES

MANAGEMENT SECTION

The Management Section is responsible for overall management and administration of the incident. Management includes certain support staff functions required to support the EOC Management function and the field command function. In addition, the Management Section includes the Section Chief's from each of the other sections.

- Director of Emergency Services
- Emergency Services Coordinator / Safety Officer
- Legal Officer
- Public Information Officer

The Management Section in the City of Sonoma EOC is responsible for activating public warning systems when deemed necessary. The County's Public Information Plan Annex lists public warning systems available (CityWatch) and addresses the authority levels required and the responsibility of personnel for activation. City EOCs and Incident Commanders may request activation of various public warning systems within Sonoma County as needed.

Director of Emergency Services

The Director of Emergency Services (City Manager) is responsible for the City of Sonoma response to and recovery from any disaster or emergency. In the City Manager's absence, the order of succession for the Director of Emergency Services is outlined in Sonoma Municipal Code section 2.36.060 (B). (See [Figure i](#) - Emergency Management Organization Chart).

Emergency Services Coordinator (ESC) / Safety Officer

The Emergency Services Coordinator (ESC) / Safety Officer are the Fire Chief, or Police Chief, depending on the situation. The ESC is responsible for coordination and planning during any emergency; for maintaining liaison with state, federal, private industry, and other disaster response agencies and organizations as needed, and for managing mutual aid (except law, fire, medical, and public works mutual aid).

The Safety Officer watches over all aspects of the emergency organization to ensure the safety of all personnel involved. The Safety Officer is responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency services workers in the EOC, including critical incident stress management issues.

Legal Officer

The Legal Officer is the City Prosecutor or the City Attorney. The Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services and the ESC in declaring a local emergency and implementation of emergency powers.

Public Information Officer (PIO)

The Public Information Officer (PIO) acts under the direction of the Director and Emergency Services Coordinator and coordinates city public information activities. The Public Information Officer ensures that the media and citizens are fully informed on all aspects of the emergency.

Liaison Officer

Direct representative of the Director of Emergency Services, the Liaison is the conduit for information flow between the City and other jurisdictions. During an emergency, the Liaison must be available to the Director of Emergency Services at all times. Also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, public works, Caltrans, Red Cross).

OPERATIONS SECTION

The Operations Section is under the supervision of the Operations Section Chief who is in charge of all functions within the Operations Section.

The Operations Section directs City of Sonoma operational resources and coordinates mutual aid resources. The Operations Section is responsible for coordinating with the field incident commanders. The following branches are in the Operations Section. Various Branches/Groups can be added as needed.

- ✓ Law Branch
 - Coroner Unit
 - Animal Control Unit
- ✓ Fire/Medical Branch
 - Health Unit
 - Hazardous Materials Unit
- ✓ Public Works Branch
 - Construction and Engineering Unit

Directions for a large-scale evacuation, when needed, will be the responsibility of the EOC Director, in coordination with the appropriate field Incident Commander(s) where applicable. The Law Enforcement Branch will take the lead role, supported by CalTrans, Public Works, Fire, and others as deemed necessary.

Operations Section Chief

The Operations Section Chief is in charge of all branches/groups in the Operations Section and reports directly to the ESC. The Operations Chief assists in the development and execution of the Incident Action Plan. The Operations Section Chief shall be advised of all requests for Mutual Aid and other resources. The Operations Chief would usually be the Police or Fire Chief, or their designee. Due to personnel resources, The Operations Chief will be in charge of their respective Branch, and a coordinator for the other Branch will be made available. (i.e. If the Police Chief is the Operations Section Chief, s/he will also be the coordinator for the Law Branch, and a designated member of the Fire Department will be assigned as the Fire Branch Coordinator.)

Law Enforcement Branch

The mission of the Law Enforcement Branch is to provide warning information, evacuate citizens, control traffic and provide security. The Law Enforcement Branch also enforces temporary rules, laws, and controls crime. The Law Enforcement Branch is also responsible for the following Units:

Coroner Unit

The Coroner Unit directs and coordinates all resources involved in the collection, identification, and disposition of deceased persons and human tissue. The Coroner Unit

establishes and maintains records of fatalities. This Unit establishes and operates temporary morgue sites. This Unit would be a designated person from the Sonoma County Sheriff's Department Coroner's Division.

Animal Control Unit

The Animal Control Unit is staffed by the Police Department's Animal Control Officer if available. The Animal Control Officer functions as a liaison with County and City Animal Control Departments, Humane Society, and the Redwood Empire Veterinarians Medical Association (REVMA). This Unit manages all veterinary mutual aid within the Operational Area and from outside the Operational Area.

Fire / Medical Branch

The primary mission of the Fire / Medical Branch is the prevention, rescue, suppression and control of fires. In addition, they will determine the medical needs of the City and coordinate with the Sonoma County Emergency Operations Center for the appropriate medical response. Also, as the availability of personnel permits, it supports medical treatment at Fire or Aid Stations, conducts rescue operations with the assistance of Public Works and other outside agencies as required for heavy rescue.

Health Unit

The Health Unit manages all public health resources throughout the County. This Unit is responsible for ensuring the public health, controlling the outbreak of diseases, managing all medical mutual aid within the Operational Area and from outside the Operational Area, coordinating with hospitals and clinics, and maintaining the safe supply of drinking water.

Hazardous Materials Unit

Coordinate and establish proper procedures and guidelines regarding hazardous materials, including managing the field response. Act as liaison to Cal EPA and USEPA.

Public Works Branch

The Public Works Branch is responsible for maintaining the City's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed. Additionally, the Public Works Branch will also be responsible for the Engineering and Construction Unit.

PLANNING SECTION

The Planning Section is under the supervision of the Planning Section Chief. The duties and responsibilities of the Planning Section are gathering and analysis of all data regarding the incident and the assigned resources. The Planning Section maintains an incident log, EOC display maps, and charts. The Planning Section is also responsible for preparing situation reports, assessing damage, conducting planning meetings, documenting all EOC activities, and assisting in the preparation of the Action Plan. Depending upon the specific situation, this Section might draw staff from Sonoma City Hall and Fire Department Administrative staff. The following units are established as necessary in the Planning Section:

- ✓ Situation Analysis Unit
- ✓ Damage Assessment Unit
- ✓ Documentation Unit
- ✓ Recovery Unit
- ✓ Technical Specialists

Planning Section Chief

The Planning Section Chief manages the Planning Section. The Planning Section Chief is normally the Development Services Director/Building Official or designate. The Planning Section Chief is responsible to gather and display information about the emergency; brief and update the Management Staff on the impact of the emergency on the City of Sonoma Operational Area. The Section Chief is responsible for all Planning Section functions unless he/she delegates them to Unit Leaders.

Situation Analysis Unit

The Situation Analysis Unit's primary role is to collect, collate and process all information and intelligence. Situation Analysis is responsible for maintaining the Master Incident Log and map displays.

Damage Assessment Unit

The Damage Assessment Unit collects damage information from the County and cities, coordinates inspections and prepares a damage assessment report for the ESC and other agencies that may need damage information.

Documentation Unit

The Documentation Unit maintains and files all EOC messages, updates and maintains the RIMS system, including transmission of periodic reports as required; files, maintains and stores all documents relating to the emergency; maintains the official history of the emergency; assists in preparation of situation summaries and damage assessment reports; provides duplication services as required.

Recovery Unit

The Recovery Unit coordinates the development of recovery plans and operations with other EOC Sections. The Recovery Plan may include establishment of a Recovery Operations Center (ROC) or Local Assistance Center (LAC) as needed.

Technical Specialist

Technical Specialists provide expert information related to the emergency, the development of an Incident Action Plan and the recovery plan. Areas of expertise may include: river levels, weather, hazardous materials, public utilities and infrastructure (including road conditions), or public health issues.

LOGISTICS SECTION

The Logistics Section is under the supervision of the Logistics Section Chief and provides all emergency support needs. The Logistics Section orders all resources, manages volunteer personnel, and provides communications, facilities, personnel, transportation, supplies, equipment, fuel, food, and shelter as required. Coordination of private sector and technical resources will be the responsibility of the Logistics Chief and his section in the EOC. Depending upon the specific situation, this Section might draw staff from Sonoma City Hall, the Public Works Department and other qualified outside agencies or resources. The Logistics Section is made up of the following units:

Services/Support Branch

- ✓ Communication and Data Unit
- ✓ Auxiliary Communications Service (ACS)
- ✓ Message Center Unit
- ✓ Food Service Unit
- ✓ Care and Shelter Unit
- ✓ Human Resources Unit
- ✓ Schools Unit
- ✓ Resource Status Unit
- ✓ Supply Unit
- ✓ Resource Status Unit
- ✓ Ordering Manager
- ✓ Facilities Unit
- ✓ Transportation Unit
- ✓ Utilities Unit
- ✓ Transit Unit

Logistics Section Chief - The Logistics Section Chief is normally the Planning & Community Services Director or designate. The Logistics Section Chief manages all functions and units of the Logistics Section.

Services Branch Director - The Services Branch provides human services, care, shelter, feeding, and communications. When fully activated, it includes a Communications and Data Unit (with an Amateur Radio Unit Leader), an EOC Message Center Unit, a Food Service Unit, a Care and Shelter Unit, Human Resources Unit (which provides for staffing the EOC and manages the volunteer program), and a Schools Unit (updates and coordinates school closure information).

Support Branch Director - The Support Branch provides physical support to the emergency operation. When fully activated, it includes: Resource Status Unit (posts and updates information in the EOC), Supply Unit (which does all ordering for the emergency), a Facilities Unit (which maintains and develops facilities needed for disaster response and recovery), a Transportation Unit (which coordinates transportation resources in support of evacuations and

other transportation needs), Utilities Unit (which coordinates activities of telephone, water, and power utilities with city and County emergency organizations) and a Transit Unit (coordinates transit agency information).

Multipurpose Staging Area Manager

The Multipurpose Staging Area Manager reports to the Logistics section and coordinates with the Operations and Logistics sections. This person's primary duties involve establishing and maintaining the staging area(s). This unit manages all activities within the staging area(s). Activities may include allocating space and facilities; and assisting in coordination of receipt, assignment, and deployment of resources.

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Finance Section Chief, normally the Assistant City Manager/Finance Director. Depending upon the specific situation, this Section might draw staff from Sonoma City Hall and Fire Department Administrative staff. The Finance Section Chief will establish the need for specific sub-units within the Finance Section, such as:

- ✓ Cost/Records Unit
- ✓ Time Unit
- ✓ Compensation and Claims Unit

Finance Section Chief - The Finance Section Chief provides supervision to members of the Finance Section and manages all financial aspects of the emergency. In addition, he/she manages the receipt of claims for compensation against the City.

Cost/Records Unit - The Cost/Records Unit provides the projected cost of supplies and materials to support the emergency. In addition, it collects all cost data and records, performs cost effectiveness analysis and provides cost estimates and cost savings recommendations.

Time Unit - The Time Unit maintain records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

Compensation and Claims Unit - The Compensation and Claims Unit manages all legal claims for compensation filed against the City. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the City.

Section IV: Recovery Operations



INTRODUCTION

The City of Sonoma and the special districts serving the City will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- ✓ assessment of the extent and severity of damages to homes and other property;
- ✓ restoration of services generally available in communities - water, food, and medical assistance;
- ✓ repair of damaged homes and property; and
- ✓ professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The City will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them.

STAGES OF RECOVERY

Recovery occurs in three stages:

- ✓ Stage I - Planning and Mitigation
- ✓ Stage II - Initial Recovery
- ✓ Stage III - Long-term Recovery.

Planning and Mitigation begins with the Local Hazard Mitigation Plan (Annex A), the development of a local recovery plan, training and exercising, and maintenance and upgrades to the emergency operations plan.

Initial recovery operations will begin during the response phase of the emergency. The major objectives of initial recovery operations include damage assessment, rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Initial recovery operations will include all the agencies participating in the City's disaster response.

The major objectives of long-term recovery operations include:

- ✓ restoration and repair of damaged infrastructures;
- ✓ improved land use planning;
- ✓ an improved Sonoma Emergency Operations Plan;
- ✓ re-establishing the local economy to pre-disaster levels;
- ✓ recovery of disaster response costs; and
- ✓ the effective integration of mitigation strategies into recovery planning and operations.

Sonoma will handle long-term recovery activities on its own, separate from the County of Sonoma Operational Area. Changes to the plan will be coordinated with all participating

departments and agencies. Structures that present public safety threats will be demolished and abated during initial recovery operations.

INITIAL RECOVERY OPS

The goal of initial recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

- ✓ utility restoration;
- ✓ care and shelter;
- ✓ medical services;
- ✓ re-establishment of Sonoma government operations;
- ✓ transportation route restoration;
- ✓ debris removal and clean-up operations;
- ✓ preservation of historic resources; and
- ✓ abatement and demolition of hazardous structures.

Sonoma will coordinate with utility agencies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. Sonoma County Health Department will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

LONG – TERM RECOVERY OPS

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes:

- ✓ hazard mitigation activities;
- ✓ restoration and reconstruction of public facilities;
- ✓ disaster response cost recovery; and
- ✓ establishment disaster assistance centers.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

The City will be responsible for its own approach to mitigation which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by the City in order to ensure a maximum reduction of vulnerability to future disasters. The City and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City's redevelopment agency will play a vital role in rebuilding commercial areas of Sonoma, along with private property owners and their insurance carriers.

4.1 RECOVERY OPERATIONS ORGANIZATION

For the City of Sonoma, recovery operations will be managed and directed by the City Manager. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City Manager and their designated representatives. On a regularly scheduled basis, the City Manager will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The City Emergency Services Coordinator will assist the City Manager in facilitating and leading the recovery process. Sonoma City Departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted below.

Sonoma Recovery Operations Organizational Chart

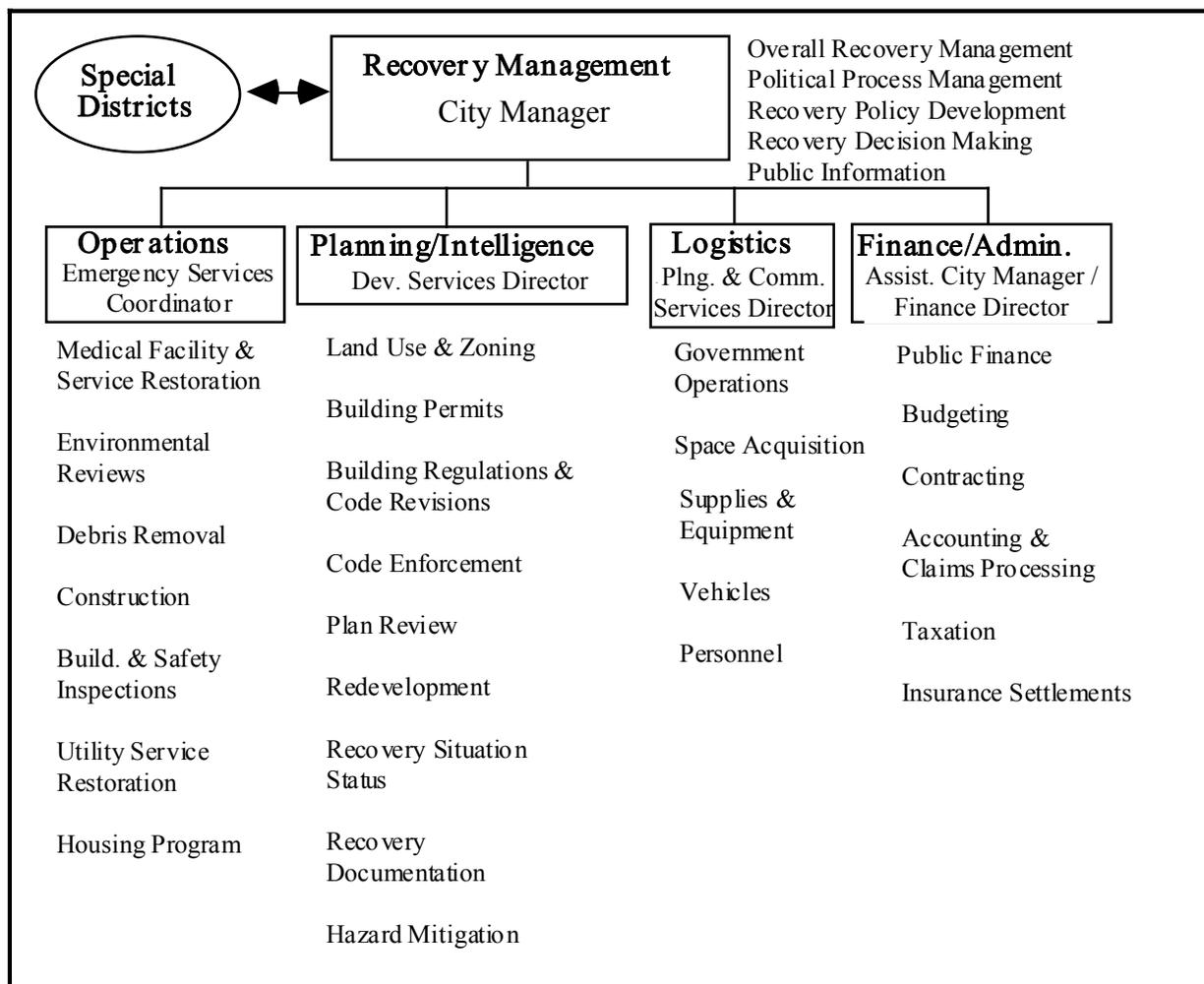


Figure xix: Recovery Organization Chart

4.2 RECOVERY OPERATIONS RESPONSIBILITIES

The City and special districts have specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the functional responsibilities assigned to each of the departments and/or key personnel, and special districts.

Function	Departments / Agencies
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Manager's Office Special District Management
Land use and zoning variance; use permits and controls for new development; zoning and development code enforcement; historic resource preservation.	City Planning Department
Enforcement of building codes; building permits; damage and safety assessments; revision of building regulations and codes; plan review; and building and safety inspections.	City Building Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.	County Health Department
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services.	Public Works Dept. Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs.	County Social Services Dept. Assistant City Manager's Office
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements.	City Finance Dept. Special District Acct. Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	City Planning Department
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management.	Sonoma County OES Assistant City Manager's Office Special District Acct. Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	City Attorney
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	City Manager's Office City Public Works Department

Figure xx: Recovery Operations Responsibilities

4.3 RECOVERY DAMAGE / SAFETY ASSESSMENT

Under the Sonoma Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase by the City of Sonoma. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with County OES, the Building Department and Public Works Department will complete the detailed damage/safety assessments.

4.4 DOCUMENTATION

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

NDAА REQUIREMENTS

Under the State Natural Disaster Assistance Act (NDAА), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city streets, bridges, and other public works.

FEDERAL REQUIREMENTS

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- ✓ roads;
- ✓ water control facilities;
- ✓ public buildings and related equipment;
- ✓ public utilities;
- ✓ facilities under construction;
- ✓ recreational and park facilities;
- ✓ educational institutions; and
- ✓ certain private non-profit facilities.

DEBRIS REMOVAL

Debris removal and emergency response costs incurred by the affected entities should also be documented by the city for assistance purposes under the federal programs.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

BUILDING CODES

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

4.5 AFTER-ACTION REPORTING

Standardized Emergency Management System (SEMS) guidelines require any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency to complete and transmit an after-action report to OES within (90) days of the close of the incident period.

The after-action report will provide, at a minimum, response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

The after-action report will serve as a source for documenting Sonoma emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

The Sonoma City Manager will be responsible for the completion and distribution of the Sonoma after-action report, including sending it to the Governor’s Southern Region Office of Emergency Services within the required 90 day period. They may coordinate with the Operational Area in the completion of the after-action report, incorporating information from them for the report.

For Sonoma, the after-action report’s primary audience will be City management and employees. As public documents, they are accessible to anyone who requests a copy and may be made available through the City’s website.

The after-action reports will be written in simple language, well-structured, brief and well-presented, and geared to multiple audiences.

Data for the after-action report will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After-Action Report Instructions and Report Form are available on RIMS.

4.6 DISASTER ASSISTANCE PROGRAMS

INTRODUCTION

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:

- ✓ individuals;
- ✓ businesses (including agriculture interests);
- ✓ governments; and
- ✓ non-profit organizations.

INDIVIDUALS

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

BUSINESS

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

AGRICULTURE

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses, repair, and reconstruction.

GOVERNMENT

Funds and grants are available to government and non-profit organizations to mitigate the risk of future damage.

TYPE OF EMERGENCY DECLARATION

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations. Under local emergency declarations, Sonoma may be eligible for

assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governor's OES).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

STATE OF EMERGENCY PROCLAMATION

Under a State of Emergency Proclamation by the Governor, the City, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- ✓ Contractor's License Board;
- ✓ Department of Insurance;
- ✓ Department of Social Services;
- ✓ Franchise Tax Board Tax Relief;
- ✓ Department of Motor Vehicles;
- ✓ Department of Aging State Board of Equalization; and
- ✓ Department of Veterans Affairs (CALVET).

PRESIDENTIAL DECLARATION

Under a Presidential Declaration, the City, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- ✓ Cora Brown Fund;
- ✓ Crisis Counseling Program;
- ✓ Disaster Unemployment;
- ✓ Temporary Housing Program;
- ✓ Individual and Family Grant Program;
- ✓ Internal Revenue Service Tax Relief;
- ✓ Public Assistance;
- ✓ Hazard Mitigation;
- ✓ Veteran's Affairs Assistance; and
- ✓ Federal Financial Institutions.

PUBLIC ASSISTANCE PROGRAM RESPONSIBILITIES

The City, private agencies, and special districts have the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

Specifically, the City Manager or his/her designee will complete the necessary public assistance program application and supporting materials. Additionally, the City Manager or his/her designee will be the primary contact for state and federal field representatives.

PUBLIC ASSISTANCE WORK CATEGORIES

The following categories determine what public assistance groups can recover from disasters. Documentation of the categories is critical.

- ✓ CAT A: Debris Removal
- ✓ CAT B: Emergency Protective Measures
- ✓ CAT C: Road System Repairs
- ✓ CAT D: Water Control Facilities
- ✓ CAT E: Building and Equipment
- ✓ CAT F: Public Utilities Systems
- ✓ CAT G: Other

INDIVIDUAL ASSISTANCE PROGRAM RESPONSIBILITIES

Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the City to deliver assistance to them well after the disaster.

The City will assist the individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance.

A sequence of delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The City of Sonoma's objective is to provide the citizens of the community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- ✓ individual actions for assistance (family, friends, volunteer organizations, churches, etc.);
- ✓ recovery/assistance from private insurance carrier;
- ✓ FEMA disaster housing assistance;
- ✓ United States Small Business Administration assistance;
- ✓ Individual and Family Grant Program assistance; and
- ✓ Cora Brown Fund Assistance.

HAZARD MITIGATION GRANT PROGRAM RESPONSIBILITIES

Within declared areas, the City of Sonoma, with assistance from Sonoma County Office of Emergency Services, is responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster.

These agencies must ensure that each identified project is cost effective and meets basic project eligibility. These agencies will be the primary contact and coordinator for each funded project until completion.

Section V: References



ACRONYMS AND ABBREVIATIONS

AAR	After-Action Report
AC	Area Command
ACS	Auxiliary Communications Service
ACOE	US Army Corp of Engineers
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BFE	Base Flood Elevation
Caltrans	California Department of Transportation
CALWAS	California Warning System
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCP	Citizen Corps Program or Casualty Collection Points
CDC	Centers for Disease Control, U.S. Public Health Service
CDFFP	California Department of Forestry & Fire Protection
CEM	Certified Emergency Manager or Comprehensive Emergency Management
CEO	Chief Executive Officer
CEPEC	California Earthquake Prediction Evaluation Council
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CNG	California National Guard
COG	Continuity of Government
COOP	Continuity of Operations
DA	Damage Assessment
DHS	Department of Homeland Security (Federal)
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOT	Department of Transportation
DSR	Damage Survey Report
DSA	Disaster Support Area
DSW	Disaster Services Worker
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute

EMPG	Emergency Management Program Grant
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOPs	Emergency Operating Procedures
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FIRM	Flood Insurance Rate Map
FOG	Field Operations Guide
FRC	Federal Response Center
GETS	Government Emergency Telecommunications System
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HMGP	Hazard Mitigation Grant Program
HSGP	Homeland Security Grant Program
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMES	Integrated Emergency Management System
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
LZ	Landing Zone
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MMAA	Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSA	Multi-purpose Staging Area
NAWAS	National Warning System
NDAA	State Natural Disaster Assistance Act
NDMS	National Disaster Medical System
NEIS	National Earthquake Information Service
NETC	National Emergency Training Center
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization

NHC	National Hurricane Center
NIC	NIMS Integration Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service or National Warning System
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OHS	Governor's Office of Homeland Security
OMB	Office of Management and Budget (Federal)
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
POD	Point of Distribution
RACES	Radio Amateur Civil Emergency Services (See ACS)
RD	Regional Director
REACT	Radio Emergency Associated Communication Team
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
ROC	Recovery Operations Center
SAR	Search and Rescue
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
SUASI	Super-Urban Area Security Initiative
TCP	Traffic Control Points
TENS	Telephone Emergency Notification System
UASI	Urban Area Security Initiative
UC	Unified Command
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USGS	United States Geological Survey
VOAD	Voluntary Organizations Active in Disasters
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

A

Action Plan: "Action Plan" means the plan prepared in the EOC or field containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Aerial Reconnaissance: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

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

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan and for providing logistical support to helicopters and aircraft operating on the incident.

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A nationwide volunteer sheltering agency that provides disaster relief to individuals and families.

Area Command: An organization established to: 1) oversee the management of

multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Amateur Radio Emergency Service (ARES): ARES consists of amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

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

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions in the EOC and at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Auxiliary Communications Service (ACS): A communications reserve that provides tactical, logistical and administrative support and communications for all government communications systems.

Available Resources: Incident-based resources are available for immediate assignment.

B

Base: The location at an incident 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 collocated with the Base.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations; presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use

of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

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

California Emergency Council: The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness. Santa Clara County also has an Emergency Council that advises the Office of Emergency Services.

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

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): See Field Treatment Sites

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibase, Helispot, and Division Supervisors (for direct line assignments).

Checklist: A pre-determined list of actions to be taken by an element of the emergency organization in response to a particular event or situation.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Civil Air Patrol: A civilian auxiliary of the United States Air Force, which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that require police intervention to maintain public safety including riots, mass demonstrations and terrorist attacks.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding HAZMAT transportation regulations.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director, but may be designated as Coordinators.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Community Right-to-Know: Legislation requiring the communication of chemical use and storage to local agencies or the public.

Compact: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

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

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Computerized Hazard Identification Program (CHIP): Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to State and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., National Weather Service).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency

delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost saving measures.

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

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 Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC): An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level, depending upon the impact of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Designated Area: Any emergency or major disaster-affected portion of a State that has

been determined eligible for Federal assistance.

Designation: The action by the Associate Director, State and Local Programs and Support Directorate (SLPSD), to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident.

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker: Includes public employees, any unregistered persons, and registered Volunteers impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Support Area (DSA): A pre-designated facility anticipated being at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions area identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for

collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency Digital Information System (EDIS): A system that provides local, state, and federal agencies with a direct computer link to the new media and other agencies during emergencies.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency (Services) Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Director of Emergency Services): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant hazards.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information: Information disseminated to the public by official sources during an emergency, using broadcast and print media. Emergency Public Information includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period. (See Action Plan)

Essential Facilities: Essential facilities for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches).

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

safe areas.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Exercise: Simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

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

Federal Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency (FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

Field Coordination Center: A temporary facility established by the State Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional coordinator and is supported by mobile communications and personnel provided by OES and other state

agencies.

Field Operations Guide (FOG): A pocket-size manual of instructions on the application of the Incident Command System.

Field Treatment Site (FTS): A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Finance/Administration Section: One of the five primary functions found at all SEMS levels that is responsible for all costs and financial considerations. At the EOC the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Flood Hazard Boundary Map (FHBM): The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA; using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program (NFIP).

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: The five major activities in ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the EOC SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident 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.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, diseasecausing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety.

Hazard Mitigation: A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Grant Program (HMGP): Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. A helispot may be used for loading supplies, equipment, or personnel.

I

Immediate Need: A logistical request that needs to be filled immediately.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions

and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of 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 achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments or disaster relief organizations.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines.

Initial Action: The actions taken by resources, which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Integrated Emergency Management System (IEMS): Strategy for implementing emergency management activities which builds upon those functions common to preparedness for any type of occurrence and provides for special requirements of individual emergency situations. Seeks function based plan annexes that can be

adapted to varied hazard events. SEMS and NIMS are examples of response systems based on IEMS principles.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Intermediate-Term Prediction: A prediction of an earthquake that is expected within a period of a few weeks to a few years.

J

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 at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident response. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

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

L

Landing Zone (LZ): (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task force, or team.

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

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator.

Lifelines: A general term including all systems for storing, treating, and distributing fuel,

communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well being of individuals.

Local Assistance Center (LAC): A facility established by local government within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y). Also, See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Long-Term Earthquake Potential: No specific time frame. Can refer to decades, centuries or millennia.

Long-Term Prediction: A prediction of an earthquake that is expected within a few years up to a few decades.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: All means of providing information and instructions to the public, including radio, television, newspapers, and the internet.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident response personnel.

Medical Reserve Corps: Local volunteers, mostly medically licensed, organized to assist with public health emergencies and preparedness efforts.

Medication Center: See Point of Distribution (POD).

Message Center: The Message Center is part of the Incident or EOC Communications Center is co-located or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions that aim to lessen the occurrence or effects of potential disaster. (See also Comprehensive Emergency Management).

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

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the allocation of critical resources.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, agency policies, and provide strategic guidance and direction to support incident management activities. EOCs can often serve in this Multi Agency Coordination role.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services. Operational Area EOCs can also function as a Multi Agency Coordination Center.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Multi-purpose Staging Area (MSA): A pre-designated location such as a County Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A subdivision of State Office of Emergency Services established to assist in the coordination of mutual aid and other emergency operations within a geographic area of the state, consisting of two or more county (operational) areas. Santa Clara County is in Mutual Aid Region II

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state (See also Multi Purpose Staging Area).

N

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

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Emergency Training Center (NETC): FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively

and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan (NRP): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Warning System (NWS): The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but 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.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity, which threatens the health, and safety of nearby populations.

O

Office of Emergency Services: The California Governor's Office of Emergency Services (OES).

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county's geographic borders. . An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the Statewide Emergency Management System (SEMS).

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency communication system based on the operational area concept.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods

can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Units as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Pandemic: An epidemic that spreads through human populations across a large region or even worldwide.

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

Plan: As used by OES, a document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence or Plans Section). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may also be added at the EOC level.

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility, such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Point of Distribution (POD): An established site for the distribution of medications/vaccines that may become available from the Center of Disease Control (CDC) to county residents in case of emergency. Also referred to as Medication Center.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to,

and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support. (See Auxiliary Communications Service)

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Operations Center (ROC): A facility established by the local government within or adjacent to a disaster-impacted area to provide disaster relief agencies and organizations "one-stop" shop for the coordination of their efforts. Representatives from local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector may be present.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES

Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Relocatee: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

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

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected Emergency Support Services or full activation of all ESS to meet the needs of the situation.

Response Information Management System (RIMS): A networked computer information system that helps implement California's Standardized Emergency Management System (SEMS). It links the State Regional Emergency Operations Centers (REOC), several counties and cities, several state agencies, and the US Army Corps of Engineers carried via the Internet and OASIS.

S

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Self-Help: A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

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

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL

93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations that lends themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

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

State Agency: Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

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

Sub grantee: An eligible applicant in federally declared disasters.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and leaders.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

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

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Tribal: 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.

Triage: A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs and a brief physical assessment.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resources. Resource typing provides managers with additional information in selecting the best resource for the task.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command).

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration Section and can be used in Operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one, and only one designated person.

Urban Fire: Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group. (e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101)

W

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

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Letter of Promulgation

APPENDIX 1

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The City of Sonoma has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets requirements established by the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all agencies and personnel of the City of Sonoma into an efficient organization capable of responding to any emergency.

This emergency operations plan is an extension of the *California Emergency Plan*. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Sonoma.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the City of Sonoma. This emergency operations plan will become effective on approval by the City Council.

A handwritten signature in cursive script, appearing to read "Carol E. Giovanatto".

Carol E. Giovanatto
City Manager
Director of Emergency Services



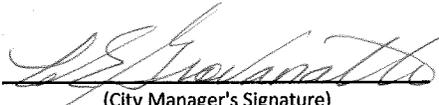
City of Sonoma

No. 1 The Plaza
Sonoma, California 95476
Telephone [707] 938-3681
Fax [707] 938-8775

Plan Concurrence Appendix 2

The following list of signatures documents each department's concurrence with this emergency operations plan.

- 1.) The City Manager concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name CAROL GIOVANATTO Signature 
(City Manager's Signature)

- 2.) The Police Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name BRET SACKETT Signature 
(Police Chief's Signature)

- 3.) The Fire Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name MARK FREEMAN Signature 
(Fire Chief's Signature)

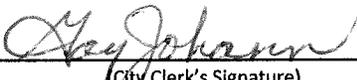
4.) The Public Works Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name DAN BREXUS Signature 
(Public Works Director's Signature)

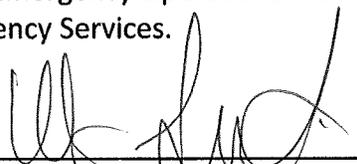
5.) The Planning Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Director of Emergency Services.

Print Name David Goodison Signature 
(Planning Director's Signature)

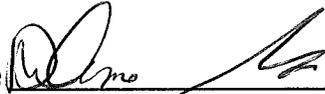
6.) The City Clerk concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name Gay Johann Signature 
(City Clerk's Signature)

7.) The Building Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name WAYNE WIRICK Signature 
(Development Services Director's Signature)

8.) The Finance Department concurs with the City of Sonoma's Emergency Operations Plan. As needed, revisions will be submitted to the Director of Emergency Services.

Print Name DeAnna Hilbrants Signature 
(Finance Director's Signature)