



*Response*



*Recovery*



# Town of Paradise

## Emergency Operations Plan



*Mitigation*



*Preparedness*



# LETTER OF PROMULGATION

To: Officials and Employees of the Town of Paradise

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the Town of Paradise must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures, and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Town of Paradise Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management Systems (SEMS) and the National Incident Management System (NIMS). Both systems provide for the integration and coordination of efforts within The Town. These systems were adopted by both the state and federal government following disasters where lack of coordination resulted in greater losses than necessary. It is valuable to the Town of Paradise that our plan works in conjunction with SEMS and NIMS.

The Town's plan was developed for use by Town of Paradise employees with emergency service responsibility. Input was sought from agencies inside and outside of The Town that have a coordination role in providing emergency services. These include the Butte County Office of Emergency Management and the California Emergency Management Agency (CalEMA). Our plan provides direction on emergency response from onset, through an extended response, and into the recovery process.

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

The Paradise Town Council gives its full support to this Emergency Operations Plan and urges all employees to read the plan, understand it, know your role, and be prepared to provide extraordinary support to the citizens of The Town when needed.

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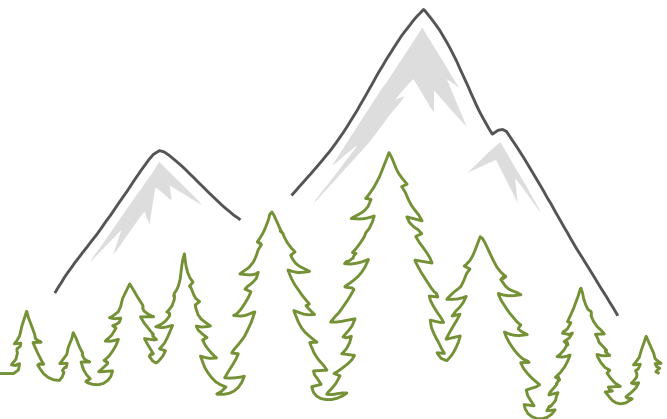
Steve Crowder, Mayor

Town of Paradise

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Date

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# Approval and Implementation

The Town of Paradise Emergency Operations Plan (EOP) addresses the Town's planned response to extraordinary emergency situations associated with natural and human caused hazards, technological incidents, and national security emergencies in or affecting the Town of Paradise. This plan does not apply to normal day-to-day emergencies, or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters which can pose major threats to life, property, and the environment requiring unusual emergency responses.

Upon concurrence of the Town Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those Town departments, supporting allied agencies, and community organizations having assigned primary functions or responsibilities within the EOP.

## Record of Concurrence

The following list of signatures documents each Town Councilmember's concurrence and receipt of the 2022 Town of Paradise Emergency Operations Plan. As needed, revisions will be submitted to the Paradise Town Manager's Office.

Councilmember	_____	DATE
Councilmember	_____	DATE
Councilmember	_____	DATE
Town Manager	_____	DATE
Town Clerk	_____	DATE
Fire Department	_____	DATE
Police Department	_____	DATE

## Plan Modification

Upon the delegation of authority from the **Town Manager**, specific modifications can be made to this plan by the **Assistant Town Manager** without the signature of the Town Council. This 2022 Emergency Operations Basic Plan and its Functional Annexes supersedes all previous versions of the Town of Paradise EOP.

## Record of Changes

*Table1 Record of Changes*

Revision #	Entered By	Date
1.	A complete update was conducted by Constant Associates with input and approval by the Town Planning Team.	June 2022
2.		
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# Introduction





## Introduction

### Purpose

The Town of Paradise maintains the critical mission of protecting the lives of its staff, residents, and visitors as well as protecting Town property and residences. To accomplish this mission, the Town undertook a coordinated planning effort with key stakeholders to develop the Town of Paradise Emergency Operation Plan (EOP), hazard specific appendices, and functional annexes to facilitate the preservation of life and property during an emergency incident. This EOP provides the basis for a coordinated response before, during, and after an emergency incident affecting the Town.

This plan provides an all-hazards approach to emergency preparedness and response, incorporating a Whole Community lens that is inclusive and unique to the Town's size, population, and relationships with neighboring jurisdictions and/or agencies.

There are four elements that include general and specific information related to Town emergency management operations:

- The EOP provides the basic framework for incident management and response functions as the "basic plan."
- Hazard specific appendices outline the risks and response coordination needed for individual hazards that threaten the Town.
- Functional annexes contain processes and procedures including role-specific checklists.
- Supporting documents include templates and legal documentation that support the processes in the basic plan.

The basic plan is the principal guide for the Town's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination, particularly between local government, private sector, operational area (geographic county boundary), state response levels, and appropriate federal agencies, in emergency operations.
- Serve as a Town plan, a reference document and when possible, it may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state, and federal contingency plans.
- Identify the components of an Emergency Management Organization (EMO), and establish associated protocols required to effectively respond to, manage, and recover from major emergencies and disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center (EOC) activities.
- Establish the organizational framework for implementation of the California SEMS, and the NIMS, within the Town.

### Scope

The basic plan sets expectations of Town staff, residents, and visitors during an emergency event. It includes the definitions of roles and responsibilities, identification of direction and control systems, internal and external communications processes. It also outlines training frequency and types to practice defined roles and responsibilities before, during, and after an incident.

This plan applies to any extraordinary emergency situations associated with any hazard, natural or human caused which may affect the Town that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions. It is the Town's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

The basic plan is a framework for emergency operations for the Town. It incorporates best practices from the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 and the State of California Emergency Plan. It is designed to be read, understood, and exercised prior to an emergency. It establishes the framework for the Town's response to follow SEMS and NIMS and serves as an important part of a larger framework that supports emergency management within the state involving all stakeholders in the emergency management community. The Town together with Butte County, the State of California Emergency Management Agency (CalEMA), and the federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the Town. The other governmental agencies within the Town maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

The basic plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Town and its jurisdictions, including special districts, utilities, major businesses, the American Red Cross, community groups, state agencies, and the federal government. Emergency operations in The Town will be coordinated through the structure of the Emergency Operations Center. This plan will be used in coordination with the *State Emergency Plan and the National Response Framework*.

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate response plans and current standard operating procedures (SOPs), resource lists, and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in SOPs are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific authorities that may be assumed by a designated successor during emergencies.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them, including a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate the agency's response effort with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

## **Assumptions**

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for,

response to and recovery from major emergencies. “Assumptions” provide context, requirements, and situational realities that must be addressed in plan development and emergency operations.

- Emergencies or disasters may occur at any time of day in populated as well as remote areas of the Town.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the SEMS is followed, and, in many cases, a Unified Command be implemented immediately by responding agencies, and expanded as the situation dictates.
- The Town is primarily responsible for emergency actions within the Town boundaries and will commit all available resources to save lives, minimize injury to persons, and minimize property damage.
- Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and the outcome of the response may be limited by the scope, magnitude, and duration of the event.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The Town must be prepared to partner with media in large-scale emergencies and disasters. This relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these consequences.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- This plan was written for the whole community, including persons with disabilities and individuals with access and functional needs, those with a native language other than English, vulnerable populations, and others with diverse ethnic and social needs.
- All local activities will be carried out in accordance with federal nondiscrimination laws. It is the Town’s policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

## Situation Overview

Incorporated in 1979, the Town is nestled in the foothills of Northern California’s Sierra Nevada Mountains and sits astride a ridge top with elevations ranging from 1,200 to 2,400 feet above sea level. The Town is located at the juncture of the western slopes of the Cascade and Sierra Nevada systems in north central Butte County. It occupies an area identified as the Lower Ridge, which ranges in elevation from 2,200 feet in the north to 1,500 feet at the Town’s southern boundary (see Figure 1). For a detailed description of the Town, refer to the **Butte County Local Hazard Mitigation Plan (LHMP) Annex E Town of Paradise**.

## Town History and Characteristics

Originally settled during the Gold Rush era, the Town and surrounding area grew very slowly during the first half of this century. As of 2019, it encompasses 18.3 square miles and contains a population of 4,764 residents with approximately 2,493 housing units in the Town's jurisdiction. Due to the Camp Fire in 2018, the Town's population was significantly reduced (from 26,218 in 2010 to 4,590 in 2019). There is an expectation that the population will significantly grow to approximately 27,192 around 2021 although this has yet to be confirmed by the census at the time of this writing.<sup>1</sup> More detailed characteristics including industry and income can be found in the **Butte County LHMP Annex E Town of Paradise**.

## Impact of Recent Emergency Incidents

Over the past few decades, the Town has been threatened or directly impacted by several wildfire events, which changed the landscape. Most notably, the 2018 Camp Fire destroyed an estimated 95% of buildings and properties within the Town, including fields, homes, businesses, and neighborhoods, making it the United States' deadliest and most destructive wildfire in a century.<sup>2</sup> In 2021, the Town was again threatened by the Dixie Fire, which impacted over 900,000 acres of land in Butte and neighboring counties. The Town continues to engage in significant recovery efforts including rebuilding of homes, buildings, and investment in new or updated infrastructure.

Located on the next page is a base map of the Town, **Figure 1 Base Map of The Town**.

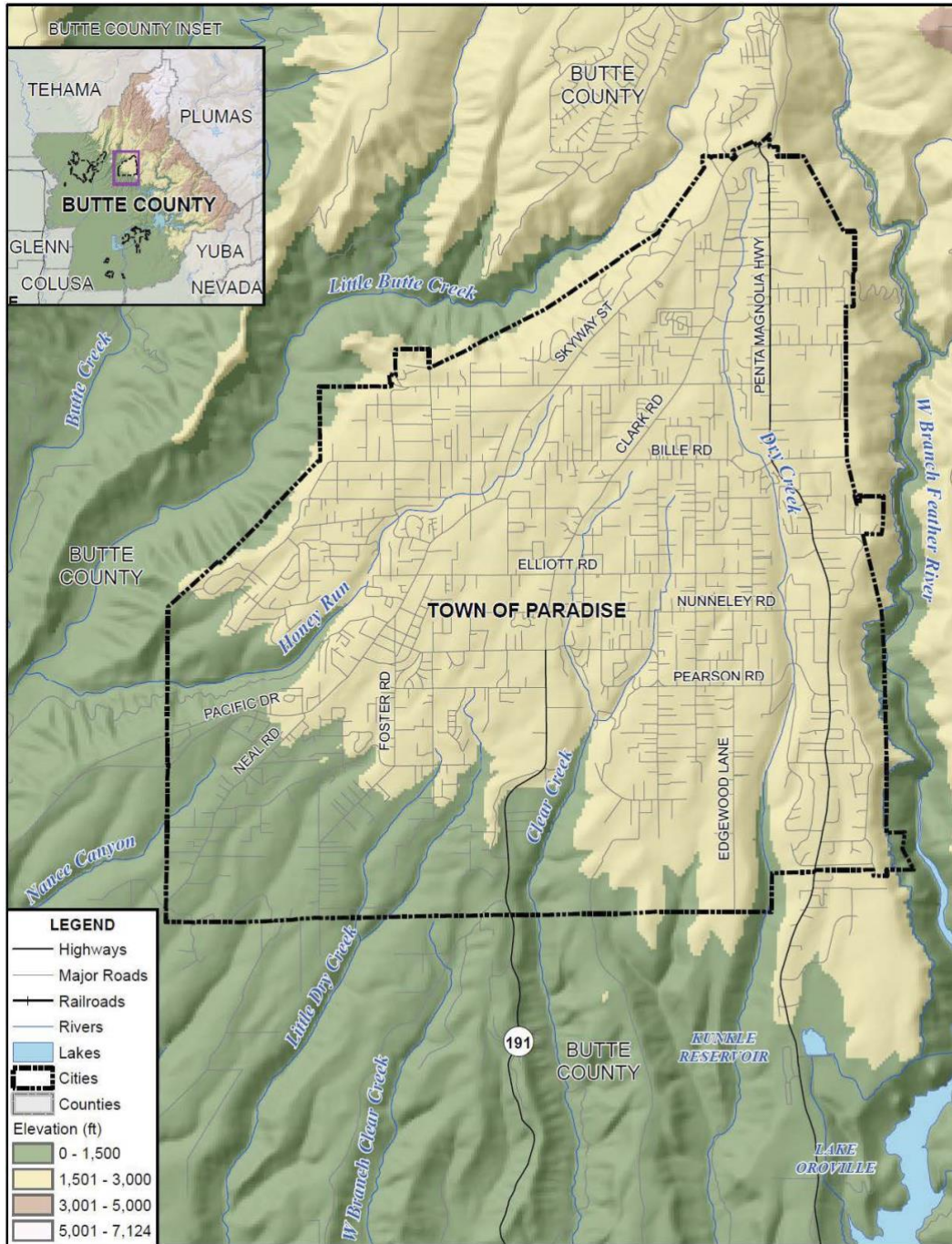
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<sup>1</sup> United States Census Bureau, ACS 2019 5-Year Survey, <https://data.census.gov/cedsci/profile?g=1600000US0655520>

<sup>2</sup> Town of Paradise, Camp Fire After Action Report



Figure 1 Base Map of The Town



0 1 2 Miles

Data Source: Butte County GIS, Cal-Atlas; Map Date: 3/1/2019.





## Hazard Analysis Summary

In 2019, Butte County's Office of Emergency Management worked with five incorporated communities and ten special districts to update its multi-jurisdictional LHMP. The Town was an integral part of this update and provided representation on the Butte County Hazard Mitigation Planning Committee as well as formed an internal planning team to support the planning process requirements.

This update included a hazard identification assessment which analyzed hazards for the Town geographic extent, likelihood of future occurrences, magnitude or severity of each hazard, its significance, and the influence of climate change on the hazard. As the Town is vulnerable to a wide range of threats, an all-hazards planning approach is vital to ensure the protection of life and property.

This assessment table is included on the following page. For detailed descriptions of each hazard identified in the summary, refer to **Butte County LHMP Annex E Town of Paradise**.

*Table 2 Town of Paradise Hazard Identification Assessment, Butte County LHMP Annex E*

Hazard	Geographic Extent	Future Occurrences	Magnitude/Severity	Significance	Change Influence
Climate Change	Extensive	Likely	Limited	Low	-
Dam Failure	Limited	Unlikely	Limited	Low	Medium
Drought & Water Shortage	Extensive	Likely	Limited	High	High
Earthquake and Liquefaction	Extensive	Occasional/Unlikely	Critical	High	Low
Floods: 100/200/500 Year	Limited	Occasional	Negligible	Low	Medium
Floods: Localized Stormwater	Extensive	Likely	Limited	Medium	Medium
Hazardous Materials Transportation	Limited	Unlikely	Negligible	Low	Low
Invasive Species: Aquatic	Limited	Unlikely	Limited	Low	Medium
Invasive Species: Pests/Plants	Limited	Unlikely	Negligible	High	Low
Landslide, Mudslide, and Debris Flow	Significant	Likely	Critical	Medium	Low
Levee Failure	Limited	Likely	Limited	Low	Medium
Severe Weather: Extreme Heat	Significant	Likely	Critical	Medium	Medium
Severe Weather: Freeze and Winter Storm	Significant	Likely	Critical	Medium	Medium
Severe Weather: Heavy Rain and Storms (Hail, Lightning, Wind)	Significant	Likely	Critical	Medium	Medium
Severe Weather: Wind and Tornado	Extensive	Likely	Critical	High	Low
Stream Bank Erosion	Limited	Occasional	Negligible	Low	Low
Volcano	Limited	Unlikely	Critical	Low	Low
Wildfire	Extensive	Likely	Critical	High	High
<b>Geographic Extent:</b> Limited: less than 10% of planning area Significant: 10-50% of planning area Extensive 50-100% of planning area					
<b>Likelihood of Future Occurrences:</b>					

Highly Likely: Near 100% chance of occurrence in next year, or happens every year  
Likely: Between 10 and 100% chance of occurrence in the next year, or has a reoccurrence interval of 10 years or less  
Occasional: Between 1 and 10% chance of occurrence in the next year, or has a recurrence interval of 11 to 100 years  
Unlikely: Less than 1% chance of occurrence in next 100 years, or has a recurrence interval of greater than every 100 years

**Magnitude/Severity:**

Catastrophic: More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths  
Critical: 25-50 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries and/or illnesses result in permanent disability  
Limited: 10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability  
Negligible: less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid

**Significance:**

Low: Minimum potential impact  
Medium: Moderate potential impact  
High: Widespread potential impact

**Climate Change Influence:**

Low: Minimal potential impact  
Medium: Moderate potential impact  
High: Widespread potential impact

## Vulnerabilities Summary

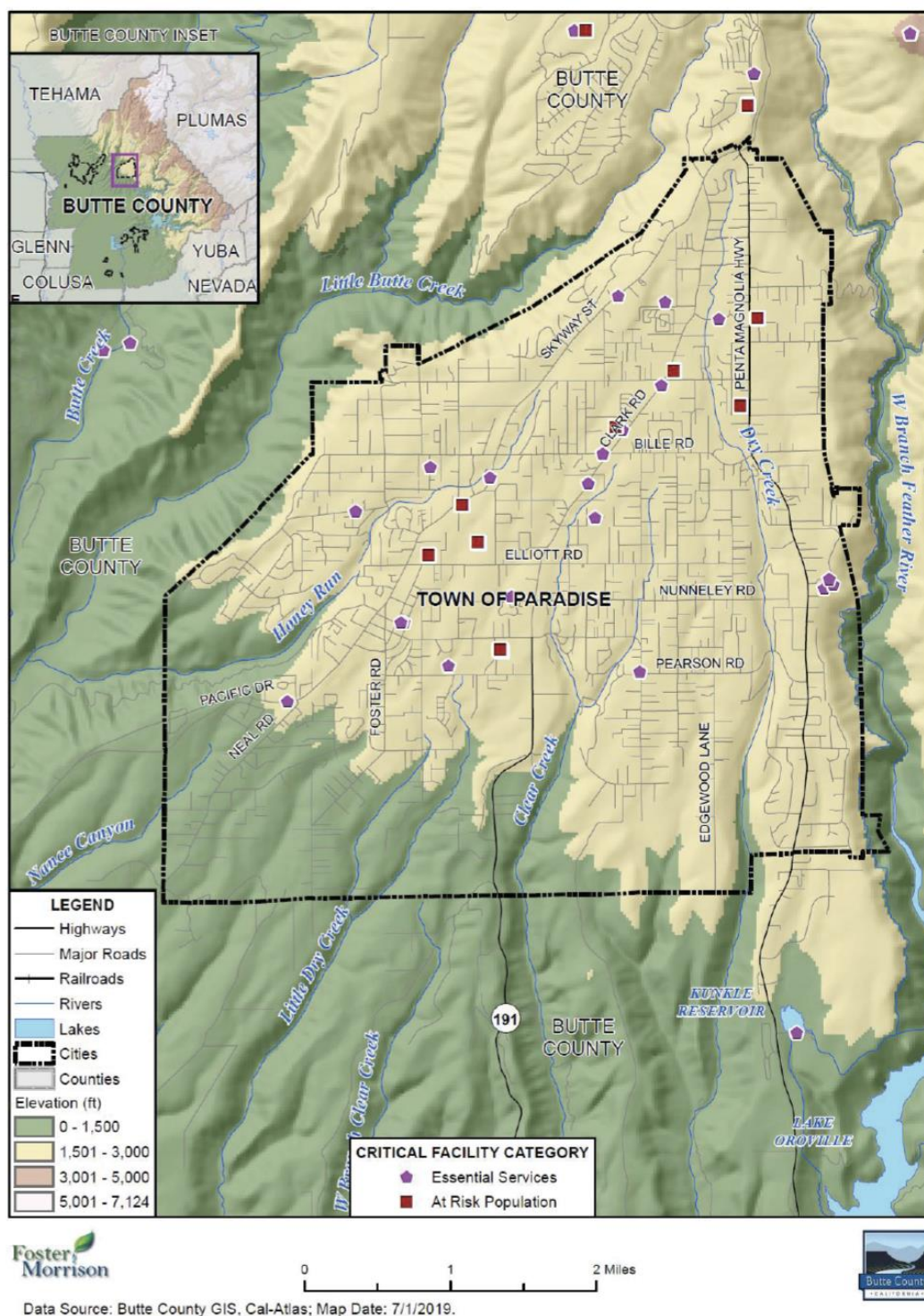
In the same 2019 Butte County LHMP update, the Town conducted an in-depth analysis of its vulnerabilities associated with the identified hazard profiles. This vulnerability assessment accounted for the recent damages to life and property resulting from the 2018 Camp Fire. Detailed tables identifying values at risk by property type (agricultural, commercial, industrial, residential) can be found in **Butte County 2019 LHMP Annex E**.

As previously stated, the Town has a population of 4,764 residents and all are vulnerable to an emergency incident based on geographical location. Due to the rebuilding and recovery efforts underway in the Town after the 2018 Camp Fire, residents may be even more vulnerable to an incident that impacts critical facilities and infrastructure as they continue to be rebuilt and strengthened.

The Town has a significant population aged 65 years and over, approximately 26% of the Town's residents, with a median age of approximately 49 years. This is noticeably higher than the median age in California of 37 years. People who are aged 65 years and over may require additional assistance with evacuation, access to supportive services, and emergency notifications.<sup>3</sup> Additionally, 33 critical facilities are within the Town limits including those housing essential services (i.e., fire, healthcare, law enforcement, public assembly point/evacuation center) and at-risk populations (i.e., schools).

Located on the next page is a map of the critical facilities within the Town, **Figure 2 Critical Facilities in the Town of Paradise**.

Figure 2 Critical Facilities in Town of Paradise



## Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment

highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Town Manager's Office has the ability to perform the necessary emergency response duties outlined in this EOP. The Town has an established emergency management organization, alert and warning system, and communication channels. As outlined in the Town of Paradise Municipal Code: Chapter 2.40 Emergency Organization, the Town has identified the response capabilities and resources (equipment, personnel, etc.) to provide a response to an emergency.

*Table 3 Capability Assessment for Town of Paradise*

Planning and Regulatory		
PLANS	Yes/No Year	Does the plan address hazards? Does the plan ID projects to include in the mitigation strategy? Can the plan be used to implement mitigation actions?
Comprehensive/Master Plan	Yes, 2014	Adopted 1994 the Housing Element was updated 2014 and the Safety Element in 2019. While the General Plan does address some hazards, this is an identified project in the Town's Recovery Plan to update the General Plan, which will assist the Town in long term implementation of mitigation actions.
Local Emergency Operations Plan	Yes, 2022	The Emergency Operations Plan does address all hazards and can be used in strategic alignment and implementation of mitigation actions.
Continuity of Operations Plan (COOP)	No	Emergency Operations Plan Annex includes some COOP components
Evacuation Traffic Control Plan	Yes, 2015	In the process of being updated
Stormwater Management Plan/Program	Yes, 1979	Yes, the plan does address the hazard, however the plan is outdated. Yes, one of the projects identified is updating the Storm Drain Master Plan. Yes, the updated plan will assist the Town in implementing mitigation actions.
Engineering Studies for Streams	No	While the Town does not have engineering studies for streams, the Storm Drain Master Plan would provide adequate data in management of storm water.
Other special plans (e.g., brownfields redevelopment, disaster recovery, coastal zone management, climate change adaptation)	Yes, 2021	The Long-Term Community Recovery Plan was developed in June 2019, following the devastating impacts of the Camp Fire. The Snow and Ice Control Plan was updated in 2021.
BUILDING CODES, PERMITTING, INSPECTIONS	Yes/No	What type of codes? Are codes adequately enforced?
Building Code	Yes	Version/Year: State of California 2016 Building Code. The Town is the process adapting the 2019 Building Codes. Yes, the Town has an inspection and enforcement component of the Planning Department for Town wide oversight of building codes.
Building Code Effectiveness Grading Schedule (BCEGS) Score	Yes	Score: 3
Fires Department Insurance Services Office (ISO) Rating	Yes	Rating: 2-2x
Site plan review requirements	Yes	Site plans are review through the permitting process through the Planning Department, which ensures enforcement of the zoning requirements.



LAND USE PLANNING & ORDINANCES		Is the ordinance effective for reducing hazard impacts? Is the ordinance adequately administered and enforced?
Zoning ordinance	Yes	These ordinances are enforced through permitting and code enforcement by the Planning Department, which ensures adequate administration of Town requirements.
Subdivision ordinance	Yes	These ordinances are enforced through permitting and code inspection and enforcement by the Planning Department.
Floodplain ordinance	Yes	The Town has an ordinance that address development of land areas prone to flood hazards. It is the purpose of the ordinance to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions. The Engineering Division administers and enforces the Town's ordinance.
Stormwater, steep slope, wildfire	Yes	The Town has policies that address storm water and wildfire. These are effective in reducing impacts from natural disasters, administered, and enforced.
Flood insurance rate maps	Yes	The Town participates in the NFIP even though the entire Town of Paradise is located outside both the 1% and 0.2% annual chance flood zone as defined by FEMA.
Elevation Certificates	Yes	Required for building permits within identified special permit zones in the Town. Enforcement is adequately administered through the planning.
ADMINISTRATIVE and TECHNICAL		
ADMINISTRATION	Yes/No	Describe capability. Is coordination effective?
Mutual aid agreements	Yes	With Butte County, help when needed
Planning Commission	Yes	Long term planning and recovery efforts are regularly updated and evaluated
TECHNICAL STAFF	Yes/No FT/PT	Is staff trained on hazards and mitigation? Is coordination between agencies and staff effective? Have skills/expertise been used to assess/mitigate risk in the past?
Town Manager	Yes/ FT	Trained, has skills
Emergency Operations Coordinator	Yes/PT	Trained, has skills
Engineer	Yes	Town Engineer, coordination is effective, has training, has skills

FINANCIAL		
FINANCIAL	Yes/No	Has the funding resource been used in past and for what type of activities? Could the resource be used to fund future mitigation actions?
Long Term Recovery project funding	Yes	Funding sources used for infrastructure and for mitigation and preparedness efforts.
Community Development Block Grant	Yes	
Impact fees for new development	Yes	Fees for re-establishing utilities (e.g., water)



Incur debt through special tax bond	No	
Incur debt through general obligation bonds	Yes	Not in use currently
<b>EDUCATION and OUTREACH</b>		
<b>PROGRAM / ORGANIZATION</b>	<b>Access / Eligibility (Yes/No)</b>	<b>Describe program/organization and how it relates to disaster resilience and mitigation. Could the program/organization help implement future mitigation activities?</b>
Ridge Emergency Planning Committee	Yes	Local group of cooperators focused on emergency preparedness, planning, coordination, etc.
Public education/information programs (fire safety, household preparedness, responsible water use, etc.)	Yes	Town provides outreach on emergency notifications, evacuation, and long-term recovery efforts
Public-private partnership initiatives addressing disaster-related issues	No	None currently

# Basic Plan

Section I: CONOPS

Section II: Response

Section III: Recovery

Section IV: Mitigation

Section V: Preparedness

Section VI: Plan  
Development

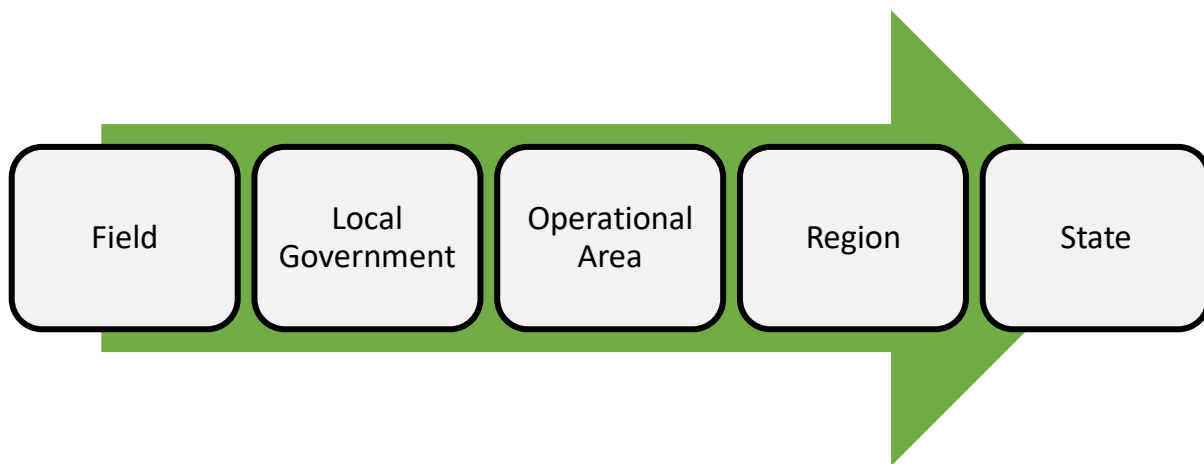
# Section I: Concept of Operations

## 1.1 Emergency Management System

The Town conforms to the requirements of State Emergency Management System (SEMS) and the National Incident Management System (NIMS) and uses the concepts of incident command, common terminology, span of control, and resource management common to both systems. In managing minor incidents, the Town applies standard operating processes and procedures, and may not activate the EOC.

Under SEMS, response activities are managed at the lowest possible organizational level. SEMS consists of five (5) levels as illustrated below in **Figure 3**. The Town utilizes SEMS during incidents that require a multi-agency response or when the incident involves multiple jurisdictions.

*Figure 3 The Five Levels of SEMS*



- I. Field Response:** Emergency response personnel and resources, under the command and control of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat in the field (e.g., evacuations, fire suppression, damage assessments or temporary construction).
  - a. All departments and agencies will use the ICS to standardize the emergency response and report emergency-related information to the emergency management organization in the Town's EOC. The EOC and any department operations centers such as Police or Public Works are Local Government. The Police Department and Cal Fire are the Town organizations that provide primary emergency service, first responders.
  - b. Fire services are to Cal Fire's Butte Unit Northern Division. The Police Department headquarters, operations center, and Town dispatch are located at **5595 Black Olive Dr. Paradise, CA 95969**.
  - c. Additional groups that assist the police and fire in emergencies may include the Town Public Works Department, utility companies, special districts, non-governmental organizations (NGO).
  - d. SEMS regulations require the use of ICS at the field level of a multi-agency or multi-jurisdictional incident. Requests for any resources or support that cannot be filled at the Field level will be requested through the Town EOC.

II. **Local:** Town Government manages and coordinates the overall emergency response and recovery activities within its jurisdiction.

- a. Implementation of SEMS by the Town is a cooperative effort of all departments with an emergency response role. The Town Manager leads the Town to comply with SEMS requirements in coordination with the Town Attorney and Human Resources Department. Cal Fire staff at Station NR.8 provide subject matter expertise. They conduct the following activities:

Communicates information within the Town on SEMS requirements and guidelines

Coordinates SEMS development among departments and agencies

Identifies departments and agencies involved in Field Response

Identifies departments and agencies with DOCs

Coordinates with other local governments, the Operational Area (OA), and volunteer and private agencies on the application of SEMS principles

Ensures SEMS is incorporated into the Town's Emergency Operations Plan and procedures

Ensures SEMS is incorporated into the Town's emergency ordinances, agreements, memoranda of understanding, etc.

Identifies local volunteer and private agencies that have an emergency response role (contacts should be made to develop arrangements for coordination in emergencies)

- b. The Town EOC may also host **Multi/Inter-Agency Coordination (MAC)** by facilitating agencies and disciplines involved at any level of the SEMS organization to work together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

- c. The Town Police Department and/or Fire Department will implement or represent Town field operations in a Unified Command when the situation requires a Unified Command.

III. **Operational Area:** The Town's EOC reports to the Butte County OA EOC, managed by the County Office of Emergency Management. If needed resources exceed the capabilities of the Town, the EOC requests will be sent to the OA EOC.

- a. In Butte County, the Emergency Services Manager has responsibility for coordinating emergency operations following whole or partial activation of the County OA. The Manager is supported by the County Office of Emergency Management and has overall responsibility for the following:

Developing response and recovery plans for the OA and the unincorporated areas of the county

Organizing, staffing, and operating as the County EOC Director

Operating communications and warning systems

Providing information and guidance to the public and elected officials

Maintaining information on the status of resources, services, and operations

Directing overall operations

Obtaining support for the Butte County OA and providing support to other jurisdictions as needed

Identifying and analyzing potential hazards and recommending appropriate countermeasures

Collecting, evaluating, and disseminating damage assessment and other essential information

- b. Activation of the OA during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

A local government within the OA has activated its EOC and requested activation of the OA EOC to support their emergency operations

Two (2) or more towns/cities within the OA have proclaimed a local emergency and have requested that the County EOC be activated to support the Town

The county and one or more cities have proclaimed a local emergency

A Town, city, city and county, or county has requested a Governor's proclamation of a State of Emergency, as defined in the Government Code Section 8558(b)

A State of Emergency is proclaimed by the Governor for the county or two or more cities within the OA

The OA is requesting resources from outside its boundaries, and this does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements

The OA has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements

**IV. Regional:** California is divided into three (3) Cal OES administrative regions, six (6) fire and rescue mutual aid regions, and seven (7) law enforcement mutual aid regions. Regional level operates the Regional Emergency Operations Center (REOC) and serves as the coordination and communication link between the OA and the State level. The Town falls within the Cal OES Inland Region OA and Region III of both the CA Fire and Rescue as well as the Law Enforcement Mutual Aid regions.

- a. There are 31 counties within three Mutual Aid Regions within the Inland Administration Region. Within the Inland Region there are 123 incorporated cities ranging in population from approximately 200 to 500,000. The total population of all cities and counties in the Inland region is 7,181,010. The Central Region is located at: 630 Sequoia Pacific Blvd., MS 31 Sacramento, CA 95811. Contact points are listed on the [Region's website](#).

**V. State:** The State level of SEMS prioritizes tasks and coordinates State resources in response to the requests from the regional level, and coordinates mutual aid among the Regions. The State level also serves as the coordination and communication link between the State and the Federal emergency response system. The Cal OES State Operations Center (SOC) is located at 3650 Schriever Avenue, Mather, California.



# Basic Plan

Section I: CONOPS

Section II: Response

Section III: Recovery

Section IV: Mitigation

Section V: Preparedness

Section VI: Plan  
Development

# Section II: Response

## 2.1 Emergency Notifications and Warnings

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible

### 2.1.1 Warning Responsibility

When the EOC is not activated, the Town Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. Multiple methods will be employed to ensure the whole community, including people with disabilities and people with access and functional needs receive appropriate notification and communication. This alert and warning activity will be coordinated through the Town Public Information Officer (PIO), the dispatch center and other available alert and warning mechanisms available to the town.

### 2.1.2 Warning and Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the Emergency Alert System (EAS)
- Activation of the Emergency Digital Information System (EDIS)
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS)
- Activation of the Telephonic Alert and Warning System
- Activation of the Siren Alert System (Town of Paradise)
- [CodeRED Community Notification System](#) (Butte County)
- Alert FM
- Media broadcast alerts (Local Radio AM 1500 and Television)
- Social Media
- Twitter, Facebook, Instagram, YouTube

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Receiving challenges for the hearing and sight impaired

The EAS should be reviewed with broadcasters prior to an emergency to ensure accessibility for the access and functional needs community. This can include but is not limited to scrolling text and crawl messages, providing interpreters during press conferences and television broadcasts, and voiced reports.

The Town received funding to

For additional information regarding the Town's Communications and Warning procedures, refer to **Annex C - Communications and Warning**.

### 2.1.3 Warning Conditions

Typically, warnings will be issued during periods of flash flooding, major hazardous materials incidents, public health emergencies, cyber threats to communication systems, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

For each of the following threats, online tools are provided to sign up for alerts and monitor potential threats.

*Table 4 Threat-Specific Alert Systems*

Threat	Alerts & Tools
Cyber Threat & Potential Acts of Violence	Cybersecurity & Infrastructure Security Agency (CISA) provides alerts to cyber threats that may occur. <a href="https://www.cisa.gov/uscert/ncas/alerts">https://www.cisa.gov/uscert/ncas/alerts</a> <a href="https://www.cisa.gov/tools-and-resources">https://www.cisa.gov/tools-and-resources</a> <a href="https://www.cisa.gov/all-stakeholders">https://www.cisa.gov/all-stakeholders</a>
Fires	Potential fires can be monitored via the following websites: <a href="https://www.weather.gov/fire/">https://www.weather.gov/fire/</a> <a href="https://www.alertwildfire.org/">https://www.alertwildfire.org/</a> <a href="https://fire.airnow.gov/">https://fire.airnow.gov/</a> <a href="https://fsapps.nwcg.gov/">https://fsapps.nwcg.gov/</a> <a href="https://www.nifc.gov/">https://www.nifc.gov/</a>
Hazardous Material Incident	When a release or spill of oil or a regulated hazardous material exceeds the reportable quantity, the organization responsible for the release or spill is required by law to notify the National Response Center at 1-800- 424-8802. <a href="https://www.fema.gov/emergency-managers/practitioners/hazardous-response-capabilities">https://www.fema.gov/emergency-managers/practitioners/hazardous-response-capabilities</a>
Public Health Emergency	On the state level, California Health Alert Network (CAHAN) distributes health alerts that may impact public health, prevention guidelines, coordination of disease investigation efforts, and preparedness planning. CDC's Health Alert Network (HAN) disseminates vital health alerts on the federal, state, and local levels. <a href="https://dhs.saccounty.gov/PUB/Pages/California-Health-Alert-Network-CAHAN.aspx">https://dhs.saccounty.gov/PUB/Pages/California-Health-Alert-Network-CAHAN.aspx</a> <a href="https://www.cdc.gov/publichealthgateway/healthalerts/index.html">https://www.cdc.gov/publichealthgateway/healthalerts/index.html</a>
Severe Weather (i.e. flash flooding, winter storm, etc.)	The National Weather Service website provides forecast maps for different types of severe weather. <a href="https://www.weather.gov/">https://www.weather.gov/</a>

## 2.2 Emergency Proclamations and Authorities

Upon determining that conditions which constitute a local emergency exist, the Town Manager/Mayor or, if the Town Manager/Mayor is unavailable or unable to act, the Town Manager/Mayor pro tempore will proclaim the existence of a local emergency or proclaim said emergency himself/herself if neither the Town Manager/Mayor nor pro tempore is available or able to act.

The Town Manager/Mayor requests the Governor to proclaim a state of emergency when, in the opinion of the Town Manager/Mayor, the resources of the area or region are inadequate to cope with the emergency.

*Table 5 Types of Emergency Proclamations*

Emergency Proclamations	Authority	Legislation Title
<p><b>Local Proclamation:</b> Duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of the Town of Paradise, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation 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, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.</p>	<p><u>Town</u></p> <p>Town Manager</p> <p>Mayor</p> <p>Mayor pro tempore</p>	<p>Town of Paradise Municipal Code: Chapter 8 Disasters and Emergencies</p>
<p><b>County Proclamation:</b> The County, Board of Supervisors, County Administrative Officer, Sheriff, Emergency Services Manager, or Public Health Officer have the authority to proclaim a state of emergency. The Town must send its local proclamations to the State OES through their county OA coordinator. However, it is not necessary for the Town to proclaim an emergency if the County proclaims an emergency for the entire geographic county area or for a specific area that includes the impacted city or cities.</p>	<p>County</p>	<p>Butte County Ordinance Chapter 8- Emergency Services of the Butte County Municipal Code</p> <p>Butte County Resolution adopting the California Master Mutual Aid Agreement</p> <p>Butte County Resolution relating to Emergency Operations within Butte County</p> <p>Butte County Resolution adopting the Emergency Operations Plan 2022</p>
<p><b>State of Emergency:</b> 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, drought, epidemic, fire, flood, plant or animal infestation or disease, riot, storm, sudden and severe energy shortage. A State of Emergency may also be proclaimed upon the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their 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, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.</p>	<p>State</p>	<p>California Emergency Services Act (CA government Code Section 8550 et. seq.)</p> <p>California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act)</p> <p>California State Assembly Bill No. 477, (Emergency Preparedness: Vulnerable Populations)</p> <p>California Disaster and Civil Defense Master Mutual Aid Agreement</p>

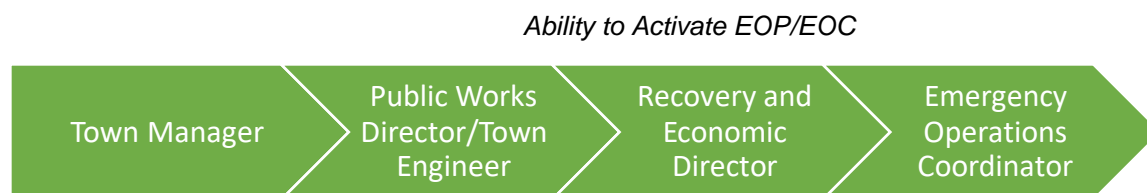
Emergency Proclamations	Authority	Legislation Title
<p><b>State of War Emergency:</b> The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.</p> <p><b>National Emergency:</b> Under a National Emergency, the Town EOC could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the Town of Paradise and surrounding jurisdictions.</p>	Federal	<p>Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended</p> <p>Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003</p> <p>Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003</p> <p>The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007</p>

For additional information regarding the Town of Paradise Direction and Control and EOC Functions, refer to the ***Functional Annex A - EOC Operations***.

## 2.3 Activation and Notification

### 2.3.1 EOP/EOC Activation

The Town EOP/EOC may be activated by the **Town Manager** when an event is deemed to be an imminent threat or an emergency to the community. If the Town Manager is unavailable, the lines of succession and ability to activate the Town EOP/EOC are as follows:



The EOP/EOC may be activated following an emergency proclamation (Table 4 Types of Emergency Proclamations). It may also be automatically activated during a declared State of War Emergency (per California Emergency Services Act Chapter 7, Division 1, Title 2), on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

The Town EOC is organized to manage, coordinate, and support emergencies using SEMS. ICS, which is incorporated into SEMS, provides for management of emergencies in the field based on a command-and-control approach. The Town uses ICS for EOC operations based on a management approach.



Priorities for EOC activities are:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the emergency's impact on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

The purpose of the Town EOC is to provide a facility from which the organization's response to an emergency can be effectively coordinated. During an emergency, the EOC will provide a single focal point for centralized activities, to include:

- Decision-making at the operation level
- Management of information by developing, maintaining, displaying, and disseminating Situational Awareness of the incident
- Resource support to identify, obtain, and manage Town and other resources for emergency operations
- Providing logistics support when multiple incident commands require coordination
- Performing accounting and recordkeeping to track disaster costs
- Providing liaisons to other organizations

The EOC performs these tasks by communicating across departments, agencies, and jurisdictions to relieve on-scene command of the burden of external coordination, resource allocation, and information collection, verification, and dissemination. The EOC also provides support to the Incident Commander (IC) as she/he needs. The decisions made through the EOC are designed to be broad in scope and offer guidance on overall priorities.

The EOC is operated by the Town staff and others that are specially trained to perform their ICS position roles in emergency management. They provide support to ICs and DOCs, conduct public notification and warning, provide incident emergency and public communications, and manage resource coordination. The EOC facility has the specialized equipment, information systems, and various tools that support conducting Town-wide emergency response operations.

The EOC does not directly manage or command incidents. Field level emergency responders, such as the Fire Service, Police, and Public Works Departments are managed by on-scene ICs. The role of the EOC is to collect, validate and organize incident information and to provide for the overall coordination of resources required during response and recovery operations.

Tasks performed by the EOC and processes to complete them are more fully described in **Annex A**, EOC Operations and Detailed Position Checklists.

The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level. The EOC may be activated either partially or fully. Under a partial activation, the EOC Director will determine which EOC positions are required (a list of EOC staff positions is provided in **Annex A**). In a full activation, all EOC positions identified in **Annex A** will be staffed.

The Town has identified employees to fill essential emergency management positions in the EOC. The current EOC Staffing Matrix is available on the EOC SharePoint site. See Annex A for specifics on EOC rosters, contact information, and notification.

The Town utilizes the services of CodeRED for emergency notifications to staff and cooperators. Within a database managed by Town personnel managers, lists of employees by department as well as EOC positions to which they are assigned are available so that notifications can be sent to employees. Notifications will be sent to these employees through CodeRED via text, email, and reverse dialing. Each recipient can reply with a yes-or-no answer that indicates whether s/he is available for recall. This streamlines the notification and recall process by identifying which EOC staff members are reachable and available to report to the EOC.

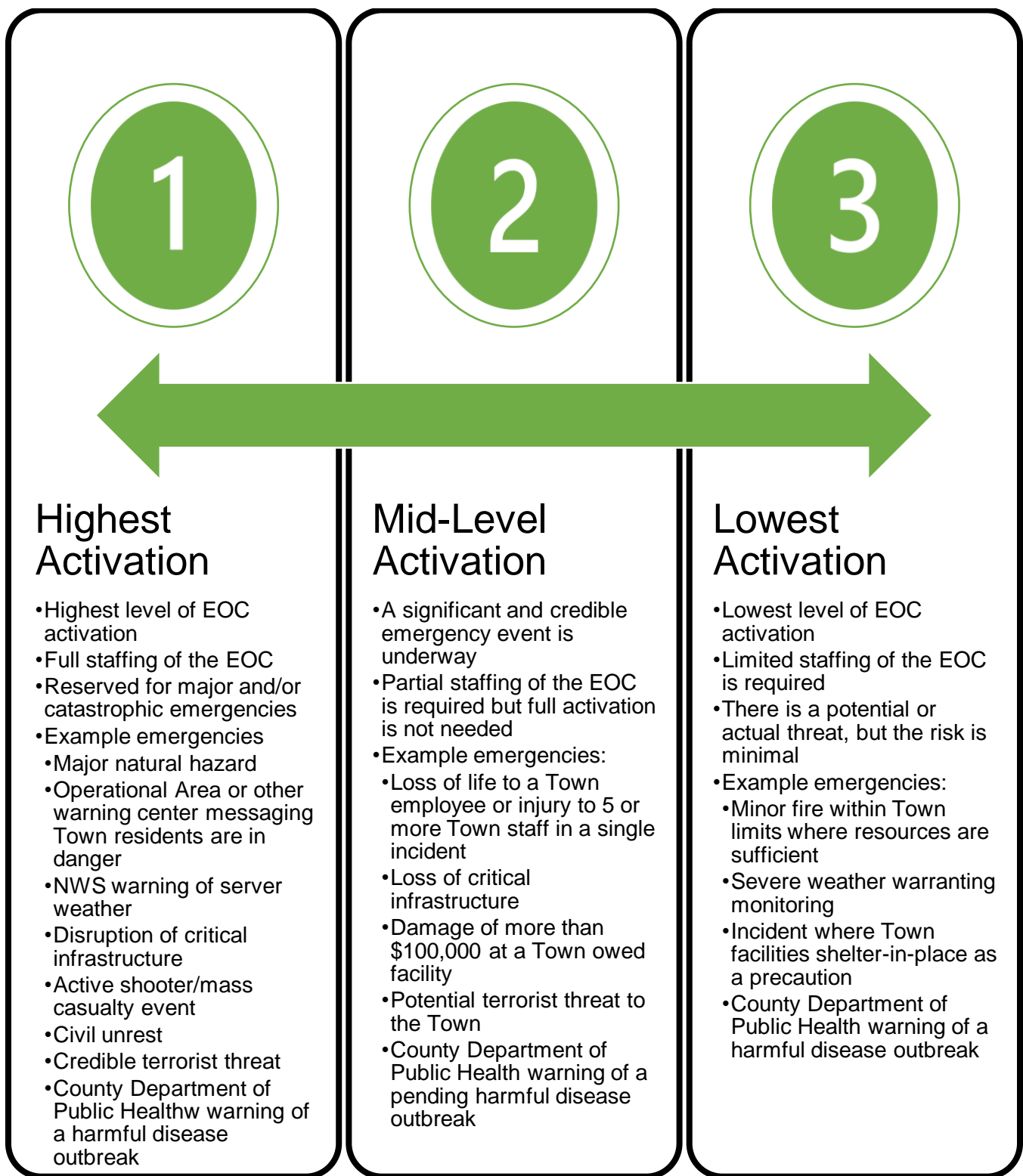
The EOC Director and activation authority will determine the extent to which the EOC needs to be activated. When activated, the physical location of the EOC include:

*Table 6 EOC Facilities*

EOC Facility	Address
Primary EOC facility	Town Hall - 5555 Skyway, Town of Paradise
Alternate EOC Facility	Chico Fire Department - Training Center 1466 Humboldt Road, Chico, CA, 95928

The following summarizes the definitions of the three (3) activation levels which follow the Cal OES levels of response to emergencies.

Figure 4 EOC Activation Levels



**Virtual EOC Activation:** A virtual EOC may be established at any of the three (3) activation levels. This will occur when there is no suitable facility to host the EOC or when staff are not able to access the EOC facility due to the nature of the incident. A hybrid physical/virtual EOC may be activated when conditions

prevent some staff from accessing or working in the EOC facility. Processes for virtual EOC activation are listed below:

Use the **Town's Microsoft Teams and SharePoint platform** to provide video conference and virtual coordination capabilities.

The EOC information directory is located on the **Town's SharePoint site**.

**Watch and Wait Activation:** In some instances, especially for long running disaster responses (e.g., pandemics, complex emergencies), activation may shift from a Level Three to a "Watch and Wait" level. This includes ongoing monitoring of the situation by the **Operations Section Chief, Police, and Public Works Manager**. These representatives may coordinate virtually through text message, phone, or in person. If the emergency escalates to a point that requires response activities by the Town, a meeting will be convened with **section chiefs** to determine if activation is required.

The Town EOC will be activated and staffed accordingly by Town personnel and representatives from allied agencies, jurisdictions, and organizations as appropriate. See Section 3: Recovery below.

## 2.4 Action Planning

EOC Action Plans provide designated personnel with knowledge of the incident objectives and the steps required for achievement. EOC Action Plans provide direction and provide a basis for measuring the accomplishment of the 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 the priorities and objectives, as well as the tasks and personnel assignments associated with meeting them

The Action Planning process should involve the EOC Director and Section Chiefs (one from each Section), along with other EOC staff, as needed, such as agency representatives.

**Annex A** provides detailed information on and direction for developing Action Plans.

### 2.4.1 Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. The general guideline for use of a written versus a verbal action plan is when:

- Two or more jurisdictions are involved;
- The incident continues into another planning or operational period;
- A number of organizational elements have been activated; and
- It is required by agency policy.

The EOC Action Plan addresses a specific operational period which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

### 2.4.2 Plan Elements

The elements to be included in the EOC Action Plan are:

- Operational period covered by the plan.
- Identify parts of EOC organization that have been activated on an organization chart.
- Assignment of primary and support personnel and material resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.
- State the objectives (attainable, measurable and flexible) to be accomplished.
- Establish the current priorities to meet the objectives.
- Describe the strategy to be utilized to achieve the objectives.

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments.
- Policy and/or cost constraints.
- Any inter-agency considerations.

### 2.4.3 Planning Responsibilities

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the EOC Management and General Staff. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The EOC Director is responsible for approving the plan.

For those incidents requiring close coordination with external agencies, (e.g., CalEMA, state first response agencies, and special districts, etc.), their input should also be included in the Action Planning process.

For additional information regarding the Town Action Planning, refer to ***Annex A – EOC Operations***.

### 2.4.4 EOC Reporting

Incident situation status, operational objectives, resource tracking, and other information will be shared within the EOC by using display boards and various charts mounted on the facility's walls. Large-scale, pre-printed ICS forms are ideal for this purpose. Additionally, the EOC Director will assign the Planning Section to update an Incident Briefing (ICS 201) on a continual basis to provide routine briefings to EOC staff for collective situational awareness. The ICS 201 should be shared with Field Incident Command Posts and the OA. The ICS 201 will contain at a minimum:

- Operational period duration
- Operational objectives and their status
- Current location and status of resources
- Requests for resources from other agencies
- Key leadership status information
- Relevant maps
- Essential information to support the public

The Situation Unit must ensure that all displays are frequently and accurately updated to ensure information conflicts do not arise.



#### *2.4.4.1 Information Collection, Analysis, and Dissemination*

The EOC will use the Information Collection Plan in **Annex A** to develop and maintain situational awareness and track situation status to manage information effectively. The Situation Status Report will provide Town staff and other EOCs with current information regarding the operability of Town facilities and ongoing response and recovery operations.

#### *2.4.4.2 Situational Awareness*

Situational awareness refers to identifying, processing, and comprehending the critical elements of information about what is happening as a result of an incident or with respect to a specifically assigned mission. More simply, situational awareness means knowing what is going on around you. Situational awareness is critical for the effectiveness of decision-making in both field operations and the EOC and is essential for ensuring the safety of responders and the public.

During an emergency, the EOC Director will convene briefings regularly. At that time, the EOC staff will attend and provide verbal and/or written summaries of existing problems, actions taken, priorities, timetables, and potential for new issues for incorporation into the Action Plan. The situational awareness approach will take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

In April 2016 Cal OES and CAL FIRE deployed the Situation Awareness and Collaboration Tool (SCOUT). SCOUT provides the California first responder community and supporting agencies a web-based tactical and operational response platform to assist in communication, coordination, and collaboration within incident management for all hazards, whether natural or human-made.

Authorized users can view, search and add relevant tactical incident information for a variety of incident types, including but not limited to wildland fires, floods, search & rescue missions, special events, earthquakes, and homeland security incidents. SCOUT also integrates incident information with other relevant geographical information, such as weather conditions, road conditions, utilities, census information, known hazards, and government boundaries. The program team is working on the next generation of SCOUT which will be available in late 2022.

#### *2.4.4.3 Incident Briefing*

Incident Briefing, ICS Form 201, reports are essential to providing a picture of the developing emergency and response efforts. They are to be completed by the first-person setting up the EOC for the initial shift and updated by the Planning Section for subsequent shifts.

Internal incident updates should be made frequently as information is collected and, the extent and potential duration of the incident become clear. An initial report to Town leadership and staff should be made within the first thirty (30) minutes following an emergency. Reporting should continue as long as the EOC is activated or as circumstances warrant. Within four (4) to eight (8) hours, a confirmation and update of the initial Incident Briefing should be made, including a preliminary damage assessment and the status of Town response operations.

### **2.4.5 EOC Reporting Systems**

The State of California uses a cloud-based information management system for emergency response operations called Cal EOC. Cal EOC allows authorized users to collect and exchange incident situation information, request and manage resources, and provide reports. Currently the following organizations have full Cal EOC access:

- Cal OES key response and recovery personnel
- Counties: All 58 County Emergency Management Agencies

- State: California State Agencies with emergency response roles
- Federal: key Federal Emergency Management personnel

The Town uses **Microsoft Teams** to manage incident response.

## 2.5 Response Operations

### 2.5.1 Goals, Priorities and Strategies

During the Response Phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies and describes what should occur during each step, when and at whose direction.

#### 2.5.1.1 Operational Goals

During the response phase of a disaster, agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate Hazards
- Meet Basic Human Needs
- Address Needs of People with Disabilities and People with Access and Functional Needs
- Restore Essential Services
- Support Community and Economic Recovery

#### 2.5.1.2 Operational Priorities

Operational priorities govern resource allocation and the response strategies for the Town and its political subdivisions during an emergency. Operational priorities addressed in this plan are:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the emergency's impact on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve California's environment and protect it from damage during an emergency.

#### 2.5.1.3 Operational Strategies

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce, or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment, and security during the emergency. Afterwards provisions will be made for temporary housing, food, and support for re-establishing employment after the emergency passes.
- **Address Needs of People with Disabilities and People with Access and Functional Needs (People with DAFN)** – People with DAFN are more vulnerable to harm during and after an emergency. The needs of people with DAFN must be considered and addressed.

- **Restore Essential Services** – Power, water, sanitation, transportation, and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively, and equitably, promoting expeditious recovery of the affected areas.

### 2.5.2 Mutual Aid

California's emergency resource management system is based on a statewide mutual aid organization designed to ensure that additional resources are provided to the State's political subdivisions whenever their resources are overwhelmed or inadequate.

The Town is a signatory to California Disaster and Civil Defense Master Mutual Aid Agreement, which gives authority to the various fire and law enforcement mutual aid plans and agreements for assistance and resources during emergencies and disasters. The basic concept provides that adjacent or neighboring law enforcement agencies within an OA will assist each other during an incident where mutual aid is needed. All Town requests for additional resources will be initiated by the IC, who will request assistance through the Butte County OA at the OA EOC.

Part of the Master Mutual Aid Agreement is Emergency Management Mutual Aid (EMMA) which can provide supplemental emergency management personnel from a non-impacted jurisdiction to the Town. The Town recognizes a need for additional response staff to support EOC operations and may request EMMA early in the response to a disaster when there is a belief that there will not be enough staff to manage the emergency. As described above, the Town will request EMMA through the OA EOC.

Figure 5 The California Mutual Aid regions.



The Town and its departments are also part of other mutual aid agreements, and a copy of signed agreements or applicable mutual aid plans can be found in the **Town offices**.

- The Town is a signatory of the Butte Operation Area Mutual Aid Plan (May 14, 2021).
- Town Fire Service is part of the California Fire and Rescue Mutual Aid System.
- Town Police Department is part of the California Law Enforcement Mutual Aid System.

The Town's partner agency **Paradise Irrigation District** is a member of the California Water/Wastewater Agency Response Network (CalWARN). The mission of the CalWARN is to support and promote

statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. CalWARN expands member abilities to achieve agency, regional, and State preparedness by providing tools and proven practices to enhance readiness.

The following chart outlines discipline specific mutual aid systems flow of information, resources requests, and resources within specific mutual aid agreements relative to the SEMS organization levels.

*Figure 6 - Discipline Specific Mutual Aid Systems*

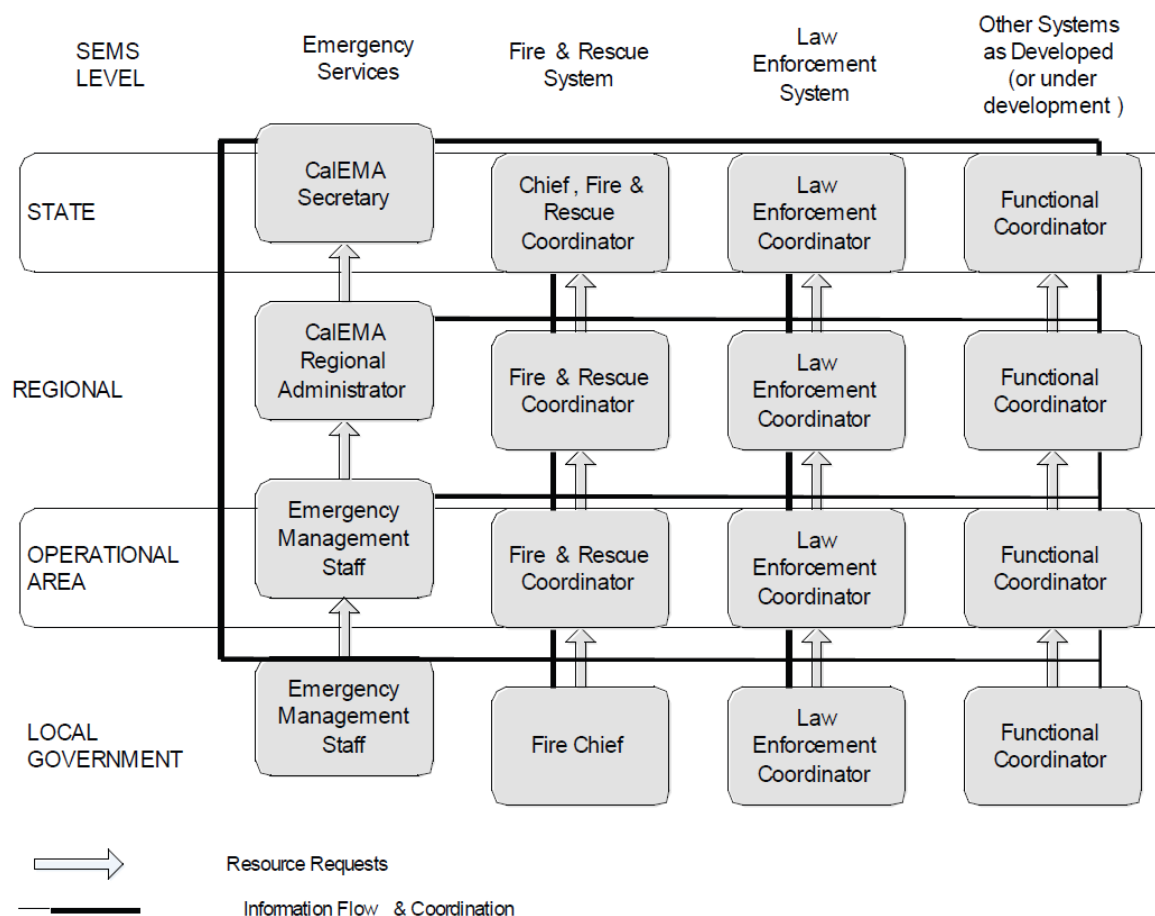


Diagram from California Emergency Plan, page 64

## 2.5.3 Resource Management

### 2.5.3.1 Resource Priorities

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

### 2.5.3.2 Resource Requests

Resource Requests will be made through one of the following processes:



- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to OA Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the Town will be coordinated with the Butte OA EOC to determine if the resource is available internally or other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the Town of Paradise EOC to the Butte OA EOC may be verbally requested then will be documented. Available resources will be allocated to the requesting local government field IC. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Town EOC are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the Town should be coordinated with the Butte OA EOC to the Inland Region REOC. Once the resource requested is coordinated, approved and deployed, the Resource Status Unit, in coordination with various Operations Branches, is responsible for tracking the resource.

#### *2.5.3.3 Resource Logistics*

Organizations and agencies within the Town of Paradise have come together at the time of this writing (2022) to form a Ridge Emergency Planning Group as cooperators in preparedness and response. The capability assessment done by participating agencies identified resources needed for a disaster response within and around the Town.

To address resource gaps, the Town may rely on previously described mutual aid agreements and memorandums of understanding. The process of requesting these resources has been outlined in 2.4.4.2 Resource Requests as well as 2.5.3 Mutual Aid. Refer to the Integrated Preparedness Plan (IPP) for trainings and exercises.

### **2.5.4 Emergency Resource Directory**

The Town will work with Butte County Emergency Management to access the Countywide Emergency Resource Directory (ERD) maintained by the Butte County Department of General Services. The ERD lists available vendors, supplies, and equipment that can be available during a disaster situation.

### **2.5.5 Direction, Control, and Coordination**

Responsibility for emergency response is based on statutory authority.

The emergency response is coordinated under SEMS, which provides a flexible adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

- **Command and Control:** During response to minor or moderate events, the Town may manage the emergency with existing resources. The Emergency Operations Center (EOC) may not be activated under this scenario. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.

- **Field/EOC Communications and Coordination:** The Town EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed that which is available from within the jurisdiction. Field ICs and the Town EOC will establish communications when the EOC is activated. The Town EOC will communicate with the Butte OA EOC and the Butte Operational Area EOC will communicate with the Inland REOC and the REOC will communicate with the SOC.
- **Multi-Agency Coordination:** Larger scale emergencies involve one or more responsible jurisdictions and or multiple agencies. Management personnel from the responsible jurisdictions form a Unified command and/or a Multi-Agency Coordination (MAC) group. Provision is made for situation assessment, determining resources requirements, establishing a logistical system and allocating resources. Various emergency operations centers, dispatch centers and other essential facilities located in or adjacent to the affected area are activated at this time.

In the event of an EOC activation, each Town department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix on the following page (Table 7) for Primary (P) and Support (S) roles for each Town department/organization.

**Table 7 Responsibility Matrix**

	Town of Paradise										County					Other				
	Administration	Fire Department	Police Department	Information Technology	Various Town Departments as designated by the Town Manager	Planning/Building	Finance	Public Works	Redevelopment	Human Resources	County OES Office/County Administration	Environmental Health	Public Health	Social Services	Sheriff	School District	American Red Cross/Other NGOs	State/Federal Agencies	Adventist Health	Paradise Irrigation District (PID)
Action Planning		P				S														
Alerting and Warning	S	S	P										S		S					
Animal Care			P												S		S			
Care and Shelter					P									S		S	S			
Construction & Engineering								P								S				
Coroner															P					
Damage Assessment						S		P												
Debris Clearance					S			P												
Evacuation			P												S					
Facilities					S			P												
Finance/Administration							P													
Fire and Rescue		P																		
Flood Control	S							P			S							S		
Hazardous Materials		P										S								
I.T. & Telecommunications				P																
Law Enforcement			P												S					
Legal Considerations	P										S									
Management	P	S	S								S									
Medical/Health													P						S	
Personnel										P										
Procurement							P													
Public Information	P	S	S								S							S		
Public Works								P												
Services & Support					P															
Situation Status	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S		
Transportation					S			P												
Utilities								P												
Vital Records	P																			
Water																				P
<b>P=Primary S=Support</b>																				

Notes: Transportation refers to the managing of roadways.

#### 2.5.5.1 Cooperator Responsibilities

Plans specific to emergency response procedures developed by the Town, Butte County, and other cooperator groups provide processes and procedures on how response operations will be conducted. Included within these are details on how the needs of the whole community will be addressed. Details on how DAFN population needs and steps to ensure they are addressed are identified. For instance, primary shelter responsibilities may fall to Butte County, the American Red Cross, or other emergency shelter providers. Plans for emergency shelter provision by these entities should include policies on ensuring Americans with Disabilities Act (ADA) compliance and outline procedures to provide shelters that are accessible to the whole community.’ Butte County provides support via its Special Needs Awareness Program (SNAP), which is a voluntary program for individuals with DAFN. SNAP provides residents with

evacuation assistance information, notification for extreme heat and cold weather events, and Public Safety Power Shutoffs.

Town evacuation plans include:

- Town of Paradise Evacuation Traffic Control Plan (2015)
- Paradise Emergency Fire Zones and Assembly Points (2020)

Butte County evacuation and emergency shelter plans include:

- Butte County Emergency Operations Plan Annex F: Care and Shelter (2011)
- Butte County Paradise and Upper Ridge Ready Set Go Evacuation Plan (2020)

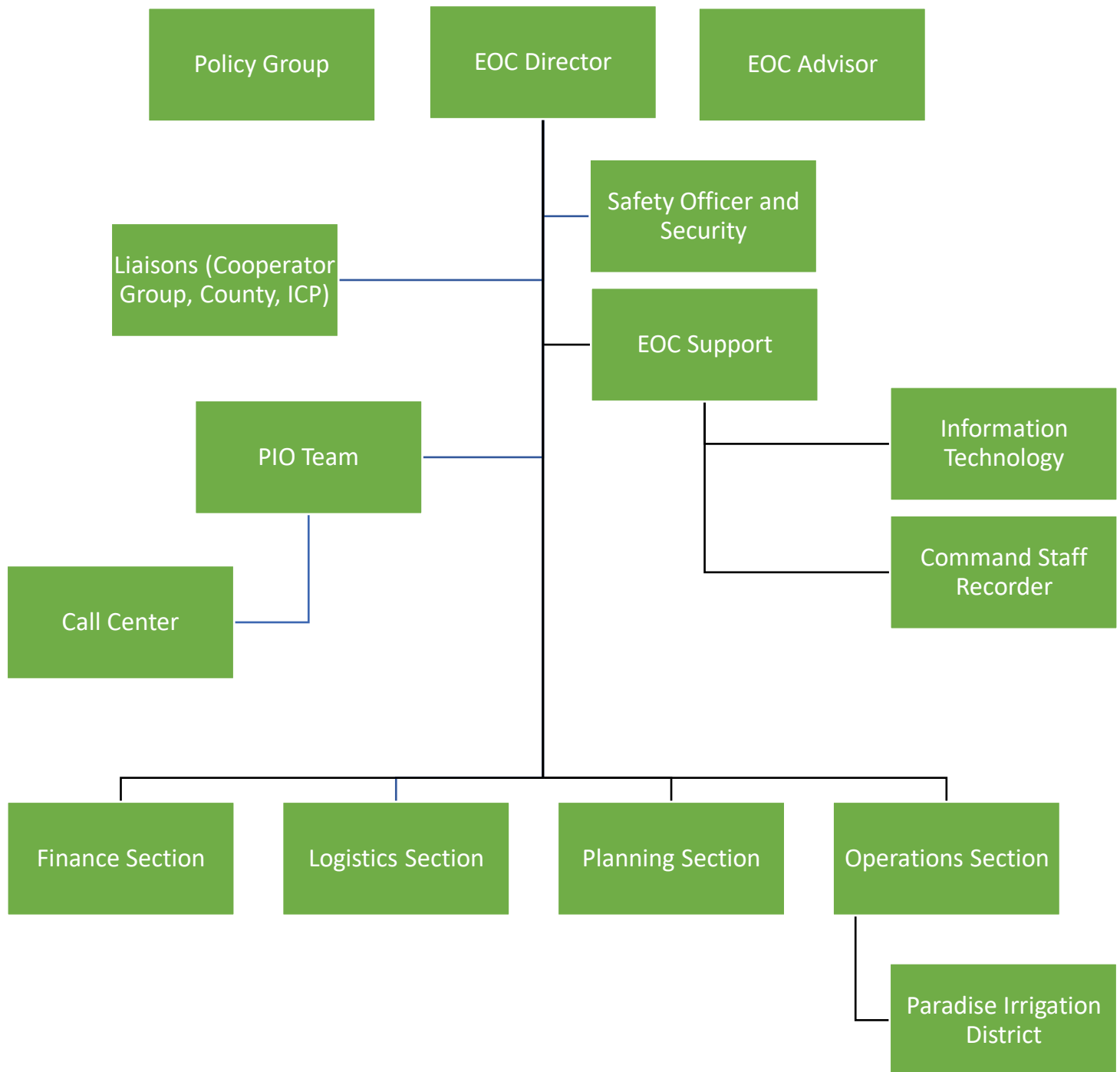
### 2.5.6 EOC Organization

The Town and other personnel who operate the EOC are known collectively as the EOC team, which includes staff with either the technical ability or decision-making authority to support life safety response activity, protect property, and restore essential Town services after an incident.

EOC team staffing is a function of the scope and scale of the emergency and requirements for effective response. Therefore, not all identified EOC positions will necessarily be staffed in the event of activation. The Town personnel who are not designated as members of the EOC Team may be directed to move to other facilities or workstation or may be advised to remain at or return home pending further instructions. The EOC is organized using the assignment list in [Annex A](#).

A Town Policy Group consisting of the Mayor, one to two Town Council representatives, the Emergency Operations Coordinator, the Fire Chief, Police Chief, and a Public Works representative may participate in the EOC by providing policy advisement and recommendations. One Policy Group representative may be invited to the EOC to observe and fill a liaison role to report back to the Policy Group.

Figure 7 EOC Organizational Chart





## 2.5.7 EOC Coordination with Other Government Levels and the Private Sector

### 2.5.7.1 Coordination with Field Response Level

Communications and coordination must be established between the EOC and field responders who are responding within the Town boundaries. This is accomplished through coordination with the DOC, when activated, and as necessary through the Town EOC. See Annex A – EOC Operations for additional information on EOC coordination and processes.

Coordination Group	Relevant Organizations/Agencies	Coordination Method
Operational Area Jurisdictions	<ul style="list-style-type: none"> <li>Butte County</li> <li>Operational Area member jurisdiction</li> </ul>	<p>Initially, communications will be established with Butte County and any Operational Area member jurisdictions' activated EOC by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination amongst the cities and special district EOCs will occur along functional lines. As time permits, communications will be established by the county with other jurisdictions that have not activated their EOCs.</p> <p>A department representative from any jurisdiction within the OA that has activated its EOC may request to have a liaison at the Town's EOC; this will be coordinated through the Butte OA EOC or the Emergency Services Officer if the County EOC is not activated. Due to space limitations, this would only be recommended during complex or large operations between the Town and other Butte OA members.</p>
County and Special Districts	<ul style="list-style-type: none"> <li>Recreation and Park Districts</li> <li>Water and Power Districts</li> <li>School Districts</li> <li>Community Service Districts</li> </ul>	<p>The emergency response role of county and special districts is generally to restore normal services or functional area of responsibility. Some types of special districts may be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (e.g., utilizing school districts for incidents involving shelters, school facilities, or children). If a special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district liaison.</p>
Inland Region Emergency Operations Center (REOC)	<ul style="list-style-type: none"> <li>Inland REOC</li> </ul>	<p>Communications with the Inland REOC are conducted through the Butte Operational Area. The REOC will work with the OA directly on behalf of the Town. The primary method of coordination is the REOC sends a field representative to the OA. The alternate method is the OA and the REOC coordinate through various telecommunications systems.</p> <p>Coordination and communications between the Butte County EOC and the Inland REOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the</p>

Coordination Group	Relevant Organizations/Agencies	Coordination Method
		Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who may be located in the REOC.
State and Federal Field Response	<ul style="list-style-type: none"> <li>• State or Federal Law Enforcement</li> <li>• State or Federal Fire Fighting Units</li> </ul>	<p>State agency field responses may result from a flood fight effort, oil spill, hazardous materials accident on a highway or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, and/or terrorism incidents.</p> <p>When a state agency or federal agency is involved in field operations, coordination may be established with the Town EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit or part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure.</p>
Nonprofit and Private Sector	<ul style="list-style-type: none"> <li>• Businesses</li> <li>• Volunteer Organizations</li> <li>• Private Utilities</li> </ul>	Within Butte County, coordination of response activities with non-governmental organizations and/or privately-owned utilities may send representatives to activated EOCs to facilitate coordination and restoration of essential services. Other private sector corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations.
Volunteers	<ul style="list-style-type: none"> <li>• Community Members</li> <li>• Nonprofit Affiliated Volunteers</li> </ul>	The County EOC will address volunteer requests from the general public by directing them to the logistics section or the Emergency Volunteer Center (EVC) if activated.

For additional information regarding the Town Direction and Control and EOC Functions, refer to ***Annex A – EOC Operations***.

## 2.6 Emergency Public Information

The Town will be responsible for disseminating information about the emergency to keep the public informed about what has happened, the actions of emergency response departments, and to summarize the expected outcomes of the emergency actions. The Town's media center location for briefings, conferences, and information distribution will be located at Paradise Town Hall (5555 Skyway, Paradise, CA 95969).

The spokesperson for the Town during a disaster may include the Mayor, Vice Mayor, Town Council representative, and/or the Town PIO. The PIO, per ICS roles and responsibilities, will develop public information materials for dissemination and receive approval from the IC prior to the appointed Town spokesperson disseminating information.

Different channels of communication will be utilized, depending on the level of working infrastructure (power, internet, etc.). During a major disaster, the usefulness of these channels may be limited. The Town will ensure that any information shared with the public will be accessible to all, including those in the access and functional needs (DAFN) community. Communication systems are outlined in section 2.1.

Through outreach programs, the Town will also communicate and educate the public (including businesses, individuals, and residents) on the risks and issues faced by the community and provide resources to mitigate risks and support preparedness. Outreach programs should address information on established emergency plans and procedures and delineate the roles and responsibilities of first responders and the public immediately following an emergency and during a sustained response.

### **2.6.1 Joint Information System (JIS)**

Under SEMS and NIMS, public information is directly managed and controlled by the jurisdictions with responsibility for the emergency incident through the Multi-Agency Coordination System (MACS) beginning at the Field Level under a Unified Command structure and linking to Multi-Agency Coordination Groups (MAC Group) within each EOC level of SEMS as a Joint Information Center (JIC). Collectively, the activated JICs form the Joint Information System (JIS) that coordinates and communicates lifesaving measures, evacuation routes, threat and alert methods and other public safety information to numerous audiences in an accurate, timely, accessible and consistent manner.

#### *2.6.1.1 Joint Information System*

The JIS provides the mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and NGOs. It includes the plans, protocols, procedures and structures used to provide public information. Federal, state, tribal, territorial, regional, local and private sector PIO and established JICs are critical supporting elements of the JIS. Key elements include the following:

- Interagency/department coordination and integration
- Gathering, verifying, coordinating and disseminating consistent messages
- Support for decision makers and
- Flexibility, modularity and adaptability

#### *2.6.1.2 Joint Information Center (JIC)*

The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. Typically, an incident specific JIC is established at a single, on scene location in coordination with federal, state and local department (depending on the requirements of the incident). Informational releases are cleared through IC/Unified Command, and/or the EOC.

#### *2.6.1.3 PIO Coordination Teams*

When a JIC is established, it will be staffed with PIOs and/or representatives from their teams from responding agencies, who will coordinate to:

- Gather, verify and produce information for dissemination to the media and public (such as news releases, background information, fact sheets, public service announcements, briefings and news conference materials).
- Respond to media questions and requests.
- Schedule media releases, briefings, news conferences, interviews, public service announcements, etc.

- Arrange for media interviews and tours.
- Assign agency representatives to coordinate information from their agency with other team members before it is released to the public.

#### *2.6.1.4 Virtual Joint Information Center*

A virtual JIC may be initiated through technological means when geographical restrictions, incident management requirements, or other limitations preclude physical attendance by public information officers/liaisons at a central location. Through telephone or video teleconferences, personnel participating in the virtual JIC can meet and coordinate information.

During the COVID-19 remote working period, the Town adopted systems, which can be utilized for the virtual JIC. The systems include the following:

- Microsoft Teams
- SharePoint
- WebEX

### **2.6.2 Call Centers**

Local government departments may activate a call center to centralize information sharing between the public, the media and government. Inquiry centers should be directly linked to media centers or joint information centers as appropriate. Call centers allow for:

- Establishment of Public Information hotlines (including TTY capability for individuals who are deaf) and hotline staff.
- Monitoring of radio and television stations and informing the PIO Coordination Team of inaccuracies.
- Sharing of information about the emergency or the government's response.
- Identification of information trends, which in turn allows the PIO to focus on providing targeted information.
- Identification of rumors and misinformation and bringing these to the attention of the PIO Coordination Team.
- Response to questions using official, verified information that has been approved for release.
- Call referrals, as appropriate, to federal, state, local, volunteer and private sector agencies.
- Current and updated information records.
- Records of questions, responses, and actions.
- Enhancing information to meet the needs of those whose primary language is not English and to meet the functional needs of the blind, deaf and hard of hearing.

## **2.7 Information Collection and Documentation**

### **2.7.1 Finance**

Once the Town Manager/Mayor (or via one of the alternate means under "Plan Activation") has declared a state of emergency, emergency expenditure policies will be in effect that will allow the Town's Finance Department to expedite procurement of resources necessary to address the emergency. Once a disaster/emergency is declared and emergency expenditures up to the limit as outlined in the Town's finance policies, the Town Manager/Mayor or Designee may proceed with acquiring resources required to address the emergency and shall notify the Town's Finance Department and/or EOC Personnel/Administration (as appropriate) as soon as practical based on the nature of the emergency.

The Town Manager/Mayor or Designee will keep records of all expenditures and the Finance Director will provide instructions on how to issue payments as required for the emergency.

The Town's Finance Department is ultimately responsible for establishing the protocols for the Town at large as well as individual departments for recovering costs due to an emergency. The Finance and Department works in close coordination with the Town Manager/Mayor to approve/deny expenditures and reimbursements as appropriate. The Town's Finance and Department shall provide guidance as a minimum with each EOP update regarding emergency expenditure policies.

While individual departments have inherent budget authority to respond to emergencies, they should coordinate emergency expenditures with the EOC Finance and Administration Section to coordinate procurement across the disaster as well as to ensure expenditures are conducted in accordance with Town emergency procurement policies.

The Finance and Department will lead post-disaster efforts to recover disaster-related costs such as via Small Business Administration loans, FEMA Public Assistance (PA) Program grants, etc. Per FEMA guidance, insurance claims will be filed prior to processing post-disaster reimbursement from the Tribal government. In addition, donations for volunteer labor, resources, and mutual aid will be captured to determine those eligible for consideration under FEMA's PA program.

The EOC Finance and Administration Section will collect and record expenditures for each department so that the total cost may be determined, such as personnel overtime, equipment used/expended, contracts initiated, etc. Such cost reimbursements should include policies for expenditures regarding services animals, livestock, and personal pets.

The EOC Finance and Administration Section also assist community members, affected enterprises and other for whom the Town has responsibility to recover their individual costs through such programs as Small Business Administration loans, FEMA Individual Assistance (IA) Program grants, unemployment, worker's compensation, etc. Per FEMA guidance, insurance claims will be filed prior to processing post-disaster reimbursement from the Tribal government.

Departments are responsible for their own expenditures inherent in their normal responsibilities that do not rise to the level of a declared emergency.

### 2.7.2 Expenditure Tracking

The Town may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. ***Annex D – Recovery and Mitigation*** provides details on various types of financial assistance for public agencies, individuals and families, and businesses, ranchers, and private nonprofit organizations.

### 2.7.3 Eligible Expenses

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

### 2.7.4 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:



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

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The IC(s), EOC Director, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The Town will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation are vital to state and federal agencies for requesting financial assistance during and after the disaster.

### 2.7.5 Reimbursement

There are a number State of California and Federal programs that provide for reimbursement of expenses due to disasters. For more information on state and federal disaster assistance programs, including cost share requirements, refer to **Annex D – Recovery and Mitigation**. Annex D contains information about both PA and IA programs.

## 2.8 Continuity of Operations (COOP) and Continuity of Government (COG)

The Town conducts essential functions to provide its citizens and neighboring communities with critical services. Continuity involves all community partners preparing to provide essential services and conducting these functions when normal operations are disrupted. A lack of continuity capability could lead to loss of life, elected officials being unable to carry out their statutory authorities, first responders being unable to respond, and communities being unable to recover. See **Functional Annex B – Continuity of Government/Continuity of Operations** for further details.

COOP involves the Town departments ensuring that they continue to perform their essential functions, provide essential services, and deliver core capabilities during a disruption to normal operations. While first responders and some employees (Disaster Service Workers) will focus on the emergency response itself, continuity staff will focus on delivering essential functions that citizens and neighboring communities rely upon. Overarching essential functions include:

- Maintain continuity of government
- Provide visible leadership addressing the crisis and leading the response effort
- Maintain and foster relationships with neighbors and partners to ensure mutual aid
- Maintain law and order
- Provide emergency services

A critical component of the Town emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible. For additional information regarding the Town's Continuity of Government, refer to ***Annex B – Continuity of Government/Continuity of Operations***.

The intent of the Town's continuity of government (COG) capability is to preserve the statutory and constitutional authority of elected officials. Disasters can threaten the ability of the Town to execute its statutory authorities, perform essential functions, and deliver essential services. COG is the Town's coordinated effort across elected leadership and departments to ensure the Town continues to perform essential functions during and after an emergency or threat.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government. For additional information, refer to ***Annex B – Continuity of Operations and Continuity of Government***.

### 2.8.1 Continuity Policy Statements

**Suspension of Routine Activities and Availability of Employees:** Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, Town employees not otherwise assigned emergency/disaster related duties may, unless otherwise restricted, be made available to augment the work of their department, or other Town departments, if required.

**Devolution and Reconstitution of Essential Functions:** Disasters such as catastrophic wildfires could require government functions to devolve away from their primary staff and facilities and transfer statutory authority and responsibility for essential functions to other organization employees and facilities, and to sustain that operational capability for an extended period. Due to both the practical and symbolic importance of returning Town functions back to their primary locations, the Town will, to the extent possible, prioritize the reconstitution of surviving and/or replacement personnel to resume normal operations from the original or replacement primary operating facilities. Each department will identify staff who could deploy to the alternate location when a continuity event is pending to ensure a seamless and uninterrupted continuation of essential functions.

### 2.8.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers (DSWs). Public employees (civil service) are all persons employed by any county, Town, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, Town employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the EOC, support shelter operations, or work at a logistics base in the field.

- Town employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Disaster Service Worker assignments may include duties within the EOC, in the field or at another designated location.

Under no circumstances will Town employees who do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform, or that are beyond their recognized capabilities.

Town employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Town EOC. First responders and other disaster service workers who are well-prepared will have likely have greater peace of mind and be able to focus on their disaster response work if their families are taken care of. All staff are encouraged to prepare their families before disaster strikes.

# Basic Plan

Section I: CONOPS

Section II: Response

Section III: Recovery

Section IV: Mitigation

Section V: Preparedness

Section VI: Plan  
Development

# Section III: Recovery

## 3.1 After Action Reporting

Per California Code of Regulations, Title 19, § 2450:

Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after-action report (AAR) to Cal OES within ninety (90) days of the close of the incident period.

The AAR shall, at a minimum:

- Be a review of response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Necessary modifications to plans and procedures
- Identified training needs
- Recovery activities to date

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

An after-action report will be a composite document for all SEMS 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 attachments, and will also address specific areas of the response, 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 **Town Manager or designee** is responsible for the completion and distribution of the after-action report to the Town Manager and Department Directors as well as ensuring that it is sent to the California Emergency Management Agency (Cal EMA) within the required 90-day timeframe.

For The Town, the after-action report’s primary audience will be **Cal OES and Town employees**, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the Town Manager’s Office.

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

### 3.1.1 Long Term Recovery Plan

Due the devastation caused by the Camp Fire, the Town developed a Long-Term Recovery Plan that incorporates lessons learned and resiliency. While there are five categories of recovery projects (Safer, Welcoming, Stronger, Better, Greener), the one more applicable to the Town EOP is the priority of safety. The Safety Vision of the plan is that *“Paradise is a community that prioritizes the safety of its residents and acts as a model of a progressive, resilient, fire safe California Town.”*<sup>4</sup>

The safety goal of the Long-Term Recovery Plan includes improving evacuation, fire safety, and the emergency notification system. Specific Town-led safety projects outlined in the plan include:

- Resident fire safe education
- Removing standing burned trees on private property
- Emergency notification system
- Evacuation routes
- Interconnected path system
- Missing road segments
- Long dead-end streets
- Fuels management plan
- New Fire Station 82
- New civic center

### **3.1.2 Coordinated Planning Efforts**

Other planning efforts that incorporate hazard mitigation include:

- Town of Paradise 2030 General Plan
- 2019-2020 Capital Improvements Plan
- Ridge Emergency Planning Committee
- Multi-Agency Evacuation Transportation Planning Task Force

## **3.2 Administration and Finance**

During disasters, the Town relies upon both its own employees and resources and mutual aid to fully respond to and recover from the incident. Section 2.8.2 contains the guidance on augmenting staff with Disaster Service Workers. Section 2.5.2 describe the mutual aid process.

### **3.2.1 Administration Introduction**

The Administration function manages all financial, administrative, and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

### **3.2.2 Documentation**

Documentation is an administrative process used by a jurisdiction to document the response to and recovery from a disaster. In addition to simply create historical records of disaster events, documentation supports immediate requirements such as cost recovery, documenting damage assessments, and informing incident critiques such as AARs. Some of the important information to capture includes:

- Tracking costs, analyzing cost data, making estimates, and recommending cost savings measures
- Analyzing, reporting, and recording financial concerns resulting from property damage, responder injuries or fatalities at the incident
- Managing financial matters concerning leases and vendor contracts
- Managing administrative databases and spreadsheets for analysis and decision making
- Recording time for incident personnel and leased equipment



To the maximum extent possible, standardized ICS forms will be used to capture information.

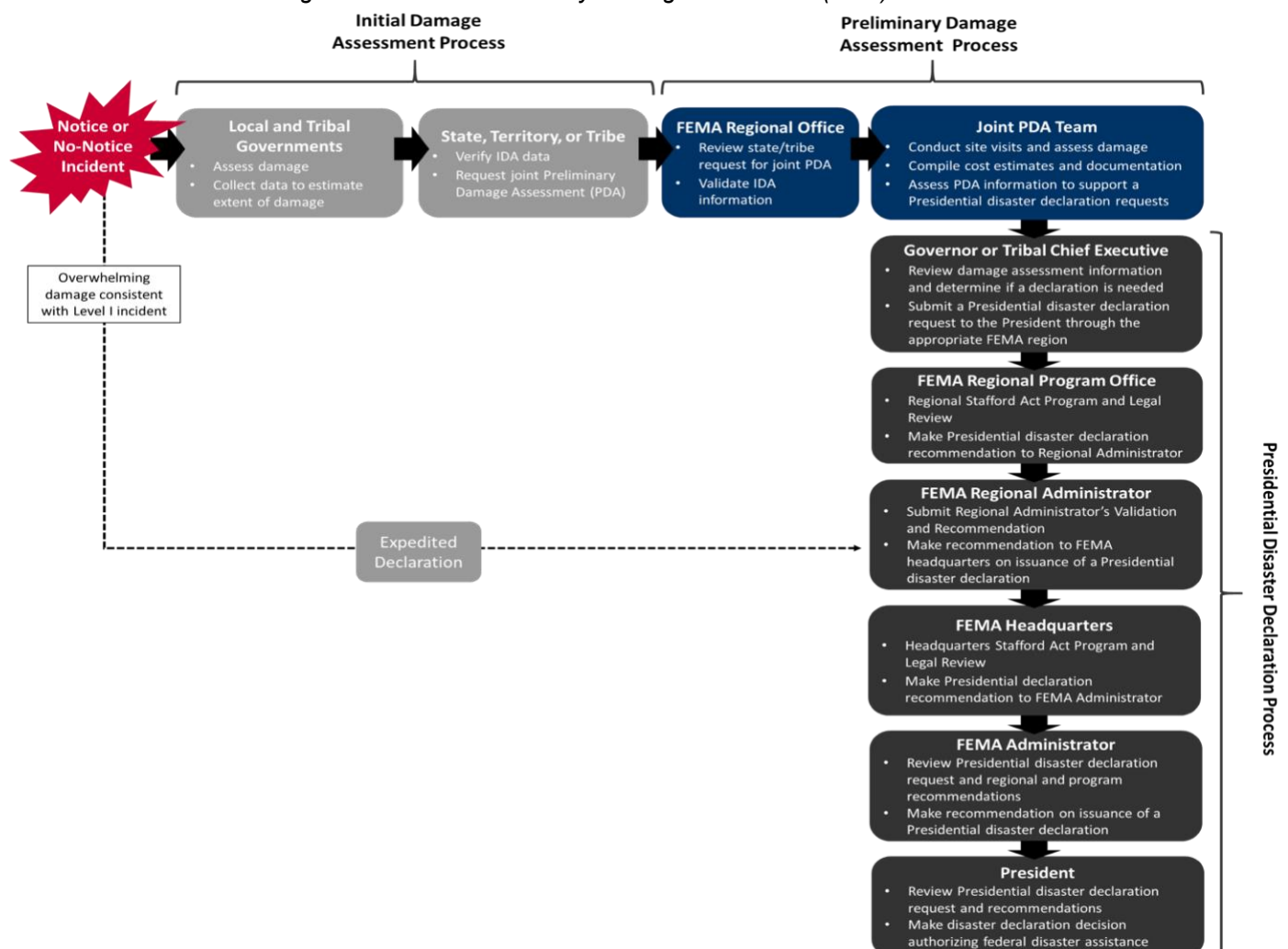
After each event, respective Town departments will be responsible for maintaining historical records. For example, while the EOC Management Section will designate a point of contact to maintain such overall records as the after-action report, the Town's Finance Department would maintain the financial records pertinent to the event.

### 3.3 Damage Assessment

Damage Assessment is the process of identifying and quantifying damages that occur as a result of a disaster. The objective of the damage assessment is to provide situational awareness to the EOC about the state of critical and essential functions to help facilitate the move from response into recovery. It also facilitates the decisions to appropriately direct resources and teams. Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance.

The activities involved in FEMA's Preliminary Damage Assistance (PDA) process are provided in the following diagram. Additional details on the steps, types and chronological breakdown on the activities of damage assessments can be found within **Annex D – Recovery and Mitigation**.

Figure 8 FEMA's Preliminary Damage Assistance (PDA) Process



## 3.4 Documenting and Reporting Damage Assessments

### 3.4.1 Reporting

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

### 3.4.2 Windshield Survey

Field units report hazards or major damage to the assigned EOC Operations Section Chief or designee via phone or radio.

### 3.4.3 Safety Assessment

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

Within California, Cal OES manages the Safety Assessment Program (SAP), which utilizes volunteers and mutual aid resources to assist local government evaluate damage to the built environment following a disaster.

### 3.4.4 Detailed Damage Assessment

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

### 3.4.5 Engineering Evaluation

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

### 3.4.6 Documentation

Police, Fire and Public Works field units conduct the Windshield Surveys and document their findings. The information may be reported verbally to the EOC, or to the appropriate Law, Fire or Public Works representative who in turn records the information.

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

# Basic Plan

Section I: CONOPS

Section II: Response

Section III: Recovery

Section IV: Mitigation

Section V: Preparedness

Section VI: Plan  
Development

# Section IV: Mitigation

## 4.1 Mitigation Overview

The Town participates in several mitigation activities and programs to protect its community and increase its resilience. Many of these projects include coordination with Town agencies as well as jurisdictional partners. Between the efforts described below and those not included in this EOP, the Town of Paradise is endeavoring to become a more resilient community.

### 4.1.1 Local Hazard Mitigation Planning

The 2019 update of the Butte County LHMP involved 16 jurisdictions including the County and its cities. The Town, Paradise Irrigation District (PID), and Paradise Recreation and Park District also participated in the 2019 revisions. Success from previous mitigation actions include:

- Paradise Pines Property Owners Association Village Office survived the Camp Fire due to fuels reduction work done 2007 and in 2018.
- In the spring of 2018, the Butte Fire Safe Council, in coordination with numerous partners, treated 176 acres of timber. When the Camp Fire came through, it did minimal damage to this area, protecting Paradise Lake which provides drinking water to this area of the County.
- Due to numerous factors, including climate change, both the severity and costs from natural, technological, and human-caused hazards continues to increase nationwide. Accordingly, the Town of Paradise actively pursues effective ways to reduce both its vulnerability to and consequences of disaster events.
- Table 8 is a subset of hazards from the 2019 LHMP that are both likely, the magnitude/severity is “critical” or “catastrophic,” the significance is “medium” or “high” for the Town of Paradise.

*Table 8 Butte County 2019 LHMP Worst Most Likely Natural Hazards*

Hazard	Geographic Extent	Likelihood of Future Occurrences	Magnitude/Severity	Significance
Wildfire	Extensive	Highly Likely	Catastrophic	High
Floods: 100/200/500 year	Significant	Likely	Critical	High
Severe Weather: Wind and Tornado	Extensive	Highly Likely/Likely	Critical	Medium
Drought & Water shortage	Extensive	Likely	Critical	Medium
Landslide, Mudslide, and Debris Flow	Significant	Likely	Critical	Medium

The Town of Paradise Annex to the LHMP identified the following hazards as priorities for the purpose of developing mitigation actions:

- Drought and Water Shortage
- Earthquake and Liquefaction
- Floods: Localized Stormwater
- Invasive Species: Pests/Plants
- Landslide, Mudslide, and Debris Flow Severe Weather: Extreme Heat
- Severe Weather: Freeze and Winter Storm

- Severe Weather: Heavy Rain and Storms (Hail, Lightning, Wind)
- Severe Weather: Wind and Tornado
- Wildfire

The Town of Paradise had 19 mitigation actions outlined in the Butte County LHMP to address multi-hazard events, flooding, landslide/mudslide/debris flow, and/or wildfire. Each of these actions relate to one of the following:

- Prevention
- Public information
- Emergency services public information
- Property protection
- Natural resource protection
- Structural projects

For detailed information on the Town of Paradise's mitigation strategies, refer to **Butte County 2019 LHMP–Annex E**.

# Basic Plan



Section I: CONOPS

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# Section V: Preparedness

## 5.1 Preparedness Planning

The Town maintains several emergency plans as supporting components of the Town EOP. The table below provides the titles and point of contact for each DOP:

*Table 9 DOP Matrix*

DOP Matrix			
<i>Plan Title</i>	<i>Department</i>	<i>Point of Contact (Name, Title)</i>	<i>Contact Information (Phone, Email)</i>
Town of Paradise Emergency Operations Plan	Town Manager	Colette Curtis	<a href="mailto:ccurtis@townofparadise.com">ccurtis@townofparadise.com</a>
General Plan Safety Element	Community Development Director	Susan Hartman	<a href="mailto:shartman@townofparadise.com">shartman@townofparadise.com</a>
Town Evacuation Plan	Public Works / Engineering	Marc Mattox	<a href="mailto:mmattox@townofparadise.com">mmattox@townofparadise.com</a>
Major Winter Snowstorm Emergency Action Plan	Public Works / Engineering	Marc Mattox	<a href="mailto:mmattox@townofparadise.com">mmattox@townofparadise.com</a>
Snow and Ice Control Plan	Public Works / Engineering	Marc Mattox	<a href="mailto:mmattox@townofparadise.com">mmattox@townofparadise.com</a>
Community Wildfire Protection Plan – Battalion #8	Paradise Fire	Garrett Sjolund	<a href="mailto:Garrett.sjolund@fire.ca.gov">Garrett.sjolund@fire.ca.gov</a>

Town government conducts a wide array of emergency planning activities, as documented in the following table:

*Table 10 Planning Activities*

Planning Activities			
<i>Activity Name</i>	<i>Activity Frequency</i>	<i>Point of Contact (Name, Title)</i>	<i>Contact Information (Phone, Email)</i>
Ridge Emergency Planning Group	Monthly Meetings	Jim Broshears	<a href="mailto:jbroshears@townofparadise.com">jbroshears@townofparadise.com</a>
Transportation Master Plan Planning Group	TBD	Marc Mattox	<a href="mailto:mmattox@townofparadise.com">mmattox@townofparadise.com</a>

Emergency readiness cannot be conducted within a vacuum. The Town is responsible for working with all Town departments, special districts and allied agencies that are considered a component of the Town Emergency Organization. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

The Town Manager is the Town government's lead agent for day-to-day mitigation, preparedness, response, and recovery activities. Non-emergency functions include:

- Planning, training and exercise development
- Preparedness presentations
- Interagency coordination
- Hazard assessment
- Development of preparedness and mitigation strategies
- Grant administration
- Support to the Town's response agencies.

### 5.1.1 Community Preparedness and Awareness

The Town conducts several initiatives to engage the public and its community in emergency preparedness efforts through awareness events and trainings. Below are informational pages the Town maintains to keep the community prepared:

*Table 11 Community Preparedness and Awareness Resources*

Community Preparedness and Awareness Resources	
Resource Title	Content
CODE RED	Community notifications system where, upon enrollment, members of the community will be notified by the local emergency response team in the event of emergencies or critical community incidents. Examples include evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.
Citizen Planning Guide for Disaster Preparedness	This guide provides community members with an overview of general preparedness activities each community member can take prior to an emergency incident. The guide also includes hazard-specific scenarios, with preparedness and response recommendations for hazards such as winter storms, severe winds or power outages, wildfires, and heatwaves among others.
Disaster Recovery and Capital Improvement Program Projects	This webpage includes a map of all disaster recovery and capital improvement program projects in the Town of Paradise.
Ember Awareness Checklist	The Ember Awareness Checklist provides community members with a step by step list of actions they can take to protect their home in the event of a wildfire.

Community Preparedness and Awareness Resources	
Resource Title	Content
North Valley Animal Disaster Group	This group provides evacuation and sheltering information for animals during a disaster. The group provides a brochure with best practices before, during, and after an evacuation or disaster.

These resources are made available via the Town website under Community Resources: Emergency Services Information. The Town website is committed to conforming with the Web Content Accessibility Guidelines (WCAG), which is compatible with browsers and assistive technology.

This plan does not substitute government services for individual responsibility. Citizens are expected to take steps to ensure they are aware of and following developing emergency events and take appropriate steps to respond in a safe and timely manner. Since the Town's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should prepare for the potential they will need to be self-sufficient following a disaster. The Town will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

### 5.1.2 Preparedness Actions

The Town took part in the Butte County Multi-Jurisdictional Hazard Mitigation Plan Update by convening a working group to identify hazards and a mitigation action plan to be incorporated into the County Plan. This initiative incorporated public review and community engagement activities to ensure preparedness actions are a priority for the region. For more detail regarding the mitigation actions the Town has integrated as part of its preparedness actions, refer to **the Butte County Local Hazard Mitigation Plan –Annex E**.

## 5.2 Readiness Training and Plan Exercises

The **Town Manager or designee** will develop and execute a comprehensive training and exercise program for emergency management topics on an annual basis. The established training and exercise schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the State SEMS and Federal NIMS training requirements and exercise activity will follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidance. A full training and exercise schedule can be found in the Town **Integrated Preparedness Plan**.

The Town Manager's Office will notify holders of this plan of training opportunities associated with emergency management and operations. Individual Town departments and agencies within the Town of Paradise are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

Together, the trainings and exercises maintained and executed by the Town test elements of this plan. Areas for improvement are identified through an after-action process, including the development of corrective actions as necessary.

Overall, these activities establish a framework for cross-departmental coordination with Town stakeholders to improve preparedness as aligned with all-hazard and whole community emergency management principles.



Section I: CONOPS

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# Section VI: Plan Development and Maintenance

## 6.1 Plan Development and Maintenance Responsibility

This plan is developed under the authority conveyed to the **Town Manager or designee** in accordance with the Town's Disaster Council who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

## 6.2 Review and Updating

This plan and its supporting documents or annexes, such as Continuity of Operations, Direction and Control or Recovery, will be reviewed every two years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the **Town Manager or designee**, reviewed and distributed for comment on as needed. Elements of this plan may also be modified by the **Town Manager or designee** any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

## 6.3 Record of Distribution

The following is a list of individuals and organizations that have received a copy of the EOP.

Record of Distribution		
Copy #	Agency/Organization	Date of Transmittal



# Appendices





# Appendices

## **Supplemental Documents**

Glossary of Terms

Acronyms

References

Emergency Proclamations Example

Emergency Management Systems

Job Role Cards

## **Functional Annexes**

Annex A: EOC Operations

Annex B: Continuity of Operations and Continuity of Government

Annex C: Communications and Warning

Annex D: Recovery and Mitigation

## **Hazard Specific Appendices**

Flood/Dam Failure

Severe/Extreme Weather

Wildfire/Urban Interface

Earthquake and Liquefaction

Hazardous Materials Incidents

Landslide, Mudslide, and Debris Flow

Invasive Species

Public Health/Epidemics

Transportation Incident

Terrorism

Civil Disorder and Violent Encounters



*Response*



*Recovery*



# Town of Paradise

## Emergency Operations Plan

### Functional Annexes



*Mitigation*



*Preparedness*

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# ANNEX A: EOC Operations

## Introduction

The Town of Paradise Municipal Code, Chapter 2.40 – Emergency Organizations, establishes an emergency organization and local disaster council. The municipal code provides for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency. When there is an immediate threat or actual emergency, the Town of Paradise will implement emergency plans and take actions to mitigate or reduce the emergency threat. Actions may include deploying field-level emergency response personnel and activating the Emergency Operations Center (EOC) and issuing orders to protect the public. All accessible and applicable local, state, and federal resources will be committed to protect lives, property and the environment. This annex is dedicated to the overall Direction and Control of the emergency or disaster as it pertains to the Emergency Operations Center (EOC).

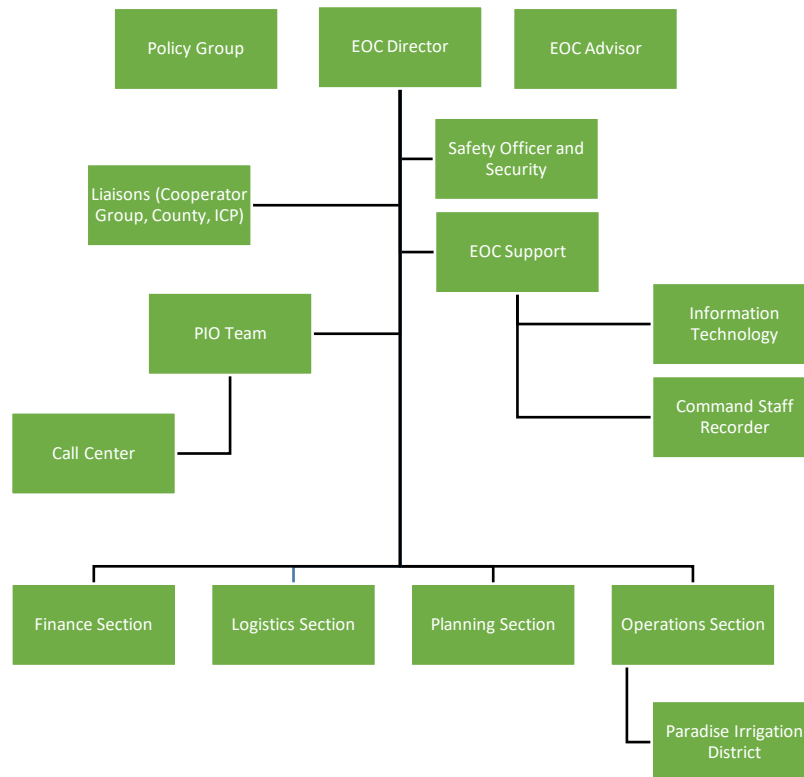
## Town of Paradise Emergency Management Organization

### Town of Paradise SEMS Organization

The Town of Paradise operates an EOC staffed by personnel from town departments and allied agencies. The EOC team is organized around the five functions (Management, Operations, Planning/Intelligence, Logistics, Finance/Administration) of the Standardized Emergency Management System (SEMS). Town personnel staff the positions to ensure coordination. Please see **Figure 1 – Town of Paradise EOC SEMS Organizational Chart**.

Consistent with SEMS, the Town EOC organizational structure develops in a modular fashion, based upon the type and size of the incident. The EOC staff builds from the top down.

Figure 1 – Town of Paradise EOC SEMS Organizational Chart provides a notional EOC organization.



## Concept of Operations

During a disaster or emergency, the Town of Paradise Emergency Operations Center (EOC) will support field response operations within the town. The EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process, identifying, and implementing specific objectives for each operational period.

## EOC Locations

Within Paradise, the various departments and agencies throughout the town are responsible for conducting normal day-to-day operations. When a major emergency or disaster strikes, the EOC is the location from which centralized emergency management will be performed. The EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. Departments with critical response functions may activate their own Department Operation Centers (DOC) which act as conduits of information between field operations and the EOC. The DOC is the location from which individual departments coordinate and control their own resources and response actions specific to that department.

The 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 Town of Paradise 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, from the town departments, county, state, 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.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency and requesting resources from outside of the town.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Butte Operational Area Emergency Operations Center (OA/EOC).
- Providing emergency information and instructions to the public, making official releases to the news media and scheduling of press conferences as necessary.

### EOC Facility Location - Primary

EOC Facility	Address
Primary EOC facility	Town Hall - 5555 Skyway, Town of Paradise

The Primary EOC offers the following facilities for use during major emergencies:

- Dedicated operating space
- Extensive telephone and information management capabilities
- Electronic display processing capabilities
- Radio communications capabilities
- Office support facilities
- Dedicated task work areas
- Auxiliary power generator capability
- Adequate parking for personnel
- Adequate restroom/kitchen facilities
- Joint Information Center/Media Briefing Room

Geographic Information Systems Planning Room



## EOC Layout

Placeholder for Town to add a graphic of the EOC layout.

## EOC Facility Location – Alternate

EOC Facility	Address
Alternate EOC Facility	Chico Fire Department - Training Center 1466 Humboldt Road, Chico, CA, 95928

## Emergency Operations Center Activation

Table 1 EOC Activation Checklist

EOC ACTIVATION CHECKLIST	
	Activate the Town Emergency Operations Center (EOC) by assuming the role of Incident Commander. Use the Incident Commander's Job Aid in the Supplemental Documents section. The primary EOC is located at <b>Town Hall 5555 Skyway</b> .
	Establish the level of activation with the <b>Town Manager's Office</b> . Use guidance provided in Section 2.3 of the Basic Plan (initial activation may change as incident changes).
	Use <b>CodeRED</b> to send an EOC Activation notification to staff.
	Ensure there is an Emergency Operations Plan (EOP) with position job aids, along with paper, pens, and message forms (ICS Form 213) and Unit Log (ICS Form 214) at each workstation.
	Use ICS Form 211s for sign-in purposes. These will be provided at the EOC or electronically as needed.
	Contact Butte County and notify them that the Town EOC is activated.
	Post the EOC staffing chart. Use ICS Form 203, Organization Assignment List.
	Begin to develop situational awareness about the extent and severity of the incident.
	Initiate preparation of the Incident Briefing, ICS Form 201.

## EOC Activation Responsibility

The Town Manager administers and directs the Town Emergency Management Organization. During an emergency when the EOC is activated or there is the potential for activation, the Town Manager manages and directs all aspects of the town's response and recovery operations and will be responsible for facilitating the overall physical set-up, functionality and close-out of the EOC.

If EOC activation is warranted, the first EOC staff member to arrive begins set-up procedures. The Town Manager or designee makes all decisions regarding the level and scope of EOC operations. The scope and nature of the emergency, current conditions, and potential concerns dictate the level of EOC operations and staffing requirements.

Upon activation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC staff or town officials, and those persons having legitimate business in the EOC. Authorized EOC staff and visitors shall be issued identification for EOC access. The identification shall distinguish the bearer as a member of the EOC team or as a visitor.

## **1Town EOC Roles and Responsibilities**

The Town of Paradise Emergency Operations Plan (EOP) will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

### **Management Section**

The Town Manager or designee leads the Management Section and is responsible for the overall management of EOC operations to address the impacts of an emergency directly upon the town and assessing conditions outside the town, which have the potential for affecting local resources. Additionally, the Town Manager or designee is responsible for directing the creation of an EOC Action Plan and the overall strategic direction of response, including appropriate mutual aid liaison activities.

#### *Management Staff*

Assisting the Town Manager or designee is the Management Staff. The Management Staff is responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions within selected areas of responsibility. When fully activated the EOC Management Staff includes the following:

#### *Emergency Operations Center (EOC) Director*

The EOC Manager is responsible for disaster operations and will remain at the EOC to observe and direct all operations during the emergency. The EOC Director will ensure the safety of staff and others within the EOC during its operation/activation. **The Town Manager is responsible for staffing this position.** The Deputy Town Manager shall serve as an alternate for this position.

#### *Public Information Officer (PIO)*

The PIO is directly responsible for managing Emergency Public Information activities within the EOC and in support of all Town Emergency Public Information operations. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (Rumor Control and activation of the Paradise Information Center) within the EOC or a Joint Information Center (JIC) if established, or at a field incident command post. **The responsible town department staffing this position is the Town Clerk's Office.**

#### *Legal Affairs Officer*

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Council on all emergency management issues and concerns. **The responsible town department staffing this position is the Town Attorney.**

#### *Liaison Officer*

The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the Town EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. **The responsible individuals/agencies staffing this position are designated by the EOC Director based on the incident.**

## *Safety & Security Officers*

The Safety & Security Officers are responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner. **The responsible town departments staffing these positions are the Human Resources for security and the Town Manager's office for safety, if activated.**

## **Operations Section**

The Operations Section, an element of the EOC General Staff is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- Manage operational elements of approved Emergency Action Plan (EAP).
- Support Department Operations Centers (DOC) and field incident commands (if DOCs not activated) and associated response activities.
- Coordinate and liaise with DOCs for reporting status information to the EOC for action planning and situation reporting purposes.
- Liaise with designated Mutual Aid Coordinators.
- Coordinate incident response assets (in accordance with the approved Action Plan) regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).
- Assess the emergency within the town or in nearby jurisdictions that affect local government's response organizations.

This section is composed of several functional groups, each with its own functional coordinator. Some or all of the functions may be involved in an incident response.

The Operations Section will be coordinated by the EOC Director and they will activate those functions deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with town or allied-agency personnel.

- Law Enforcement Branch – **Police Department**
- Fire and Rescue Branch – **Fire Department**
- Public Works Branch – **Public Works Department**

## **Planning/Intelligence Section**

The Planning/Intelligence Section, an element of the EOC General Staff, collects and analyzes incident data relating to hazards, damage, operations, and other problems. This section becomes the organizational focus for all information or intelligence analysis and advanced planning relative to the incident or emergency.

The Planning/Intelligence Section is divided into several units. Within those units, the following emergency support functions are organized and performed as part of the Planning/Intelligence Section.

- Situation Status Unit
- Action Planning Unit
- Resource Status Unit
- Documentation Unit
- Advanced Planning Unit

- Technical Specialists Unit
- Demobilization Unit

**This section will be staffed by the Development Services Department** as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### Logistics Section

The Logistics Section is responsible for coordinating the provision of a broad assortment of procurement, service, maintenance, communication, and information technology services in support of the town's emergency management activities during a disaster.

The Logistics Section is divided into several branches. Within those branches, the following emergency support functions are organized and performed as part of the Logistics Section.

- IT and Communications Branch
- Facilities Branch
- Personnel Branch
- Procurement Branch
- Transportation Branch
- Care and Shelter Branch

**The section will be staffed by Administration, Human Resources, Town Manager's Office and Public Works**, as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### Finance/Administration Section

This section is responsible for the financial management of an operation, including payment for equipment, supplies, and services. It is also responsible for maintaining and monitoring response costs, personnel time-keeping records, and for providing administrative support to the EOC. The following functions are the responsibility of the Finance Section.

- Cost Recovery Unit
- Compensation and Claims Unit
- Fiscal Unit

**The section will be staffed by Finance and other town departments as directed by the EOC Director** as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

### Communications

Communications within the EOC are accomplished using the most expedient and appropriate means possible (usually in person). Each EOC position has a telephone available for communicating directly with EOC staff members, outside agencies, or field forces. Radios may also be used for direct communications with field forces or outside agencies. Key decision-makers and certain EOC staff will be issued portable radios. Regardless of the medium used, all significant communications shall be recorded on the EOC unit/activity log (ICS 214).

## EOC Reporting

EOC reports will be made on a schedule developed by the EOC Director or as needed; Standard reports include EOC Action Plans and Situation Reports.

### *Initial EOC Briefing*

Initial EOC Briefings are used to begin the Action Planning process and provide incoming EOC staff with situational awareness of the incident. Initial EOC briefing should be developed using an The Incident Briefing (ICS 201). The ICS 201 contains basic information regarding the incident situation and the resources allocated. It also serves as an initial action worksheet.

### *Situations Reports*

Situation Reports are brief descriptions of the emergency impacts, actions taken or in progress and, resources assigned. They are prepared for specific time periods or as required based on the incident.

- Upon activation, the EOC Management and Planning staff will determine a schedule for issuing Situation Reports.
- Use the form contained in [REDACTED] for Situation Reports. Situation Reports will be prepared by the Situation Unit in the Planning Section, reviewed by the Planning and Operations Section Chiefs and approved by the EOC Director. Situation reports are posted in the EOC and transmitted via radio, the internet, RACES or FAX. The Documentation Unit will file all Situation Reports.

### *Documentation*

Unit/activity logs are used to record significant events, communications and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit/activity log (ICS 214).

All copies of reports, SEMS forms, and logs must be submitted to the Planning/Intelligence Section, Documentation Unit, prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).

### *Status Boards*

Status Boards are erasable boards located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

### *EOC Reporting Systems*

The current systems used to communicate information during an EOC activation include telephone, email, text message, and Microsoft Teams.

## EOC Deactivation

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, may decide to deactivate the EOC.

### *Deactivation Triggers*

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:



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

#### *Procedure for Deactivation*

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including time
- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications

#### *Deactivation Notifications*

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

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

## **EOC Action Planning and Situation Reporting**

This section provides a description of the action planning process used by the Town EOC operations.

### **Development of the Action Plan**

The ICS emphasizes orderly and systematic planning. The Action Plan is the central tool for planning during a response to an emergency. The Action Plan is prepared by the Planning & Intelligence Section Chief with input from the appropriate sections and units of the EOC. It should be written at the outset and revised continually throughout the response.

Incidents vary in their type, complexity, size and requirements for detailed and written plans. An initial response for an incident that is readily controlled may not require a written Action Plan. However, larger, more complex incidents will require an Action Plan to coordinate activities. The level of detail required in an Action Plan will vary according to the complexity of the response. The Action Plan process ensures timely and coordinated development of situational awareness, objectives, tactics, planning, execution and assessment of, and for emergency response.

The following outlines the process required to develop an Action Plan. Following the steps below will allow effective development of an Action Plan, while minimizing the time required to do so.

### **General Responsibilities of the Planning & Intelligence Section**

The Planning & Intelligence Section Chief should review with the EOC Director and General Staff the following responsibilities associated with the development of the Action Plan prior to the planning meeting.

#### *EOC Director*

- Provide general incident objectives and strategy
- Provide direction or overall management and strategy

- Approve the completed Action Plan by signature

*Planning & Intelligence Section Chief*

- Conduct the planning meeting and operation shift briefing
- Coordinate preparation of the Action Plan

*Operations Section Chief*

- Determine resource requirements
- Determine tactics
- Determine work assignments for operations personnel

*Logistics Section Chief*

- Establish the procedure for resource ordering
- Ensure that the Logistics Section can support the Action Plan

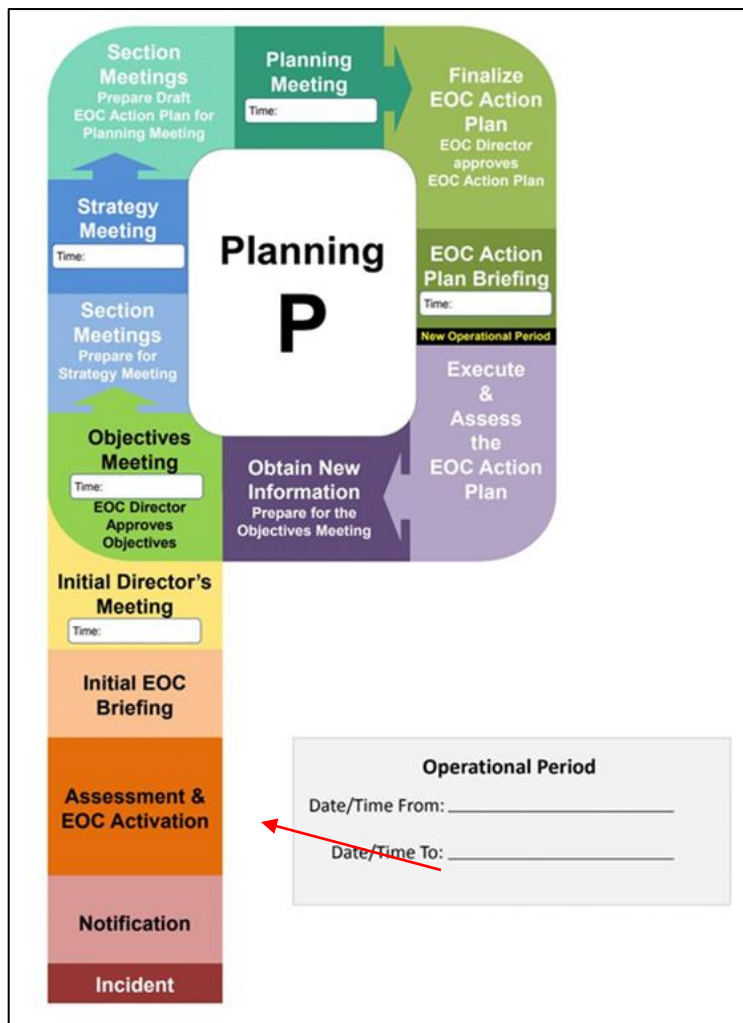
*Finance Section Chief*

- Provide cost implications of incident objectives as required
- Ensure that the Action Plan remains within the financial limits established by the EOC Director

## The Planning Cycle

Action Plan development involves nine steps. Once the initial response is complete, an eight-step process is repeated for each operational period.

### 1. Initial Response



The planning cycle should begin immediately after the event. The initial response to the event, at the EOC level, will be to activate the EOC. Based on the initial assessment of the emergency, the EOC Director or Planning & Intelligence Section Chief will provide an Incident Briefing using an ICS Form 201. A template for conducting the Initial Meeting is provided in **Figure 2**.

The ICS Form 201 should include information on potential operational objectives, the current state of situational awareness, resources employed and deployed and significant actions.

*Figure 2: Initial Meeting Template (one-time only)*

<b>Facilitator:</b>	EOC Director or Planning & Intelligence Section Chief
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Review and/or Update EOC Objectives and Action Plan</li> <li>Establish Operational Periods</li> </ul>

	<ul style="list-style-type: none"> <li>Identify Conditions, Action and Needs (CAN)</li> </ul>	
<b>Attendees:</b>	Management and General Staff (Section Chiefs / Coordinators and above) (Add members as required)	
1.	Bring meeting to order, conduct roll call and cover ground rules EOC Management, General Staff and others) (Plans)	<input type="checkbox"/>
2.	Discuss situation as obtained from field and other EOCs/DOCs (Plans)	<input type="checkbox"/>
3.	Review and/or Update Objectives and/or stock Action Plan (Plans)	<input type="checkbox"/>
4.	CAN Reports (Conditions, Actions, Needs) <ul style="list-style-type: none"> <li>Management (Director)</li> <li>Operations (Operations Chief/Coord)</li> <li>Logistics (Logistics Chief/Coord)</li> <li>Finance (Finance Chief/Coord)</li> <li>Planning &amp; Intelligence (Planning &amp; Intelligence Chief/Coord)</li> </ul>	<input type="checkbox"/>
5.	Establish Operational Periods (Director)	<input type="checkbox"/>
6.	Review and/or establish timing of coordination meetings (e.g., Objectives Meeting, Strategy Meeting, Planning Meeting)	<input type="checkbox"/>
7.	Roundtable and Closing Comments (All)	<input type="checkbox"/>
8.	Adjourn (Plans)	<input type="checkbox"/>

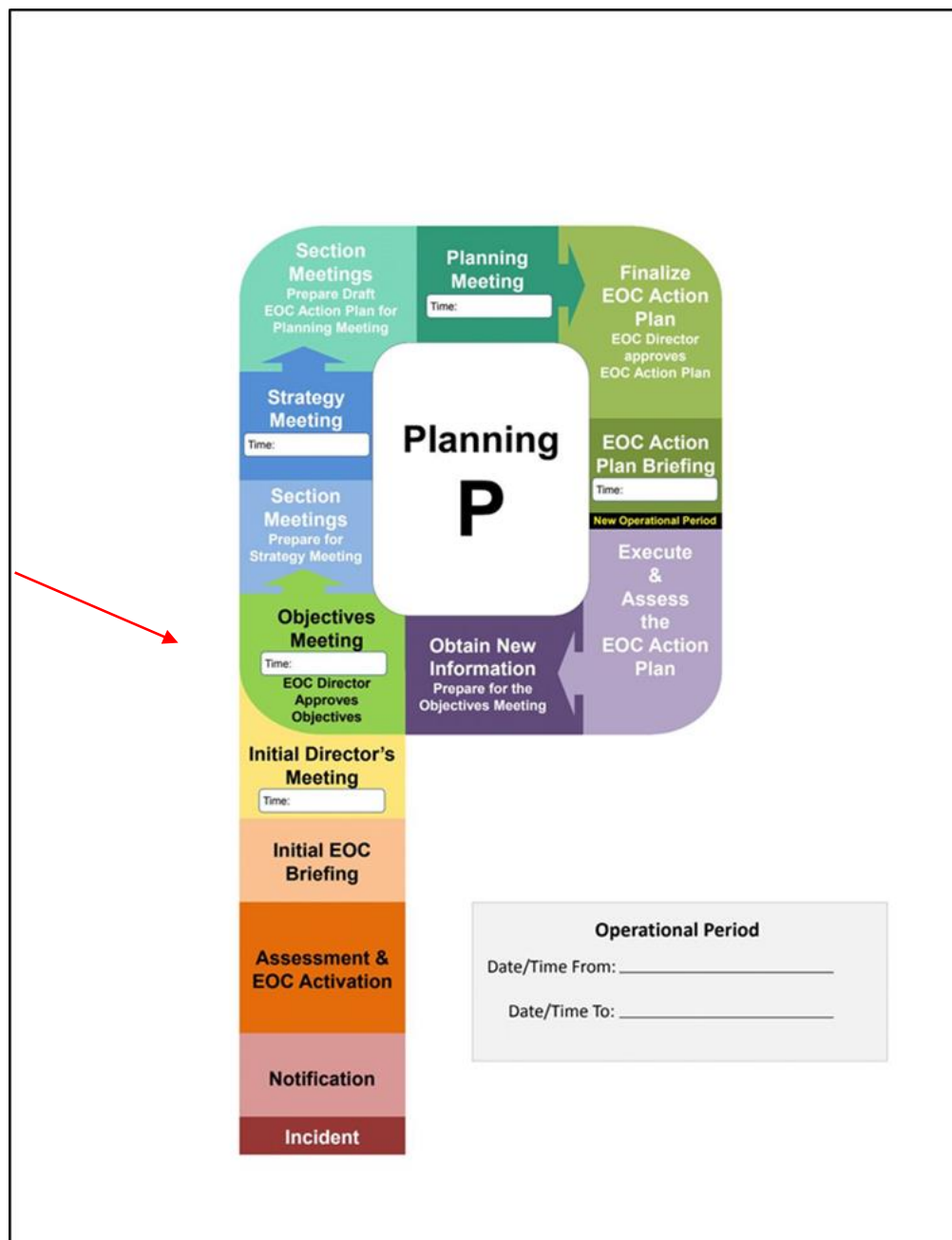
**Outcome(s): Set the pace for the Action Planning process**

**Next Step(s):**

Prepare for the Objectives Meeting

Objectives Meeting time: \_\_\_\_\_ **2. Set Incident**

**Objectives/Objectives Meeting**



Before finalizing the Incident Objectives, the EOC Director will provide a draft copy to the Operations Section Chief. The Operations Section Chief should ensure that the Incident Objectives are understood and that they are realistic.

After discussion, the Incident Objectives are written on ICS Form 202 and delivered to the Operations Section Chief, Planning & Intelligence Section Chief, PIO and Liaison Officer to inform them of the strategy for the next shift. The Planning & Intelligence Section Chief then prepares for the Tactics Meeting.

#### *Guidelines for the EOC Director on Setting Goals and Objectives*

Setting or reaffirming goals and objectives at the beginning of each shift is the duty of, and must be a top priority for, the EOC Director.

Three important guidelines:

1. Goals and objectives must be clearly stated, understood and measurable so that the EOC Team may determine the extent to which goals and objectives are accomplished during the current operations shift.
2. Goals and objectives must be attainable given the people, equipment and supplies available during that operations shift.
3. Goals and objectives must be broad and flexible enough for the Operations Section Chief to achieve them the best way possible.

*Figure 3 Objectives Meeting Template*

<b>Facilitator:</b>	Planning & Intelligence Section Chief	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Assess previous objectives to determine carry-over items</li> <li>• Identify and prioritize EOC Objectives for the NEXT OPERATIONAL PERIOD</li> <li>• Discuss and resolve limitations in supporting EOC Objectives</li> </ul>	
<b>Attendees:</b>	Operations, Logistics, Finance, Planning & Intelligence, Safety Officer, EOC Coordinator (Add members as required)	
1.	Bring meeting to order, conduct roll call and cover ground rules (EOC Management, General Staff and others)	<input type="checkbox"/>
2.	Discuss current situation and assess previous objectives to determine carry-over items	<input type="checkbox"/>
3.	Establish and prioritize EOC Objectives for the NEXT OPERATIONAL PERIOD <ul style="list-style-type: none"> <li>• Management (EOC Coordinator)</li> <li>• Operations (Operations Chief/Coord)</li> <li>• Logistics (Logistics Chief/Coord)</li> <li>• Finance (Finance Chief/Coord)</li> <li>• Planning &amp; Intelligence (Planning &amp; Intelligence Chief/Coord)</li> </ul>	<input type="checkbox"/>
4.	Discuss needs for additional plans (e.g., Evacuation Plan, Traffic Plan, etc.)	<input type="checkbox"/>
5.	Roundtable and Closing Comments (All)	<input type="checkbox"/>
6.	Adjourn (Plans)	<input type="checkbox"/>

**Outcome(s): A set of EOC Objectives for the NEXT OPERATIONAL PERIOD**

**Next Step(s):**

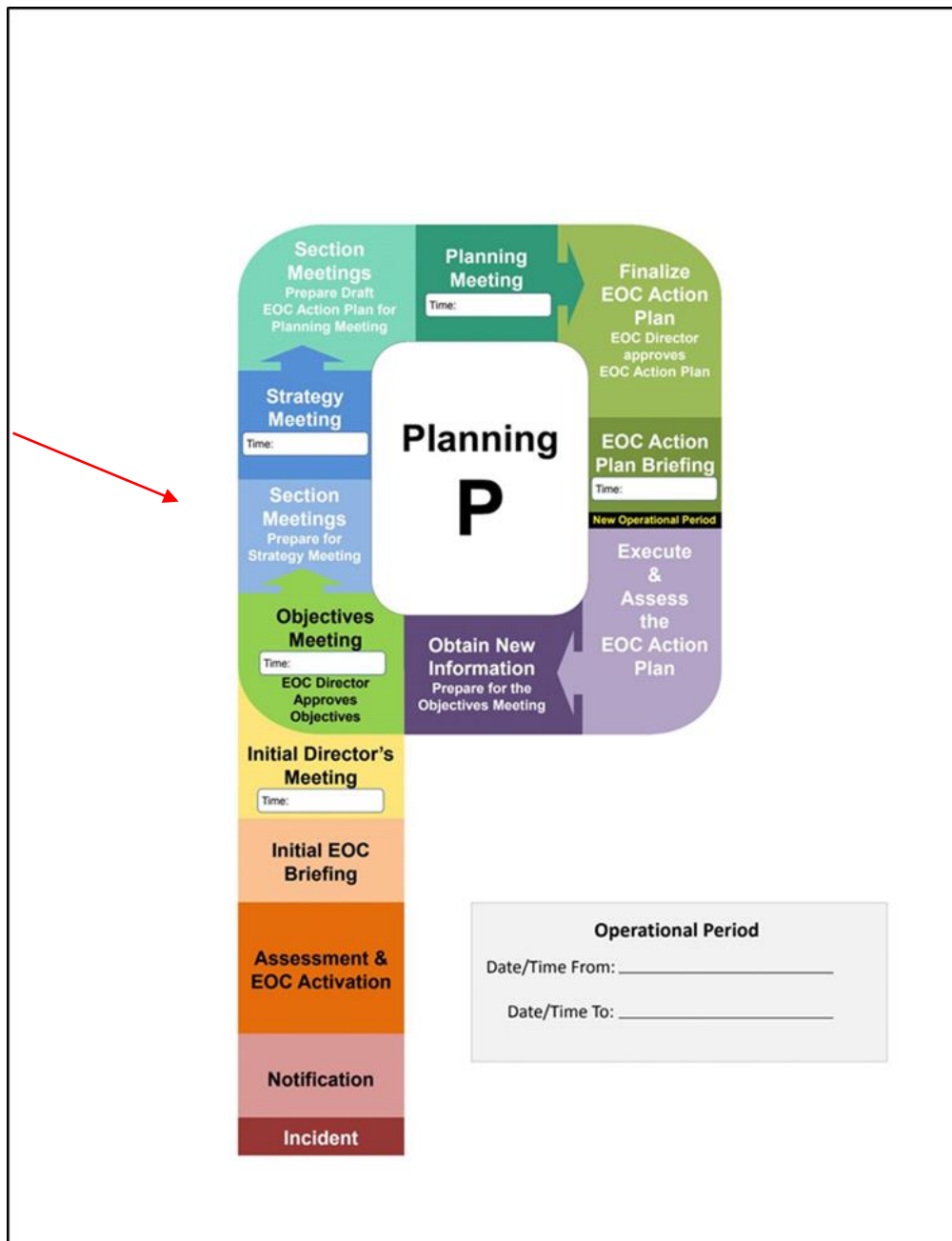
EOC Director approves EOC Objectives

Section Meetings to Prepare for the Strategy Meeting

Strategy Meeting time: \_\_\_\_\_

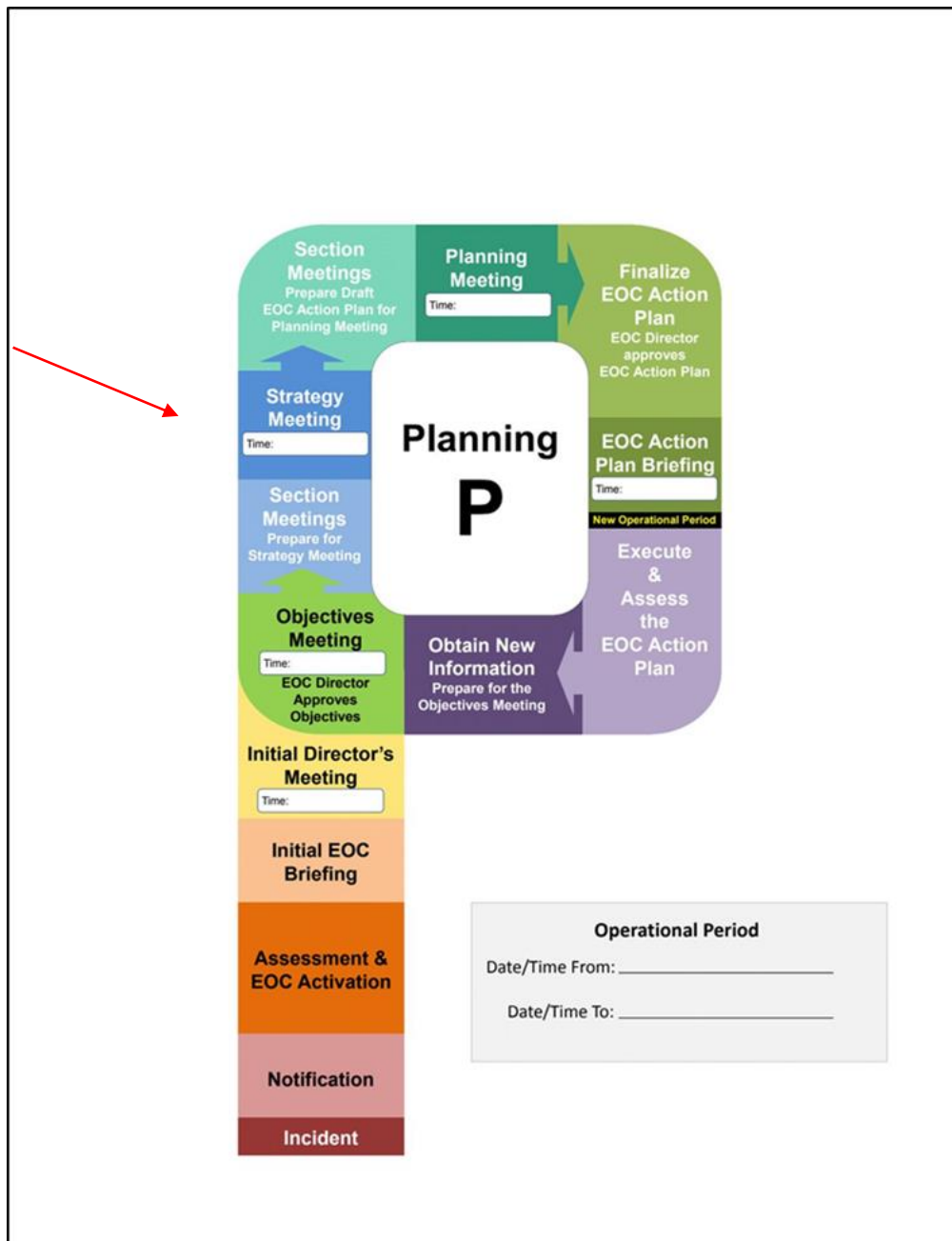
**3. Command and General Staff Section Meetings/Preparing for the Strategy Meeting**





ICS Form 201, Incident Briefing Form and/or ICS Form 209 Incident Status Summary Form, are reviewed by Section Chiefs with their staff and other appropriate EOC Team members. The EOC Director will update the initial objectives if warranted. Upon review, the Planning & Intelligence Section Chief will provide the necessary alternatives and strategies before the Strategy Meeting begins.

#### 4. Strategy Meeting



The Operations Section Chief, Safety Officer, Logistics Section Chief and Logistics Section Unit Leaders attend the Strategy Meeting. The Operations Section Chief leads the Strategy Meeting.

Resource availability and prioritization are reviewed. Resource assignments to support field elements will consist of the kind, type and number of resources available and required to achieve the objectives for the Operational Period. If the required resources will not be available, then an adjustment should be made to the strategy being planned. It is critical that, to the extent possible, resource availability and the availability of other required support be determined in advance of determining strategies for tactical operations.

The ICS Forms 215, Operational Planning Worksheet and 215A, Incident Safety Analysis, are used to document the Tactics Meeting. These forms should be completed at least one hour prior to the Planning Meeting. **Figure 4** provides a template for the Strategy Meeting.

*Figure 4 Strategy Meeting Template*

<b>Facilitator:</b>	Operations Section Chief	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Ensure the EOC Action Plan supports the EOC Objectives</li> <li>• Address and resolve coordination or support issues</li> <li>• Identify resources to address limitations</li> <li>• Finalize strategies and responsibilities for the NEXT OPERATIONAL PERIOD</li> </ul>	
<b>Attendees:</b>	Operations, Logistics, Logistics Units, Planning & Intelligence, Safety Officer, EOC Coordinator (Add members as required)	
1.	Bring meeting to order, conduct roll call and cover ground rules (Planning & Intelligence)	<input type="checkbox"/>
2.	Review current and projected situation (Planning & Intelligence)	<input type="checkbox"/>
3.	Review Approved EOC Objectives (Planning & Intelligence)	<input type="checkbox"/>
4.	Review Draft Strategies (consider resource needs and staffing levels) <ul style="list-style-type: none"> <li>• Management (EOC Coordinator)</li> <li>• Operations (Operations Chief)</li> <li>• Logistics (Logistics Chief)</li> </ul>	<input type="checkbox"/>
5.	Identify logistical capabilities, limitations and support needs (e.g., Communications, IT, vendor issues, etc.) (Logistics)	<input type="checkbox"/>
6.	Identify, discuss, mitigate safety issues and requirements (Safety Officer)	<input type="checkbox"/>
7.	Roundtable and Closing Comments (All)	<input type="checkbox"/>
8.	Adjourn (Planning & Intelligence)	<input type="checkbox"/>

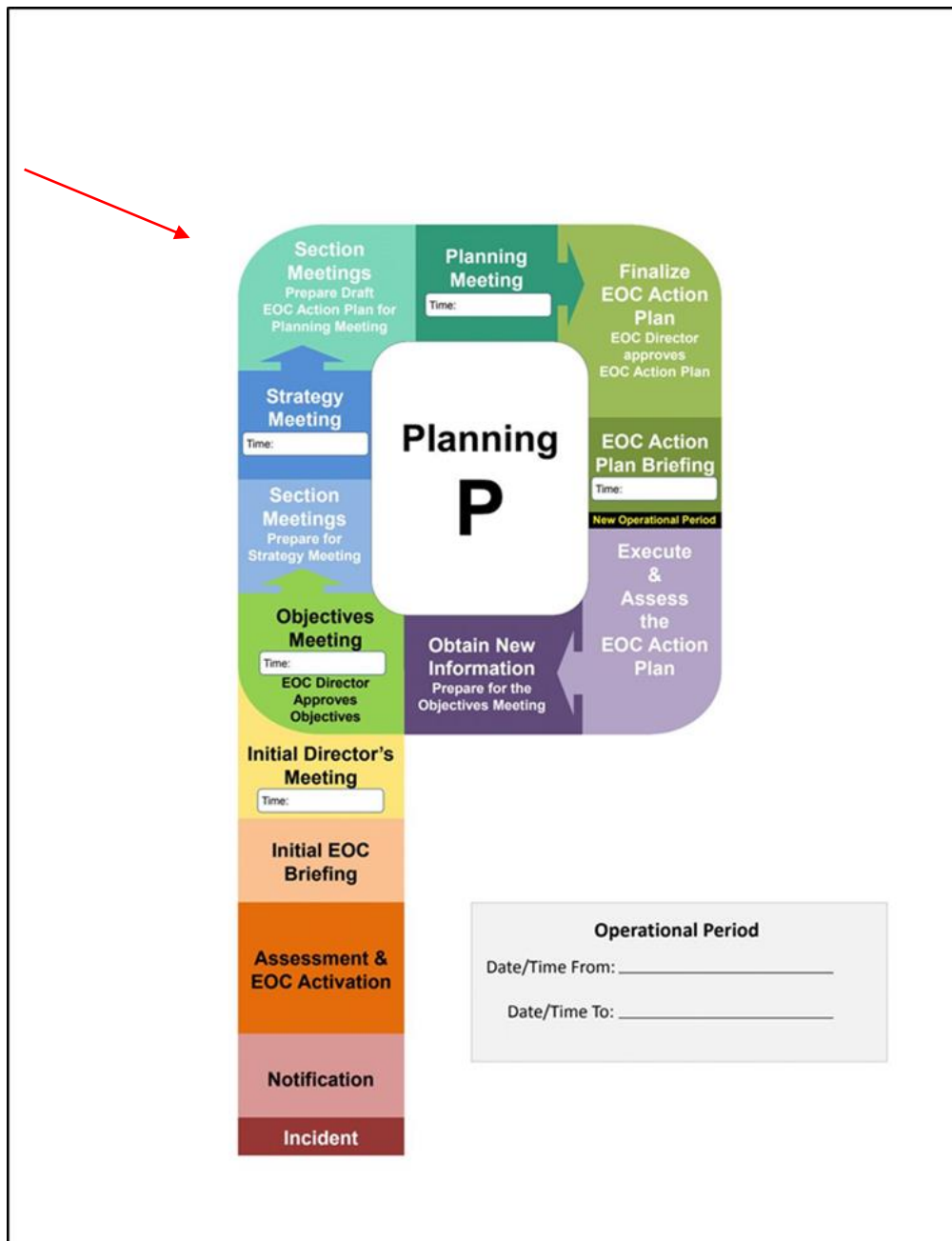
**Outcome(s): Completed EOC Strategies to support the EOC Objectives**

**Next Step(s):**

Prepare Draft EOC Action Plan for the Planning Meeting

Planning Meeting time: \_\_\_\_\_

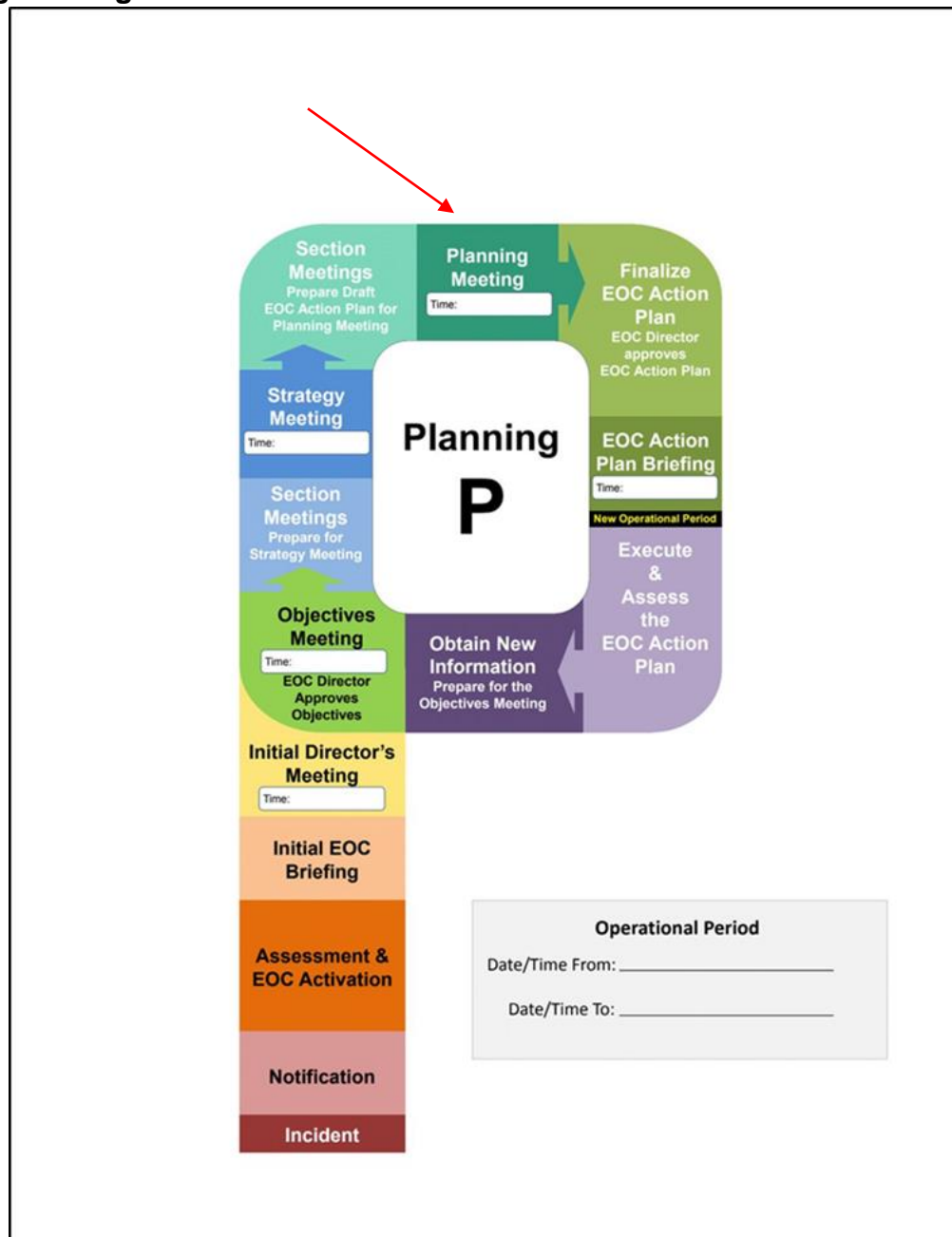
## 5. Section Meetings/Preparing for the Planning Meeting



Following the Strategy Meeting, the Section Chiefs review the results with their staffs. Preparations are made for the Planning Meeting, including the following actions coordinated by the Planning & Intelligence Section:

- Review the ICS Form 215 developed in the Strategy Meeting
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215
- Assess current operations effectiveness and resource efficiency
- Gather information to support incident management decisions

## 6. Planning Meeting



The Planning Meeting provides the opportunity for the Management and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Management and General Staff. Additional EOC personnel may attend at the request of the Planning & Intelligence Section Chief or the EOC Director. The Planning & Intelligence Section Chief conducts the Planning Meeting following the agenda template in **Figure 5**.

The Operations Section Chief delineates the amount and type of resources field units will need to accomplish the plan.

At the conclusion of the meeting, the Planning & Intelligence Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated and made ready for the Operational Period Briefing.

*Figure 5 Planning Meeting Template*

<b>Facilitator:</b>	Planning & Intelligence Section Chief	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Review the Draft EOC Action Plan, adjust as needed</li> <li>• Discuss and resolve issues prior to approving EOC Action Plan</li> <li>• Obtain buy-in / support of EOC Action Plan from Management and General Staff</li> <li>• Obtain EOC Director's VERBAL APPROVAL of EOC Action Plan</li> </ul>	
<b>Attendees:</b>	Operations, Logistics, Finance, Planning & Intelligence, Safety Officer, EOC Coordinator (Add members as required)	
1.	Bring meeting to order, conduct roll call and cover ground rules (EOC Management, General Staff and others) (Planning & Intelligence Chief)	
2.	Situation Update (Planning & Intelligence Chief)	<input type="checkbox"/>
3.	Review EOC Objectives and Strategy for the NEXT OPERATIONAL PERIOD	<input type="checkbox"/>
4.	Review all other parts of the Draft EOC Action Plan <ul style="list-style-type: none"> <li>• Management (EOC Coordinator)</li> <li>• Operations (Operations Chief)</li> <li>• Logistics (Logistics Chief)</li> <li>• Finance (Finance Chief)</li> <li>• Planning &amp; Intelligence (Planning &amp; Intelligence Chief)</li> </ul>	<input type="checkbox"/>
5.	Obtain feedback and commitment from Management and General Staff to support the EOC Action Plan	<input type="checkbox"/>
6.	Obtain EOC Director's VERBAL APPROVAL of the EOC Action Plan	<input type="checkbox"/>
7.	Roundtable and Closing Comments (All)	<input type="checkbox"/>
8.	Adjourn (Plans)	<input type="checkbox"/>

**Outcome(s): A review and verbal approval of the EOC Action Plan**

**Next Step(s):**

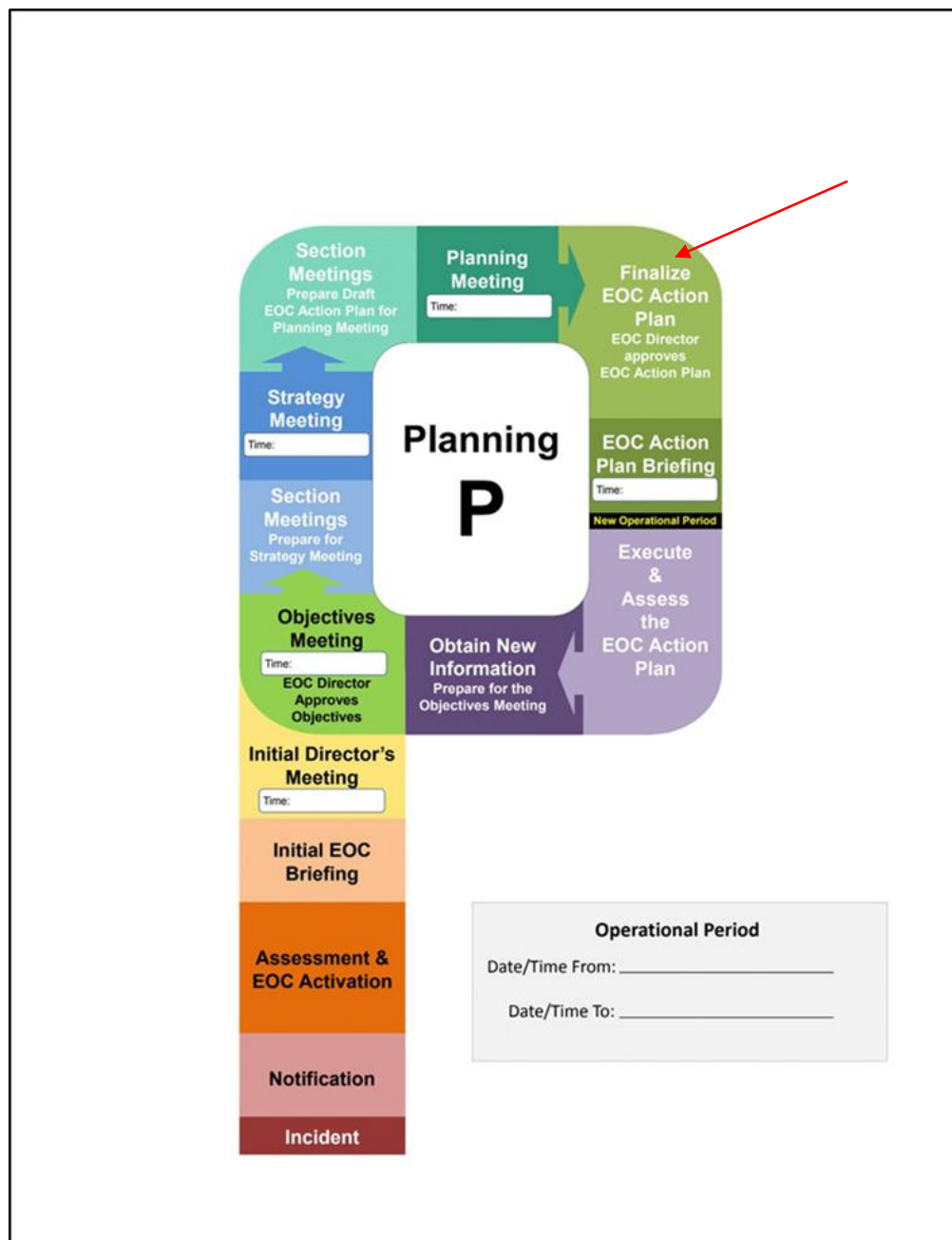
Finalize EOC Action Plan and obtain signed approval from EOC Director

Prepare for the Action Plan Briefing with all EOC Staff

Action Plan Briefing time: \_\_\_\_\_

**7. Finalize EOP Action Plan**





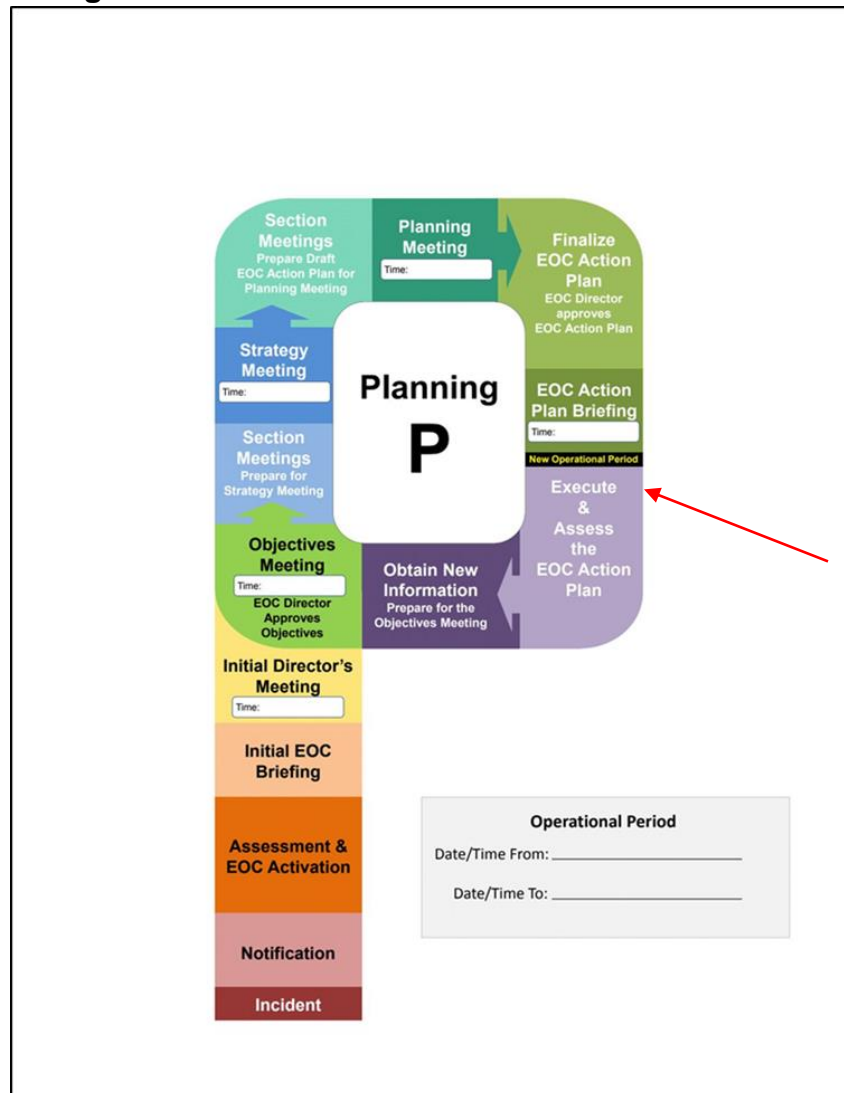
The next step in the Action Plan Process is final plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents, developed during this process, that convey the EOC Director's intent and the Operations Section's direction in accomplishing the plan for that Operational Period.

For simple incidents of short duration, an Action Plan will be developed by the EOC Director and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the EOC Director to engage a more formal process. A written Action Plan should be considered under the following conditions:

Two or more jurisdictions are involved in the response  
 The incident continues into the next Operational Period  
 A number of ICS organizational elements are activated (e.g., when General Staff Sections are staffed)  
 It is required to support recovery processes  
 An evacuation or community hazardous materials incident is involved, in which case, a written Action Plan is required

## 8. Action Plan Briefing



The Action Plan Briefing may also be referred to as the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Action Plan to the next shift. Following the Action Plan Briefing, Section Chiefs will meet with their assigned staff for a detailed review of their respective assignments. **Figure 6** provides a template for the Action Plan Briefing.

Figure 6 Action Plan Briefing Template

<b>Facilitator:</b>	Planning & Intelligence Section Chief	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Distribute approved EOC Action Plan</li> <li>A “stand-up” briefing conducted at the end / beginning of each Operational Period to brief the EOC Action Plan to oncoming EOC Staff</li> </ul>	
<b>Attendees:</b>	All EOC Staff - <b><i>Distribute the approved EOC Action Plan to all EOC Staff before the briefing begins</i></b>	
1.	Current Situation Review (Planning & Intelligence Chief or Sit Stat Lead)	<input type="checkbox"/>
2.	Weather Conditions (Planning & Intelligence Chief or Sit Stat Lead)	<input type="checkbox"/>
3.	Review Objectives from EOC Action Plan (Planning & Intelligence)	<input type="checkbox"/>
4.	Brief out status & strategies Management (Director) Operations (Operations Chief) Logistics (Logistics Chief) Finance (Finance Chief) Planning & Intelligence (Planning & Intelligence Chief)	<input type="checkbox"/>
5.	Provide Logistics Guidance (i.e., forms, process) (Logistics)	<input type="checkbox"/>
6.	Provide Finance/Administration Guidance (i.e., forms, process) (Finance)	<input type="checkbox"/>
7.	Provide other guidance as needed	<input type="checkbox"/>
8.	Provide Safety Guidance (Safety Officer)	<input type="checkbox"/>
9.	Closing Comments (Director)	<input type="checkbox"/>

**Outcome(s): A completed EOC Action Planning process**

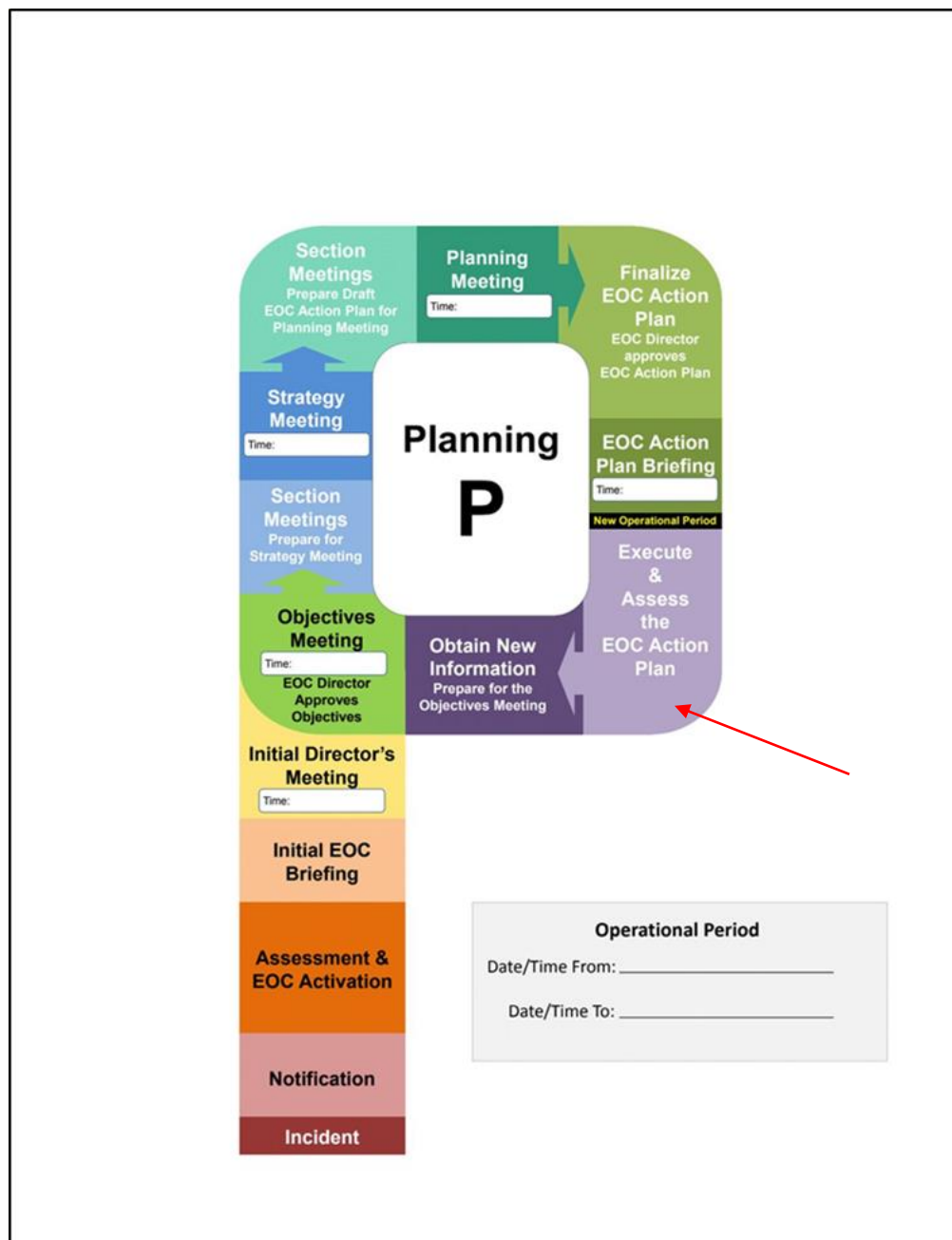
**Next Step(s):**

Execute & assess the plan

Prepare for the next Objectives Meeting

Objectives Meeting time: \_\_\_\_\_

## 9. Execute Plan and Assess Progress



The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section (e.g., Operations Section Chief, Branch Directors, Division or Group) are responsible for implementation of the plan for the specific Operational Period. The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make appropriate adjustments during the Operational Period to ensure that the objectives are effectively met.

## EOC Briefings

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

### Management and General Staff

The Management and General Staff conduct regular briefings to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategy and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each operational period. The General Staff briefings should be conducted outside the activity of the EOC. Each Section Chief will appoint someone in the section to assume his/her role in the EOC for the duration of the briefing.

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

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

### Section Briefings

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

### Incoming Briefing

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

- Current situation assessment
- Summary of the significant actions taken or in process
- Initial incident objectives and priorities
- Any limitations on available communications or personnel/equipment resources
- Any directives on specific actions to be taken

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

- Responsibilities of the assigned function
- Any specific actions to be taken

- Appropriate flow/sharing of information within and between Sections
- Work shifts
- Eating and sleeping arrangements, if necessary
- Time of next briefing

### Update Briefings

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status has occurred. Update briefings should include a review of the following information:

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

### Shift Change Briefing

Shift change briefings are a component of the EOC Action Planning Process. At these briefings the current Action Plan is “handed off” and a briefing on assignments for the operational period which is about to begin, is presented. Facilitated by the Planning/Intelligence Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate. Shift change briefings should include the following:

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

### Deactivation Briefing

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

### Annex Maintenance

The Town of Paradise Town Manager’s office will coordinate with the various town departments on any updates and revisions of this Direction and Control Annex.

Those agencies and organizations listed as having anticipated roles and responsibilities under this annex shall inform the Town Manager or designee when they are aware that changes need to be made.

## Annex B: Continuity of Operations and Continuity of Government



## Introduction

This annex outlines basic elements of continuity, highlighting critical continuity of operations and continuity of government elements that first responders and documentation units must have available in a timely manner.

The Town must be prepared to conduct emergency response operations and continue performing essential functions even when disrupted during catastrophic events.

## Key Definitions

**Continuity of Operations (COOP)** – involves Town departments, ensuring they continue to perform essential functions, provide essential services, and deliver core capabilities during a disruption to normal operations.

It is the responsibility of all town officials, elected and appointed, to ensure the survival and continuity of government operations. This includes the maintenance of essential services during emergencies, as well as timely recovery and restoration of government functions following a disaster.

The public can only be served if government is able to respond and support community needs during emergencies. The ten key components of continuity are covered in the following pages.

**Continuity of Government (COG)** – involves preserving the statutory and constitutional authority of elected officials. Disasters can threaten the Town's ability to execute its statutory authorities, perform essential functions, and deliver essential services.

Continuity of government is the Town's coordinated effort across our elected leadership and departments to ensure that the Town continues to perform essential functions during, and after an emergency or threat.

COG activities included in this Annex are:

- Succession planning for key offices
- Communications across departments and with the public
- Leadership and management operations
- Maintaining situational awareness
- Maintaining personnel accountability

## Essential Functions

Due to the limited number of key personnel that may have dual and competing roles during disasters, the Town will seek mutual aid to the extent possible to support incident command roles to enable leaders to prioritize delivering essential functions during continuity events. This scenario is most likely when a disaster such as a major wildfire both requires the Town's response and disrupts normal performance of essential functions.

The Town is responsible for essential functions, such as:

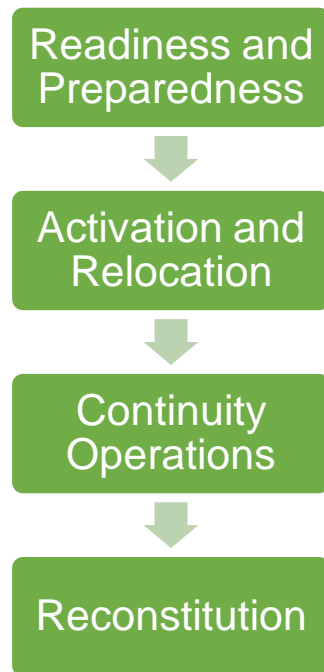
- Maintain continuity of government
- Provide visible leadership addressing the crisis and leading the response effort
- Maintain and foster relationships with neighbors and partners to ensure mutual aid
- Maintain law and order

- Provide emergency services

## Essential Functions 1 and 2

Governments at all levels are responsible for providing continuous, effective leadership and authority across the four phases of continuity:

*Figure 7. Phases of Continuity of Operations.*



Sections 8635 through 8643 of the California Government Code require the Town to conduct the following measures to preserve local government succession planning, and dictate the succession of local officials and/or the Town Council:

1. Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of local government in the event a State of Emergency or Local Emergency is declared.
2. Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
3. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting it and any subdivision, and performing functions in preserving law and order and furnishing local services.
4. Authorize governing bodies to designate and appoint three standby officers for each member of the governing body and three standby officers for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated number 1, 2, and 3.
5. Authorize standby officers to report ready for duty in the event of a State of Emergency, or Local Emergency at the place previously designated.

6. Authorize local governing bodies to convene as soon as possible whenever a State of Emergency, or Local Emergency exists, and at a place not within the political subdivision. Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:
  - a. By the Town Council and if they are unavailable; then
  - b. By the Town Council of any other county with 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated; then
  - c. By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

### Essential Function 3: Maintain and foster relationships with neighbors and partners to ensure mutual aid

Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

### Essential Functions 4 and 5: Maintain law and order and provide emergency services

#### Town Manager Lines of Succession

Should the Town Manager be unavailable or unable to serve, the positions listed below, in order, shall act as the EOC lead.

Figure 8: Town Manager Lines of Succession



### Department Heads

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.

The alternates to key positions in units of the emergency organization are shown in appropriate staff, service, or division annexes of this operations plan.

The orders of succession list to key positions in the regular departments and agencies of the Town of Paradise government are shown in executive or administrative orders (or the equivalent) issued by department or agency authorities and in Table 2.

DELEGATIONS OF AUTHORITY

It is vital to clearly establish delegations of authority, so that all organization personnel know who has the right to make key decisions during a continuity situation. Department Directors meet annually with their designated successors to issue/renew written delegations of authority that can take effect when normal channels of direction and control are disrupted and will lapse when those channels are reestablished.

CONTINUITY FACILITIES

Temporary Seat of Government

Section 23600 of the California Government Code

This code specifies that the Town Council shall designate alternative town seats which may be located outside town boundaries, (real property cannot be purchased for this purpose), a resolution designating the alternate town seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

Table 2: Alternate Seats of Government

Primary Seat of Government	Alternate Seat of Government 1	Alternate Seat of Government 2
Town Hall 5555 Skyway Paradise, CA 95969	Building Resilience Center 6295 Skyway Paradise, CA 95969	City of Chico Old Municipal Building (tentatively)

Each town department is responsible for the development of a plan for the continuance of essential government functions during major emergencies. Each departmental plan becomes a supporting document for Town of Paradise’s Continuity of Operations (COOP) plan and should be reviewed regularly, tested periodically, and evaluated as to efficacy and appropriateness. Each department will designate alternate locations to conduct essential functions should their primary location(s) be unavailable. Similar to the seat of government, both local and out of area facilities should be designated in the event of an evacuation.

Continuity Communications

The Town of Paradise uses standard communications communication flow pathways and mechanisms in coordination with the Town’s potential ICPs, the EOC, CAL FIRE, the Butte County Sheriff’s Office, Butte County OEM, and Town personnel. Each department will ensure it has secure, reliable, and redundant communications systems at their alternate location(s).

Vital Records Management

Each department will ensure its continuity personnel have access to vital records during a continuity event through whatever means practicable carrying physical/electronic records, virtual access, physical access to alternate storage locations, etc.

Preservation of vital records of the Town of Paradise is critical to conducting emergency operations in the event of a disaster and to restoring the day-to-day operations of the town following a disaster. In addition, certain records contain information that document and protect

the rights and interests of individuals and government. These latter records must also be protected and preserved.

In the Town of Paradise, the Town Clerk's office is responsible for the preservation and protection of vital records for the town. Each department within the town will be responsible for the identification, maintenance and protection of its vital records.

Typically, vital records comprise of a small percentage of all the records of the town government and meet one or more of the following criteria:

Records necessary to conduct emergency operations may include the following categories:

- Utility system maps
- Locations of emergency supplies and equipment
- Emergency operations plans and procedures
- Lists of regular and auxiliary personnel

Records required to restore day-to-day town operations include the following categories:

- Constitutions and charters
- Statutes
- Ordinances
- Resolutions
- Court records
- Official proceedings
- Financial reports

Records necessary for the protection of rights and interests of individuals and government, which may include the following categories:

- Vital statistics and records by the Town Manager
- Land and tax records
- License registers
- Articles of incorporation

Currently, vital records for the Town of Paradise are routinely stored within a fireproof safe at Town Hall, located at 5555 Skyway in Paradise.

### **Preservation Methods**

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

Each department typically maintains the approved records retention schedules. The schedules should be among the first documents reviewed in restoring town operations following the occurrence of a disaster.

Current back-up and preservation methods for town records and vital information within the Town Manager's Office include:

- All records are backed up on tape nightly and placed in a fire proof box and sent to an offsite facility on a monthly basis;

- All records are backed up to disk (in-house) weekly and any changes are backed up to disk nightly; and
- All permanent records are copied on a CD and placed within a bank vault in Paradise Town Hall.

Additionally, each town department is responsible for managing the back-up and preservation of their vital and essential records.

### Security Measures Used to Protect Essential Records

Essential town records may be protected at any point in the life cycle (e.g., from creation to final disposition). As the designated responsible position, the Town Clerk may assist departments in identifying and planning the appropriate methods of protecting such records.

The department will determine the appropriate method of managing and protecting essential records depending on the resources of department(s) and other factors unique to the department(s).

Acceptable methods of preserving essential records may include the following methodologies:

- Media whether to store materials as hard copy, microfiche, disk, CD etc.
- Dispersal maintaining records in two different town facilities/departments.
- Duplication essential records are duplicated on a scheduled basis and held for the purpose of reconstructing such records at any time, with the least amount of effort and cost.
- On-site storage essential records are stored on-site in fire resistant containers, file cabinets, safes, vaults, and or fire rooms designed for preservation of vital records.
- Off-site storage stored off-site in facilities specifically designed to preserve and make available such records when needed. These may be commercial sites.

### Current Storage Facilities

If an emergency threatens the safety of the town's essential records, they will be relocated to an alternate facility by the department that is responsible for the records.

As departments create records, documents considered essential town records will be identified and preserved by the methods indicated above. Records from other departments are backed-up and stored as determined by the Department Director.

### Town Archives

The Town of Paradise has also established an archive for the preservation and permanent retention of documents and information of historic value. The archive is specifically designed to store vital town records, and contains records that may serve the following purposes:

- Protect the rights of individuals and government.
- Document the development of the town, its organization structure and decisions made by its governing body.
- Such records may, therefore, be used to restore town operations following disasters and documenting actions of the government body and from other information contained in the archives.
- The town archive includes but is not limited to storing the historical records for the town.



## Human Capital

During a continuity event, emergency employees and other special categories of employees will be activated by an organization to perform assigned response duties.

All employees must be prepared for a disaster and/or continuity event. Departments are encouraged to use the following guidance to prepare their staff:

- Complete FEMA's [Ready Responder Program](#).
- Develop a [Family Communications Plan](#).
- Develop a [family preparedness plan](#).
- How will I receive [emergency alerts and warnings](#)?
- What is my [shelter](#) plan?
- What is my [evacuation](#) route?
- What is my [family/household communication plan](#)?
- Do I need to update my [emergency preparedness kit](#)?
- Check with the [Centers for Disease Control \(CDC\)](#) and update emergency plans due to Coronavirus and pandemic influenza.
- Get masks (for everyone over 2 years old), disinfectants, and check my sheltering plan.
- Complete the [Emergency Financial First Aid Kit \(EFFAK\)](#).
- Understand school and workplace emergency plans.
- Remember to plan pets.
- Make plans for this with access or functional needs.
- Create a support network of co-workers and neighbors.
- Practice.

## TEST, TRAIN, & EXERCISE (TT&E) PROGRAM

Departments are responsible for annually conducting and documenting periodic tests, training, and exercises to prepare for all-hazards continuity emergencies and disasters. Real-world continuity events may be used in lieu of annual exercises to meet this requirement.

## Devolution of Control and Direction

Similar to the devolution of the seat of government described in continuity of government in this annex, each department will develop a devolution option for continuity to address how they will conduct their essential functions during an increased threat situation or in the aftermath of a catastrophic emergency. Each department will identify emergency relocation group (ERG) members who will deploy to the alternate location when a continuity is pending to ensure a seamless and uninterrupted continuation of essential functions. Once the ERG is in place Town leadership will temporarily transfer direction and control to the ERG while leadership then relocates. The Town's leadership will then assume direction and control at the alternate location once they relocate.

## Reconstitution Operations

Should devolution be necessary, departments shall designate a reconstitution manager to lead the effort for surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility. Due to both the practical and symbolic importance of returning Town functions back to their primary locations, the Town will prioritize the reconstitution of

surviving and/or replacement personnel to resume normal operations from the original or replacement primary operating facilities. The Town of Paradise's leadership will reverse the devolution process. ERG members will assume direction and control while the Town's leadership reconstitutes at its original or new facilities. Once in place, they will assume direction and control from the ERG.

## **Annex Maintenance**

The Town of Paradise Town Manager in collaboration with Town Administration will update, revise, and record any revisions of this Continuity of Operations/Continuity of Government Annex.

# **ANNEX C: Communications and Warning**

## **Introduction**

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency situation will determine the degree to which communications systems are used. Communications systems are relied upon to be used for direction/coordination of emergency operations, alerting and warning government and the public, and provide advice and instructions to the public.

### **Purpose**

This annex describes the processes for providing reliable and effective communications among organizations participating in an emergency operation and outlines communications procedures and facilities by which the emergency missions and functions of the operations plan will be carried out in an emergency. This includes utilization of a system to alert and inform the public at the onset and throughout a disaster of any highly probable and/or immediate danger.

## **Communications Systems**

### **Expectations of Use**

Generally, in a wide-spread disaster, communications used daily by most departments, particularly public safety departments, will be used as well for intra-jurisdictional communications. These departments will also be expected, at least initially, to operate from their day-to-day offices and headquarters. Departments requiring personnel augmentation to properly staff their facilities should request assistance through the Logistics Section/Personnel Unit at the Town EOC. Emergency procurements of communications-related equipment/supplies should also be handled through the Logistics Section/Procurement Unit of the EOC.

All communications personnel must familiarize themselves with protective measures and countermeasures to employ that minimize the risk of outages or failures caused by elements of a disaster or emergency.

The Town of Paradise Emergency Services has a radio system installed in the EOC that supports and coordinates communication between on and off scene personnel. Typically, communications is conducted via cell phone. The interoperable communication plan for the Town of Paradise is the Butte County Operational Area Tactical Interoperable Communications Plan (TICP).

## **Communications Systems Vulnerabilities**

### **General**

Telecommunications systems are composed of many subsystems, each may be interdependent or interconnected. A radio network, for example, may use a combination of telephone lines, microwave

circuits, satellite interfaces, underground and overhead cables, and secondary radio paths. The failure of any one link in this chain can effectively disable or severely limit a large portion of the system.

Communications systems may be overloaded or even rendered inoperable in an emergency. Telephone communications may be overloaded by calls within or into affected areas. The situation may be further complicated by physical damage to equipment, loss of electrical power and subsequent failure of some auxiliary sources. Loss of emergency power has been the primary cause of communications failure in past disasters. Poor installation practices and inadequate preventative maintenance of backup power sources can contribute to the high failure rate. Scarcity of primary fuels during an emergency or disaster situation for back-up systems (gasoline, natural gas, and diesel) may limit viability of surviving communications sites.

In situations arising from a radiological incident or detonation, high intensity, short duration electromagnetic pulse (EMP), may cause damage or malfunctions to unprotected electrical and electronic systems. EMP damage can occur instantaneously over very large areas. All communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery-operated portable radios.

### **Warning**

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the "Emergency Conditions and Warning Actions" depicted at the federal, state and local levels through which these systems may be accessed.

## **Town of Paradise Radio Frequencies**

For a complete list of the Town of Paradise's radio frequencies, please refer to the [county-wide communications plan](#) and [Tactical Interoperable Communications Plan](#).

## **Federal Alert and Warning Systems**

### **Emergency Alert System (EAS)**

The Emergency Alert System (EAS) is a network of public broadcast stations and interconnecting facilities that have been authorized by the FCC to operate in a controlled manner during a state of public peril or disaster, or other large-scale emergency. The system's main purpose is to provide the President and federal government officials the means by which to transmit emergency communications to the public. It may also be used for local, state and other national programming for public information on situations posing a threat to life and/or property.

### **National Warning System (NAWAS)**

The National Warning System (NAWAS) is a nationwide wire-line communications 2-way voice system connecting subscribing emergency management organizations and designed primarily to warn of a nationwide attack. It may also be used for coordination and communications for major peacetime emergencies.

## State Alert and Warning Systems

### California Warning System (CALWAS)

The California Warning System (CALWAS) is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. CalEMA headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. The California Highway Patrol headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point and each of the local warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System [CLETS]).

### California Emergency Services Radio System (CESRS)

The California Emergency Services Radio System (CESRS) serves as an emergency communications system for CalEMA and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by CalEMA.

### California Law Enforcement Telecommunications System (CLETS)

The California Law Enforcement Telecommunications System (CLETS) is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. The state provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local departments provide the circuitry and equipment which link them to their county termination point. A number of departments have message switching computer (MSC) systems and computer aided dispatch (CAD) systems which directly connect to CLETS. The CLETS terminal in the Town of Paradise is housed at the Paradise Police Department.

### Emergency Digital Information System (EDIS)

The Emergency Digital Information System (EDIS) provides local departments and state agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. By combining existing data Input Networks with a digital radio Distribution System, EDIS gives authorized departments a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

1. **FLASH** - Alerts and warning of immediate life-safety value to members of the public.
2. **NEWS** - Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.

3. **INFO** - Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
4. **TEST** - Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.

### **Operational Area Satellite Information System (OASIS)**

The Operational Area Satellite Information System (OASIS) project, funded under the Earthquake Hazards Reduction Act of 1986, was established to create the most robust communications system possible using leased transponder space from commercial satellite operators. The result is the establishment of a system which allows virtually un-interruptible communication between state, regional and operational area level EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and two hubs. The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with CalEMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has more than 800 phone lines statewide.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal (VSAT) technology. These sites were originally set up by CalEMA and are capable of conducting eight simultaneous voice conversations and one data channel at DSL speed.

The final components are the hubs. The hubs are large external dish antennas and a network control station which is managed by CalEMA personnel. The hubs provide access control for the system and can control all 58 Operational Areas and 15 transportables. CalEMA personnel will use the hubs to define the network, detect trouble and serve as an emergency alert network for other CalEMA personnel.

### **California Health Alert Network (CAHAN)**

The California Health Alert Network (CAHAN) is the State of California's web-based information and communications system available on a 24/7/365 basis for distribution of health alerts, dissemination of prevention guidelines, coordination of disease investigation efforts, preparedness planning, and other initiatives that strengthen state and local preparedness. CAHAN participants have the ability to receive alerts and notifications via alphanumeric pager, e-mail, fax, and phone (cellular and landline).

The Town of Paradise does not receive CAHAN alerts as they are not part of the program; however, they receive information from Butte County OEM and the Department of Public Health.

## **Local Alert and Warning Systems**

### **Local Alerting and Warning System**

Town public safety department (Police and Fire) have the primary responsibility in alerting and warning the public, with assistance from the Town Manager's Office, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System (EAS), special broadcasts, social networking mediums or simply driving up and down the streets using the public address system.

Examples of emergencies identified by the Town of Paradise which may warrant either immediate or delayed response under EAS by the broadcast industry are serious fires, heavy rains and flooding, widespread power failures, hazardous material accidents, transportation incidents, and potential severe



weather. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of the Town of Paradise.

The Town Manager, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction within the County may make separate programming arrangements with any broadcast station independent of the EAS.

### **Emergency Alert List**

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the Town of Paradise and poses a major threat to life, property, and/or the environment. The list will only be activated when directed by the Town Manager, the Assistant Town Manager, or the Incident Commander when a disaster occurs or threatens to occur within town limits.

Once an activation is requested and properly authorized, the Town of Paradise EOC personnel will implement the Emergency Alert List. Notifications and alerts begin with the Town Manager. If they cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the role.

The dispatcher will provide the Town Manager with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Town Manager will determine what parts of the Emergency Alert List will be implemented, including what sections of the Town of Paradise EOC will be activated and what personnel will be requested to respond.

Additionally, the dispatchers will confirm whether or not the Town Manager will personally contact and inform the Town of Paradise Council of the situation affecting the town. The Town Manager may request that the dispatchers notify the Town Council.

Additionally, the Town of Paradise Emergency Management Organization must maintain and keep current the Emergency Alert List. The Town Manager must also ensure that the EOC, Town Administration, and the Butte County Office of Emergency Management (OEM) have current copies of the Emergency Alert List.

### **Law Enforcement Network**

This network operates on several channels. Channels are used for the town wide dispatch and control of Law Enforcement service mobile units based on area. These channels will be used by the Law Enforcement Unit in the EOC to keep informed on developments. Main dispatch will remain with Town of Paradise Police Department and should the 9-1-1 system go offline, the notification duties get transferred to other agencies. The EOC will have radio contact to a dispatch operator.

### **The Town of Paradise Dispatch Center**

The dispatch center provides a centralized, law enforcement program directly supporting the Police Department. Operational responsibilities incorporate a wide variety of public safety activities, and direct interaction with many local government agencies. Event coordination involves the use of complex phone, radio and computer aided dispatch systems.

### **Public Health and Social Services Network**

This network is operated by the Butte County Department of Public Health which utilizes 800 Mhz to communicate with hospitals and clinics. The hospitals and clinics in the Town of Paradise rely on the use of landline phone, cellular phones and deployment of the Amateur Radio Emergency Services (ARES) network for shelter communications and are notified through the CAHAN system as well as other communication systems used by the town.

## City Watch

The City Watch System is managed by the Town of Paradise Police Department. The City Watch system is a PC based broadcast message delivery system capable of delivering automated telephone messages to a defined area in the event of an emergency. Town residents and non-residents have the ability to be notified in the event of an emergency through this system and can sign-up for notification on the town's website.

The system was designed exclusively for Law Enforcement, Fire and Emergency Services to deliver phone messages to the community to advise them of an immediate threat to life and/or property.

## Alert FM

Butte County partnered with PG&E and Alert FM to provide households located in a Public Safety Power Shutoff (PSPS) affected area with low or no cellular coverage an Alert FM device. These devices receive mass notifications when power, internet, and/or cellular networks fail.

## Contact Information for Town of Paradise and Partner Agencies

The Town of Paradise's [website](#) and social media resources are used to disseminate information to the community and general public especially during emergency situations. The website also has a section that offers Emergency Services Information in the form of a Citizen' Planning Guide for Emergency Preparedness and Evacuation Information. Partner agencies will also provide information to the community and general public during emergency situations.

Table 3: Partner Contact Information

Partners		
	Media	Contact Information
Town of Paradise	Twitter	@paradise_ca @police_paradise
	Facebook	<a href="https://www.facebook.com/townofparadise/">https://www.facebook.com/townofparadise/</a>
	Instagram	<a href="https://www.instagram.com/makeitparadise/">https://www.instagram.com/makeitparadise/</a>
	YouTube	<a href="https://www.youtube.com/channel/UCahySuEER2uUrqJ6G5ET-Xg/videos">https://www.youtube.com/channel/UCahySuEER2uUrqJ6G5ET-Xg/videos</a>
	Website	<a href="https://www.townofparadise.com/">https://www.townofparadise.com/</a>
	Phone	1.530.872.5951 Staffed during major emergency events
Butte County	Twitter	@CALFIRE_ButteCo @ButteSheriff @BCPubHealth @CountyofButte
	Facebook	<a href="#">CAL FIRE Butte County</a> <a href="#">Butte County</a> <a href="#">Butte County Sheriff News</a> <a href="#">Butte County Public Health</a>
	Website	<a href="http://www.buttecounty.net">http://www.buttecounty.net</a>
	Phone	1.530.538.7826 For extended fire emergencies in the County area, Town of Paradise, Cities of Biggs and Gridley
Chico City	Twitter	@chicoFD @ChicoPolice @CHP_Chico
	Facebook	<a href="#">Chico Fire</a>

Oroville City	Facebook	<a href="#">Oroville Fire</a>
Road Information	Website	<a href="https://dot.ca.gov/">https://dot.ca.gov/</a> <a href="http://www.buttecounty.net/publicworks/Road-Conditions">http://www.buttecounty.net/publicworks/Road-Conditions</a> <a href="https://www.chp.ca.gov/">https://www.chp.ca.gov/</a>
	Caltrans Information Line	1.800.427.7623 For current highway conditions.
PG&E	Phone	1.800.743.5000 Report power outages and downed powerlines.
CALFIRE	Twitter	@CAL_FIRE
	Facebook	<a href="#">CAL FIRE</a>
	Website	<a href="https://www.fire.ca.gov/">https://www.fire.ca.gov/</a>
Weather	Website	<a href="http://www.weather.gov">http://www.weather.gov</a>

## Local Radio and Television Stations

The Town and neighboring jurisdictions have dedicated radio and television station channels to inform the community of potential incidents. Those channels are as follows:

Table 4: Local Radio and Television Stations

Media	Contact Information
Primary Radio	Paradise 1500 AM
Secondary Radio	KPAY 1290 AM
Primary TV	KNVN Channel 24 (NBC)
Secondary TV	KHSL Channel 12 (CBS)
Other TV	KCVU Channel 20 (FOX)/KRCR Channel 7
North State Public Radio	91.7FM/92.3 (Oroville)
Berry Creek	Community radio: 1250AM
Yankee Hill	Community radio 1630AM
Magalia	Community radio: 1460AM

Other warning systems utilized by the Town of Paradise include WebAlert, mobile emergency vehicle sirens and loudspeakers, helicopters using PA systems, door-to-door notification by neighborhood groups and associations, and law enforcement volunteers, explorers and reserve deputies/officers.

The Town PIO also monitors the Butte County Public Safety System website, [www.thenet411.net](http://www.thenet411.net), for wildland fire activity which is managed by the Butte County Fire Safe Council.

## Communications Management

Based on the information gathered from the communication procedures and alert and warning systems, a common operational picture (COP) will be developed to provide an overview of the incident with the main goal of maintaining situational awareness across all levels of incident management in the Town and across jurisdictions.

In the event that there is a breakdown or a shortfall in communication channels, the Town of Paradise Emergency Management Organization has access to a radio cache that can be requested through the mutual aid system that are programmed with federal interoperability frequencies.

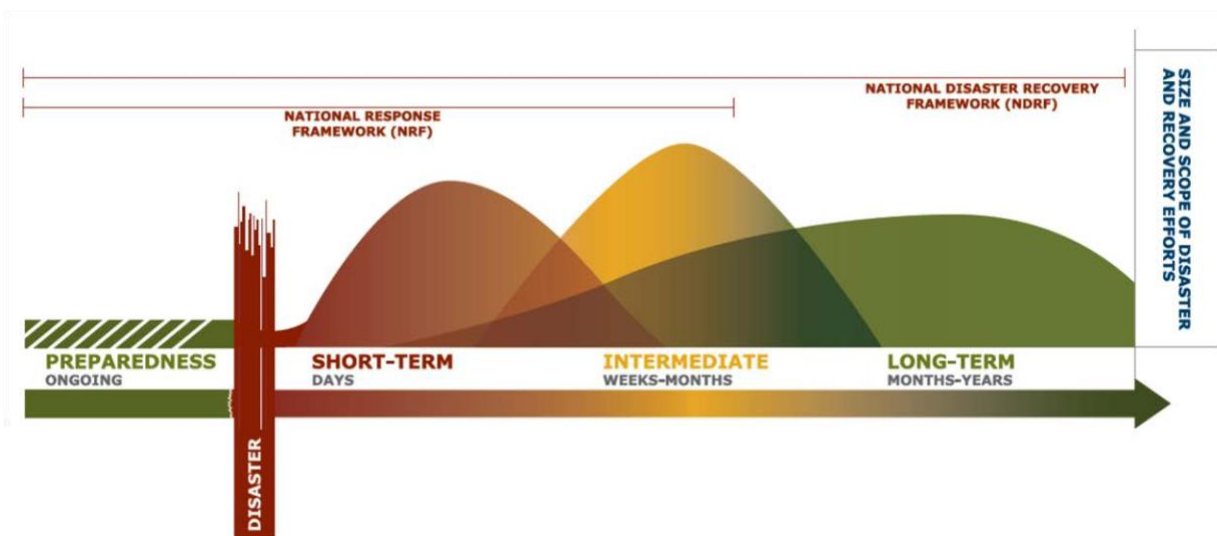
# ANNEX D: RECOVERY & MITIGATION

## Recovery

### Transition to Recovery

While the immediate lifesaving activities are occurring, the Town Manager or designee is simultaneously assessing how soon the response phase can transition to recovery. Recovery is a continuum (Figure 9) of interdependent and often concurrent activities that progressively advance a community toward its planned recovery outcomes. Critical response phase operations will gradually shift to assisting individuals, households, businesses, and governments in meeting basic needs and returning to self-sufficiency.

Figure 9. Recovery Continuum.



The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition.

Recovery extends beyond simply repairing damaged structures and includes the continuation or restoration of services critical to supporting the physical, emotional, and financial well-being of impacted community members. Recovery includes the restoration and strengthening of key systems and resource assets that are critical to the economic stability, vitality, and long-term sustainability of the communities themselves.

Per the National Disaster Recovery Framework (NDRF), the eight guiding principles of recovery are:

- Individual and Family Empowerment
- Leadership and Local Primacy
- Pre-Disaster Recovery Planning
- Engaged Partnerships and Inclusiveness
- Unity of Effort
- Timeliness and Flexibility

- Resilience and Sustainability
- Psychological and Emotional Recovery

### Individual and Family Empowerment

The Town of Paradise provides access to the continuum of community support all individuals, including owners and their animals, to address both physical losses, and psychological and emotional trauma. All local activities will be carried out in accordance with Federal nondiscrimination laws. It is the Town's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

The Town of Paradise and various special districts within the Town boundaries will be involved in recovery operations. In the aftermath of a disaster, many residents, businesses, and even government itself will have specific needs that must be met before they can return to their pre-disaster lives. There will be a need for services such as:

- Assessment of the extent and severity of damages to homes, businesses, and infrastructure.
- Restoration of services generally available in communities – water, power, transportation, food, and medical assistance.
- Repair of damaged homes, businesses, and infrastructure.
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The Town can help individuals, families, businesses, and community organizations recover by ensuring that these services are available and by seeking additional resources if the community needs them.

### Tasks for Public Information and Warning

- Develop communications strategy to ensure stakeholders have a clear understanding of the available assistance and their own roles and responsibilities throughout the recovery process.
- Manage expectations through clarity, accuracy, and transparency.
- Ensure information is in accessible formats for the whole community, including individuals with disabilities and others with access and functional needs, and owners and their animals (including household pets and service and assistance animals).
- Provide achievable, tangible recovery goals to local and other audiences; follow up with progress reports, as appropriate.

### Tasks for Housing

- Assess preliminary housing impacts and pre- and post-disaster needs, identify available options for temporary housing, and support the local development of the plan for permanent housing.
- Address affordable, accessible, and workforce housing needs in community planning efforts.
- Address interim housing needs, assess options for permanent housing, and define an achievable timeline for achieving a resilient, accessible, and sustainable housing market in community recovery plans.

- Meet the resilient and sustainable permanent housing needs of the community, including the need for accessible housing and housing options for owners and their household pets within a specified timeframe.

## Leadership and Local Primacy

The Town of Paradise has responsibility for planning and conducting recovery efforts while other local partners, Butte County, the State of California, and the Federal government support and/or facilitate recovery efforts. The Town will appoint a Local Disaster Recovery Manager to coordinate recovery activities.

If the Town of Paradise requires state or Federal assistance, a local proclamation of an emergency may be required as a prerequisite to obtaining the assistance. This annex provides an overview of state and Federal assistance programs, including proclamation/declaration requirements. Per the State of California, a local emergency proclamation can only be issued by a governing body (city, county, or city and county) or an official designated by local ordinance. The proclamation should be issued within 10 days of the incident and ratified by the governing body within 7 days. Renewal of the resolution should occur every 60 days until terminated.

## Local Roles and Responsibilities

The Town has specific responsibilities in recovering from a disaster. The list below summarizes some of the key functional responsibilities:

- Political process management; interdepartmental coordination; policy development; decision making; coordination with community and non-profit organizations; establish a long-term recovery committee (if needed); and public information.
- Conduct Initial Damage Estimate; compile and update damage information; and assist state and Federal agencies in conducting formal Preliminary Damage Assessment, as needed.
- Activation of the Safety Assessment Program (if needed); land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; and plan review.
- Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Housing programs; assistance programs for those with functional needs; and low income and special housing needs.
- Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.
- Advise on emergency authorities, actions and associated liabilities; preparation of legal opinions; identification of statutes in need of temporary modification; and review and assist in preparation of new ordinances and resolutions.
- Implementation of the COOP (if needed); government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.



## Recovery Operations Departmental Assignments

The Town has specific responsibilities in recovering from a disaster. The following table summarizes the functional responsibilities assigned to the Town departments and/or key personnel.

*Table 5: Recovery Responsibilities.*

Function	Departments
Political process management; interdepartmental coordination; policy development; decision making; coordination with community and non-profit organizations; establish a long-term recovery committee (if needed); and public information.	Town Manager's Office
Conduct Initial Damage Estimate; compile and update damage information; and assist state and Federal agencies in conducting formal Preliminary Damage Assessment, as needed.	Town Manager's Office, Finance Department
Activation of the Safety Assessment Program (if needed); land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; and plan review.	Development Services, Personnel
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Development Services, Paradise Irrigation, PG&E and other special districts.
Housing programs; assistance programs for those with functional needs; and low income and special housing needs.	Development Services
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	Finance Department
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Development Services
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	Town Manager, Finance Department
Advise on emergency authorities, actions and associated liabilities; preparation of legal opinions; identification of statutes in need of temporary modification; and review and assist in preparation of new ordinances and resolutions.	Town Manager's Office, Town Attorney
Implementation of the COOP (if needed); government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	Town Manager's Office

## Tasks for Governmental Recovery

- Continue the performance of governmental functions (“Continuity of Government”).
- Protect, restore, or replace essential Town facilities, equipment, records, processes, etc. (“Continuity of Operations”).
- Manage donations of goods, services, and funds to assist with recovery.
- Coordinate voluntary agencies and requests for volunteer assistance to assist with recovery.
- Establish a “long term recovery committee” to aid in building community consensus by engaging stakeholders, special interests groups, and the public in decision-making processes.
- Update community plans, including the Emergency Plan and Redevelopment Plan, based on lessons learned from the disaster.
- Upgrade communication systems.
- Communicate recovery activities to the public.
- Address community questions about health consequences of the event.

## Pre-disaster Recovery Planning

Recovery needs to be integrated with response and mitigation efforts. Figure 10 depicts the correlation between recover and mitigation planning with respect to the six steps of emergency preparedness planning. As of the writing of this document, the Town of Paradise is executing its Long-Term Community Recovery Plan following the 2018 Camp Fire. The includes mitigation considerations.

*Figure 10. Relationship Between FEMA’s Recovery and the Mitigation Planning Handbook.*

Emergency Preparedness Planning Process STEPS	Recovery Pre-Disaster Planning Guidance KEY ACTIVITIES	Local Mitigation Planning Handbook TASKS
<b>STEP 1. FORM A COLLABORATIVE PLANNING TEAM</b>	1. Define the Core Recovery Planning Team and Scope of Planning Activities 2. Develop and Implement a Stakeholder and Partner Engagement Strategy	1. Determine Planning Area and Resources 2. Build the Planning Team 3. Create an Outreach Strategy
<b>STEP 2. UNDERSTAND THE SITUATION</b>	3. Determine the Community's Risks, Impacts, and Consequences 4. Assess Community's Capacity and Identify Capability Targets	4. Review Community Capabilities 5. Conduct a Risk Assessment
<b>STEP 3. DETERMINE GOALS AND OBJECTIVES</b>	5. Determine Leadership Positions and Define Operations 6. Establish Processes for Post-Disaster Decision-Making and Policy Setting	5. Conduct a Risk Assessment 6. Develop a Mitigation Strategy
<b>STEP 4. DEVELOP THE PLAN</b>	7. Write the Local Pre-Disaster Recovery Plan	6. Develop a Mitigation Strategy
<b>STEP 5. PREPARE, REVIEW, AND APPROVE THE PLAN</b>	8. Approve the Pre-Disaster Recovery Plan and Associated Regulations	8. Review and Adopt the Plan
<b>STEP 6. IMPLEMENT AND MAINTAIN THE PLAN</b>	9. Identify Ongoing Preparedness Activities	7. Keep the Plan Current 9. Create a Safe and Resilient Community

## Tasks for Recovery Planning

- Convene the core of an inclusive whole community planning team, identified pre-disaster, which will oversee disaster recovery planning process and activities to reduce recovery risk and increase resilience.
- Develop a unified approach to making investments in resilient infrastructure to enable communities to withstand the effects of a disaster, respond effectively, recover quickly, adapt to changing conditions, and manage future disaster risk.
- Complete an initial recovery planning process that provides an overall strategy for recovery, including operational and tactical level approaches.
- Address all Recovery core capabilities and integrate socioeconomic, demographic, accessibility, and risk assessment considerations in recovery planning processes and strategies.
- Identify achievable, tangible community-based recovery actions and activities that support the community's identified recovery goals.
- Coordinate planning efforts across jurisdictional boundaries.

## Documentation

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

As such, the Town of Paradise should incorporate disaster documentation into their current accounting system. To obtain maximum reimbursement for disaster-related expenditures, it is critical that the Town:

- Implement the disaster documentation system during a disaster.
- Ensure disaster-related expenditures are easily distinguished from on-going activities.
- Maintain accurate accounting records for disaster-related expenditures including:
  - Force account labor (timesheets) and equipment
  - Invoices for rented equipment, materials and purchases
  - Photographs of damage and repair
  - Insurance information
  - Environmental and historical preservation issues
  - Records of donated goods and services
- Keep these records for a minimum of three years after the last action on a state or federally funded disaster project (Cal OES will notify the Town when the three year-time frame begins).

Rebuilding and restoration efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. Specific recovery considerations will be disaster specific and will be identified through the post-disaster damage assessment process. Recovery considerations will begin to be identified through the advance planning process undertaken during the response phase. During development of advance plans that address the transition to recovery, Planning Section staff should consider the applicability of the activities and issues listed below to the specific disaster scenario.

### Engaged Partners and Inclusiveness

As it did in developing the Long-Term Community Recovery Plan (LTCRP) following the 2018 Camp Fire, the Town of Paradise engages with whole community partners in its recovery efforts, including Federal, state, local, utility, private sector, non-profit, faith based, volunteer, education, and private citizen partners. The LTCRP provides a model for future recovery efforts and can be found at [https://issuu.com/makeitparadise/docs/2350rptbook\\_final190624?fr=xKAE9\\_zU1NQ](https://issuu.com/makeitparadise/docs/2350rptbook_final190624?fr=xKAE9_zU1NQ).

### Tasks for Infrastructure Systems

- Facilitate the restoration of and sustain essential services (public and private) to maintain community functionality.
- Coordinate planning for infrastructure redevelopment at the regional, system-wide level.
- Develop a plan with a specified timeline for developing, redeveloping, and enhancing community infrastructures to contribute to resilience, accessibility, and sustainability.
- Provide systems that meet the community needs while minimizing service disruption during restoration within the specified timeline in the recovery plan.

### Tasks for Economic Recovery

- Share, aggregate, and integrate economic impact data to assess economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
- Implement economic recovery strategies that integrate the capabilities of the private sector, enable strong information sharing, and facilitate robust problem solving among economic recovery stakeholders.
- Ensure the community recovery and mitigation plan(s) incorporate economic recovery and remove inhibitors to post-incident economic resilience, while maintaining the rights of all individuals.

- Establish a documentation system to collect and store disaster-related cost information to ensure maximum state and Federal reimbursement.
- File insurance claims, as appropriate.
- Identify economic impact of the disaster on the community, such as impacts on the tax base and employment.
- Review the Town budget to identify potential sources of available working capital.
- Facilitate business recovery by reestablishing commercial services and promoting businesses in damaged areas.
- Secure disaster business loans, disaster recovery assistance grants and hazard mitigation project funding.

### Unity of Effort

Again, as with 2018 Camp Fire LTCRP, the Town of Paradise led the recovery effort with the coordinated support of whole community partners to include Federal, state, local, utility, private sector, non-profit, faith based, volunteer, education, and private citizen partners. A unity of effort respects the authority and expertise of each participating organization while coordinating support of common recovery priorities and objectives built upon consensus and a transparent and inclusive planning process.

### Tasks for Operational Coordination

- Lead, coordinate, and drive the recovery process.
- Coordinate and leverage Recovery core capability resources.
- Integrate the interests of the whole community into ongoing recovery efforts and future initiatives.
- Ensure cross-mission and cross-capability integration through information sharing and coordination.
- Establish mechanisms to more effectively engage whole community partners.
- Improve future operational coordination through continual process improvements.

### Timeliness and Flexibility

As seen in Figure 9, short-term recovery begins during the disaster response itself and the National Disaster Recovery Framework is always applicable. While the immediate lifesaving activities are occurring, the Town Manager or designee assesses how soon to initiate recovery actions during response operations in order to determine how soon the response phase can transition to recovery.

Time is of the essence. Both FEMA and the State of California have time limitations on requests for recovery assistance.

Per Title 19 of the California Code of Regulations, Chapter 6, "...a city, county, or city and county must proclaim a local emergency within 10 days of the actual occurrence of a disaster and the proclamation must be acceptable to the Director, or the Governor must make a State of Emergency Proclamation." The proclamation should be ratified by the governing body within 7 days. Renewal of the resolution should occur every 60 days until terminated. The local agency must then submit a Project Application to Cal OES within 60 days after the date of the proclamation.

The steps in the California Disaster Assistance Act (CDAA) are shown in Figure 10 while FEMA's public assistance request process is in Figure 11. The processes are similar and run in parallel and the Town does not actually have to manage two processes. The first step for Town of Paradise to receive state

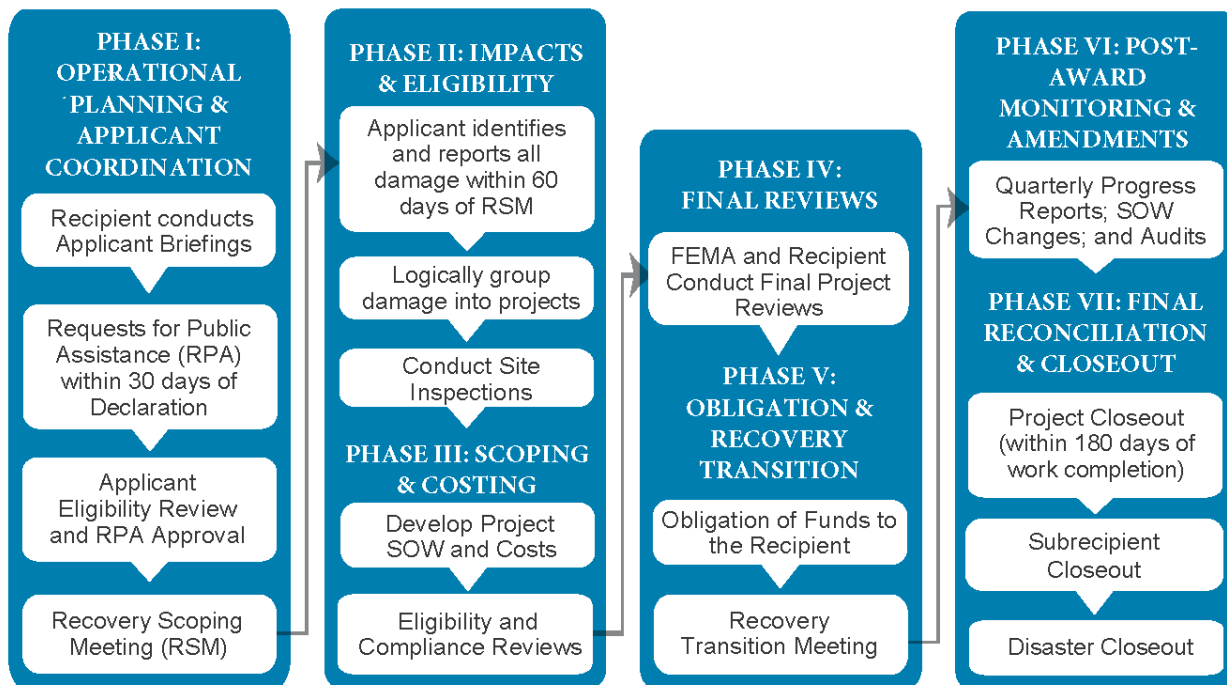
and Federal aid is simply to work through the Butte County of Emergency Management to request assistance. Cal OES staff will coordinate their recovery efforts with FEMA's in the event the State of California requests Federal assistance. Again, time is of the essence and the Town should favor requesting assistance early so as not to miss windows of opportunity.

*Figure 10. California Disaster Assistance Act (CDAA) Process.*





Figure 11. FEMA Public Assistance Process.



## Damage Assessment

- When requesting state or Federal disaster assistance, the Town of Paradise **must** provide information to support the request. Figure 10 describes the mechanisms required to document damages and determine needed assistance in the impacted area. FEMA's Preliminary Damage Assistance (PDA) process and its linkage to the Federal disaster declaration process is in Figure 11 and additional resources may be found at:
- FEMA Preliminary Damage Assistance Guide: [https://www.fema.gov/sites/default/files/documents/fema\\_2021-pda-guide.pdf](https://www.fema.gov/sites/default/files/documents/fema_2021-pda-guide.pdf)
- FEMA PDA Pocket Guide: [https://www.fema.gov/sites/default/files/documents/fema\\_2021-pda-pocket-guide.pdf](https://www.fema.gov/sites/default/files/documents/fema_2021-pda-pocket-guide.pdf)

## Two types of damage assessments include:

**Initial Damage Estimate (IDE):** This assessment begins immediately after the incident occurs and helps to determine life safety issues, identify the hardest hit areas and to estimate the damaged infrastructure. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

**Preliminary Damage Assessment (PDA):** This assessment is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized.

### 7.4.1 Windshield Surveys

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

area for obvious damages. The Red Cross also may conduct windshield surveys, if requested. Windshield surveys may also be used to develop the IDE discussed in the previous section.

#### *7.4.2 Safety Assessment*

As soon as possible following the emergency event, a Rapid Safety Assessment is conducted on occupied buildings and pre-designated essential facilities (e.g., occupied structures, access roads, bridges, utilities etc.). The assessment involves an immediate visual inspection by Safety Assessment Teams (SATs) assigned by the EOC Safety Assessment staff to identify unsafe structures/area and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated. The inspection and assessment process will be performed in accordance with the Applied Technology Council (ATC-20-2) *Procedures for Post Earthquake Safety Evacuation of Buildings*. Mutual aid for the conduct of these assessments can be obtained through the Safety Assessment Program, overseen by Cal EMA.

#### *7.4.3 Detailed Inspection*

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

#### *7.4.4 Engineering Assessment*

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

*Table 7 Damage Assessment Chronology of Activities*

Time Frame	Purpose	Method/Teams
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction of response efforts.	Windshield Survey Form Police, Fire and Public Works field units, and American Red Cross (ARC)
Safety Assessment		
0-24 hours post-event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (Green). The assessment is also used to identify requirements for barricades.	ATC-20-2 Rapid Evaluation Safety Assessment Form Safety Assessment Teams assigned by the EOC Safety Assessment staff
Detailed Damage Assessment		
24 hours to 1 week post-event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lights, and roadways. The assessment is also used to prepare for emergency repairs, bracing and shoring.	ATC-20-2 Detailed Evaluation Safety Assessment Form ATC-20-2 Fixed Equipment Checklist Safety Assessment Teams assigned by the EOC Safety Assessment staff
Engineering Assessment		
1 week to 2 months post-event	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	Engineers and architects Consulting structural, mechanical and geotechnical engineers

### Town Responsibilities to Access Assistance

If a request for assistance is necessary, the Town should include the following information in the request:

- A copy of the local proclamation (if required)
- IDE
- Written request/resolution by the Town Council (or the Town Manager if the council cannot be convened)
- Type of disaster and areas of the Town affected
- Date of occurrence and whether situation is continuing

- Type of assistance needed

Submit the request to the Butte County OEM. The County will then forward the request to the California Emergency Management Agency (Cal OES). The Town should submit its request separately *only* if the county does not intend to submit the same request. Assistance programs have deadlines for application which must be strictly adhered to; technical assistance is available from Cal OES in identifying those deadlines.

When a request for assistance is submitted, Cal OES will:

- Review the request for completeness.
- Request additional information if necessary.
- Determine the need to conduct damage assessments.
- Make a determination regarding the level of appropriate disaster assistance for the request.

### **Applicant Briefings**

If there is a state or Federal declaration including the provision of public or individual assistance the Cal OES Public Assistance Division will schedule and hold Public Agency Applicant Briefings. Affected public agencies will be notified by letter, e-mail, Cal OES website, Cal OES regional offices, or by telephone of the date, location, and time of the briefing. The Town and any local special districts that have experienced damages or may have eligible response costs should participate in the Applicant Briefing.

At the Applicant Briefing available Public Assistance (assistance to public agencies) and Individual Assistance (assistance for households and businesses) will be described. Applications for Federal and state Public Assistance will be available and accepted during these briefings. Detailed instructions on Public Assistance applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained. Public Assistance applicants are assigned a primary point of contact that will process the application, monitor work progress, and provide technical assistance for the duration of the application.

### **Public Assistance Project Approval Process**

The Cal OES Recovery Branch encourages applicant agencies to participate fully in the decision-making process of the approved scope of work and cost estimation for each project. The Town and other eligible applicants are notified by mail when FEMA or the state has approved the project for funding. This notification includes instructions to request payment of the funds. Additional information regarding both Federal and state public assistance programs on the Recovery section of the Cal OES website and technical assistance is available through the Cal OES Recovery Branch or the Regional Office.

Upon a Presidential declaration, local governments that have incurred significant emergency response costs may request the expedited processing of state and Federal funding. Qualifying costs may include:

- Emergency costs (e.g., police and fire overtime salaries)
- Debris removal necessary to protect life and property
- Temporary shelter operating costs

### Public Assistance Through Cal OES

Public agencies include state agencies and departments, cities, counties, Town and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public assistance disaster programs administered by Cal OES: Director’s Concurrence, Governor’s Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency, and Presidential Declaration of a Major Disaster.

Table 8: Select Public Assistance and Individual Assistance Through Cal OES

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implemental Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA – Director’s Concurrent with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a “Director’s Concurrent” within 10 days of an event. A Governor’s proclamation of a state of emergency is not required for the Cal OES Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, <u>and</u> funding to restore damaged public infrastructure.	State Public Assistance CDAA – Governor’s Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamation are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request Federal assistance. Local government should provide

	Stafford Act and CDAA – Presidential Declaration of an Emergency		detailed information including date of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* and reimbursement of emergency response and debris removal costs	Federal and State Public Assistance  Stafford Act and CDAA – Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request Federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, and appropriate type of assistance needed.  *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measure to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.

#### *Public Assistance Through Other Agencies*

The following table describes the implementation criteria for select disaster assistance programs available to public entities through Federal agencies other than FEMA. Through CDAA, the state may also cost share with these Federal programs.

Table 9: Select Public Assistance Programs

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implemental Criteria
Watershed restoration	Emergency Watershed Program / NRCS Division of the U.S. Department of Agriculture	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized streambanks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This



	Section 216, P.L. 81-516 and Section 403-405, P.L. 95-334		program does not require a Presidential declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event.
Emergency flood and post-flood activities	USACE Emergency Operations / USACE  Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented.
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/ USACE  Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to Federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurance before work can begin. This program does not require a Presidential disaster declaration before it is implemented.
Emergency repairs to Federal roads and highways	FHWA Emergency Relief (ER) Program/FHWA  Title 23, U.S.C., Section 125	80%-100% FHWA if performed within 180 days of an event	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans.
Permanent restoration of damaged local highways	FHWA ER Program/FHWA  Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53% of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with Cal OES

Permanent restoration of damaged Federal aid highways	FHWA ER Program/FHWA Title 23, U.S.C., Section 125	100% FHWA	<b>The FAST Act amendment applies to projects to repair or reconstruct facilities damaged as a result of a qualifying natural disaster or catastrophic failure.</b>
Long-term economic-redevelopment	HUD Disaster Recovery Initiative/HUD	75% Federal 18.75% State 6.25% Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of post-disaster stricken community. California Department of Housing and Community Development administers this program.

### *Individual and Family Assistance*

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and Private non-profit (PNPs) agencies in recovering from a disaster.

Table 10: Select Individual and Family Assistance Programs

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implemental Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program  13 CFR Ch.1 Part 123	\$200,000	<p>The SBA Physical loan program may be implemented upon:</p> <ul style="list-style-type: none"> <li>• Presidential disaster declaration</li> <li>• SBA Adminstrator physical disaster declaration per a gubernatorial request</li> <li>• SBA Adminstrator Economic Injury Disaster Loan (EIDL) declaration with governor's certification of substantial loss to at least 5 small buisnesses</li> <li>• SBA Adminitsrator EIDL declaration based on Secretary of Agriculture natural disaster determination</li> </ul> <p>In this case, a request for SBA declaration must be requested through Cal OES within 60 days of the occurrence.</p>

Low interest loans for losses to personal property	SBA Physical Disaster Loan Program  13 CFR Ch.1 Part 123	\$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP)  Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	Maximum amounts are published annually in the Federal Register	This is a Federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program  California Department of Social Services W/I 13600-13601	\$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a Federal declaration.
Disaster Unemployment Assistance	DUA  U.S. Department of Labor, 20 CFR, Part 625 44 CFR, Part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.
Funding to provide crisis counseling services (IA)	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health.

#### *Businesses, Ranchers and Private Nonprofit Assistance*

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers, and Private non-Profit (PNPs) agencies in recovering from a disaster.

Table 11: Select Business, Rancher, and Private Nonprofit Assistance

Type of Assistance	Program Name and Authority	Loan Maximum*	Implemental Criteria
Low interest loans to businesses and PNP's, for losses to real property	SBA Physical Disaster Loan Program 13 CFR Ch.1 Part 123	\$1.5 Million	<p>The SBA Physical loan program may be implemented upon:</p> <ul style="list-style-type: none"> <li>• Presidential disaster declaration</li> <li>• SBA Administrator physical disaster declaration per a gubernatorial request</li> <li>• SBA Administrator Economic Injury Disaster Loan (EIDL) declaration with governor's certification of substantial loss to at least 5 small businesses</li> <li>• SBA Administrator EIDL declaration based on Secretary of Agriculture natural disaster determination</li> </ul> <p>Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.</p>
Low interest loans to businesses and to help cover working capital	SBA Economic Injury Disaster Loan (EIDL) 13 CFR Ch.1 Part 123	\$2 Million	<p>The SBA Physical loan program may be implemented upon:</p> <ul style="list-style-type: none"> <li>• Presidential disaster declaration</li> <li>• SBA Administrator physical disaster declaration per a gubernatorial request</li> <li>• SBA Administrator Economic Injury Disaster Loan (EIDL) declaration with governor's certification of substantial loss to at least 5 small businesses</li> <li>• SBA Administrator EIDL declaration based on Secretary of Agriculture natural disaster determination</li> </ul> <p>EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is \$1.5 million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.</p>

Low interest loans to farmers, ranchers and aquaculturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.)	<p>Secretarial Designation – Agricultural disaster</p> <p>U.S. Department of Agriculture, Farm Services Agency</p> <p>7 CFR, Ch. 18, Part 1945, Subpart A</p>	\$500,000	<p>Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property.</p> <p>The Secretary of Agriculture can implement this program when requested by Cal OES on behalf of a local agriculture commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.</p>
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## Individuals and Households Program (IHP)

Upon the implementation of the IHP, individuals are required to first ‘tele-register’ with FEMA. Widespread notice through the local media and posting on the Town’s website to inform the public of the toll-free tele-registration number. Upon tele-registration, FEMA will assign a representative to evaluate the claim and will refer the individual to the appropriate program for loan and/or grant assistance. Individuals will then be provided loan and/or grant application information, instructions, terms and conditions directly from the agency providing assistance (FEMA, SBA, USDA). The Town may be asked for assistance in identifying appropriate locations for Disaster Recovery Centers (DRC) and to participate in the DRC when activated.

## SBA and USDA

When SBA and/or USDA has implemented its disaster program(s) independent of a Presidential declaration, individuals, businesses, private non-profit agencies, and/or the agricultural community, will be instructed to file an application directly with their local SBA and/or USDA office. If a DRC is not activated, the SBA or USDA will normally administer their programs through an existing local office or, particularly for SBA, in locally leased space.

## Short Term Recovery

The goal of short-term recovery is to restore the Town to at least a minimal operating capacity. Short-term recovery includes:

- Utility restoration

- Delivery of social, medical, and mental health services

- Provision of interim housing

- Re-establishment of Paradise government operations

- Establishment of transportation routes

- Debris removal

- Cleanup operations

- Abatement and demolition of hazardous structures

The Town will coordinate its efforts to restore utility systems and services during recovery operations between Town departments, special districts serving the Town and investor-owned utilities, including Pacific Gas and Electric, Comcast Cable, and the various telephone companies serving the Town. Medical and other essential services may need to operate from temporary facilities, as necessary. If there is serious damage to the Town’s housing stock, the Town may be asked to identify and assist in the support of interim housing solutions, such as motels or temporary trailer sites. The Town may request support to conduct Critical Incident Stress Debriefings (CISD) for emergency response personnel and victims of the disaster event.

The Town will ensure that debris removal and cleanup operations are expedited. The Town will need to inspect damaged buildings and facilities. Assistance in conducting post-disaster inspections of public and private facilities may be requested through California’s Safety Assessment Program, which is accessed through the California Emergency Management Agency. The Safety Assessment Program provides professional evaluators (volunteers) and mutual aid resources to local governments to determine use and occupancy of homes, buildings and infrastructure. On the basis of the Town’s assessments, structures that pose a public safety concern may be demolished or cordoned off.



If needed for the continuation of government operations and the provision of recovery services, the Town may implement its Continuity of Operations Plan (COOP), including relocation of operations from damaged facilities. If such relocation is required, information on alternate service delivery locations will be provided to the public. ***For more information on the Town's COOP refer to Functional Annex B-Continuity of Operation/Government of the Emergency Operations Plan***

### **Physical Recovery Activities**

Conduct a comprehensive damage assessment and compile the data into an Initial Damage Estimate to support a local Emergency Proclamation

Identify and preserve damaged historical or cultural sites

Identify environmental concerns (e.g., damage adjacent to riparian habitat)

Remove debris from public and private property and manage disposal sites

Identify redevelopment opportunities, if appropriate

Defer permits, fees, etc. for rebuilding of damaged structures

Pursue hazard mitigation projects and advance mitigation efforts, including upgrading infrastructure and utilities

Modify land use and zoning requirements and incorporate changes in construction standards and other codes, both for repair or rebuilding of disaster-damaged structures and for promoting disaster resistant future development

Evaluate repair and rebuilding options

### **Resilience and Sustainability**

The National Disaster Recovery Framework is always applicable and recovery actions are continuously conducted from preparedness through recovery. The Town of Paradise Long-Term Community Recovery Plan provides an excellent example of incorporating resilience into recovery planning. Pre- and post-disaster assessments and activities are essential for reducing current and future risk and lead to more sustainable communities.

### **Long Term Recovery**

The goal of long-term recovery is to restore facilities and the community to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration, or reconstruction of public facilities, facilitating restoration and reconstruction of damaged homes and businesses, and disaster response cost recovery. The Town will be responsible for its own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques. Long-term recovery will likely necessitate the need for significant coordination with Butte County, state, and Federal entities, the private sector, and with community-based organizations.

With public safety a primary concern, rapid recovery may require adjustments to various Town policies, procedures, codes, and ordinances to streamline the recovery process. Identification of specific statutes and policies to be adjusted will be disaster-specific and should be identified during the damage assessment process. The Town will also determine if temporary modification of state or county statutes are needed to facilitate recovery; if so, those modifications should be requested through the SEMS process.

Depending on the extent of the damage, the Town may consider activating a Local Assistance Center (LAC) to provide a centralized location or “one stop shop” for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC

operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:

Resource facility for recovery information, services and programs

Community-based service facilities

Managed by the Town

Staffed by Red Cross, other NGO's, and various Town of Paradise departments, Private Nonprofits (PNPs), local, state and Federal government, as appropriate

Local utilities, insurance adjusters, and others may be asked to collocate with the LAC to facilitate access to services

Depending on the extent of damage, state and Federal recovery assistance will also be sought for residents, businesses, and community organizations. If Federal assistance for households and businesses is granted, the Town may be asked to assist in implementing a DRC. A DRC may be activated by key Federal agencies to provide a location for victims and private non-profit organizations to obtain information about Federal recovery programs. The DRC may be collocated with a LAC if one has been established.

### **Tasks for Natural and Cultural Resources**

Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.

Mitigate the impacts to and stabilize the natural and cultural resources and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery.

Complete an assessment of affected natural and cultural resources and develop a timeline that includes consideration of available human and budgetary resources for addressing these impacts in a sustainable and resilient manner.

Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan.

### **Psychological and Emotional Recovery**

Successful recovery addresses the full range of psychological, emotional, and behavioral health needs associated with the disaster's impact and resulting recovery challenges. Behavioral health assistance provided in recovery may include provision of information and educational resources, basic psychological support and crisis counseling, assessment, and referral to treatment when needed for more serious mental health or addiction issues. Individuals and families will be better situated to manage their recovery once their basic needs are met, such as shelter, food, and reunification with family and household pets or service and assistance animals. Successful recovery acknowledges the linkages between the recovery of individuals, families, social networks, and communities.

### **Tasks for Social Recovery**

Promote community participation in recovery efforts through the "Long Term Recovery Committee", volunteer opportunities, and in plan revision

Support distribution of essential commodities and other daily living needs

Evaluate community stress and providing services for the mental health of individuals

Support restoration of critical community support structure, such as schools, medical services, and financial institutions

Restore community values

Promote family and individual preparedness

Establish Local Assistance Centers for 'one-stop' disaster recovery services and assisting in establishing a Disaster Recovery Center(s) in the Town if requested to do so to support delivery of state and Federal recovery programs



*Response*



*Recovery*



# Town of Paradise

## Emergency Operations Plan

### Hazard Specific Appendices



*Mitigation*



*Preparedness*

# Hazard Specific Appendices Overview

## Purpose

The purpose of the hazard specific Appendices is to provide further detail, guidance, and resources for specific incidents which may impact the Town of Paradise.

## Appendix Organization

Each hazard specific Appendix is organized as follows:

- I. Hazard Definition (i.e., cause and primary and secondary effects)
- II. Local Situation (i.e., hazard rating and local details)
- III. Concept of Operations (i.e., planning and response considerations, advanced readiness, initial response, and short-term recovery)
- IV. Roles and Responsibilities (i.e., Town of Paradise, Butte County, State of California, federal government)
- V. Additional Resources (i.e., Town/County and other)

## Scope

Hazard specific appendices are provided for the following incidents:

- Flooding/Dam Failure
- Severe/Extreme Weather
- Wildfire/Urban Interface
- Earthquake
- Hazardous Materials Incident
- Landslide/Mudslide/Debris Flow
- Insect Infestation
- Public Health/Epidemics
- Transportation Incidents
- Terrorism
- Civil Disorder/Violent Encounters

This list is not comprehensive and additional hazard appendices may require development based on the evolving threat landscape.

# Hazard Identification Assessment

Hazard ratings (i.e., geographic extent, likelihood of future occurrences, magnitude/severity, significance) are consistent with the Butte County Local Hazard Mitigation Plan (LHMP) Town of Paradise Annex Hazard Identification Assessment where available. If assessment factors were not available for a specific incident, ratings were based off assessment factors provided in the Town of Paradise Emergency Operations Plan (EOP). Where missing from both documents, ratings were assigned to the geographic extent and significance evaluation factors based upon the classification descriptions (i.e., limited, significant, or extensive for geographic extent and low, medium, or high, for significance) provided in the Butte County LHMP.

## Relationship to Other Plans

These hazard-specific appendices are aligned with and should be used in concordance with the following planning documents:

- Town of Paradise EOP and Annexes
- Butte County LHMP and Annexes
- Other Town and County Planning Documents

## Planning Assumptions

- All hazard specific incidents will be managed using the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS)
- When the Town of Paradise's response capacity is overwhelmed, Butte County will provide additional response support; if Town and County capacity is overwhelmed mutual aid, State, and Federal support may be engaged
- Each Appendix can be used independently
- As part of the typical plan review and update process, further hazard-specific information may be added to these appendices or further hazard specific plans may be developed based upon on guidance in the Comprehensive Preparedness Guide 101 and the emergency management needs of the Town of Paradise



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# FLOOD/DAM FAILURE

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Flood

##### 1.1.1 Definition

A flood is defined as an overflowing of water onto an area of land that is normally dry.

##### 1.1.2 Causes

- Natural disasters (i.e., weather events – snow melt, heavy rainfalls, etc.)
- Human-caused or technological events (i.e., structural design flaws of dams, terrorist attack on dam infrastructure, etc.)

##### 1.1.3 Flood Classification

- Slow-rise floods – may be preceded by a warning time lasting from hours to days, or possibly weeks which allows for preparation such as sand bagging that can lessen the impacts of a flood
- Flash floods – have an extremely short warning time, if at all, which does not allow for mitigative actions; flash floods usually require timely evacuations (i.e., within an hour)

##### 1.1.4 Primary Effects

- Threat to life and property (i.e., drownings, structure, and infrastructure damage, etc.)
- Health hazards (i.e., raw sewage discharge due to damaged infrastructure, flammable/explosive/toxic materials being carried off by flood waters)

##### 1.1.5 Secondary Effects

- Drinking water supplies may be polluted
- Gas and electrical service may be disrupted
- Transportation systems may be disrupted
- Jobs may be lost due to disruption of services
- Insurance rates may increase
- Public health impacts (i.e., disease control)

#### 1.2 Dam Failure

##### 1.2.1 Definition

A dam failure is the partial or complete collapse of an impoundment, with the associated downstream flooding.

##### 1.2.2 Causes

- Natural disasters (i.e., earthquake, severe weather)
- Structural/design flaws (i.e., erosion of the face or foundation, improper siting)
- Human-caused event (i.e., terrorist attack)

##### 1.2.3 Primary Effects

- Loss of life and injury

- Damage to structures and infrastructure
- Loss of services and road closures (i.e., from flood damage and debris)
- Loss of water supply

#### **1.2.4 Secondary Effects**

- Economic consequences
- Difficulty delivering necessary medical and social services to the public
- Long term displacement of persons residing in the inundation path
- Economic impacts
- Pollution of surface water or ground water, air, and soil

## **Section 2. Local Situation**

### **2.1 Local Characteristics of a Flood Incident**

#### **2.1.1 Probability and Severity (Butte County Hazard Identification Assessment)**

- 100/200/500 year flood:
  - Geographic extent: Limited
  - Probability of future occurrences: Occasional
  - Magnitude/severity: Negligible
  - Significance: Low
  - Climate Change Influence: Medium
- Localized stormwater flood:
  - Geographic extent: Extensive
  - Probability of future occurrences: Likely
  - Magnitude/severity: Limited
  - Significance: Medium
  - Climate Change Influence: Medium

#### **2.1.2 Local Detail**

- Creeks and Levees that could impact the Town of Paradise:
  - Dry Creek: during high flow events, there is local roadway and property flooding
  - Berry Creek: during high flow events, there is local roadway and property flooding
  - Clear Creek: during high flow events, there is local roadway and property flooding
  - Little Dry Creek: during high flow events, there is local roadway and property flooding
  - Honey Run Creek: during high flow events, there is local roadway and property flooding

### **2.1 Local Characteristics of a Dam Failure Incident**

#### **2.2.1 Probability and Severity**

- Geographic extent: Limited
- Probability of future occurrences: Unlikely
- Magnitude/severity: Limited
- Significance: Low
- Climate Change Influence: Medium

#### **2.2.2 Local Details**

- No prior dam failure has impacted the Town of Paradise

- Paradise Irrigation District (PID) has Paradise Dam impounding Paradise Lake and the smaller Magalia Dam just beneath it on Little Butte Creek
  - Failure of both or one of these dams would cause catastrophic loss of potable water for the majority of Paradise's population
  - Fire protection would be severely hampered
  - Access above and below Paradise would be restricted for an extended period of time

## **Section 3. Concept of Operations**

### **3.1 Planning and Response Considerations**

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of impending severe weather must be in place and ready to use at any time
- Mass evacuations of the inundation areas would be essential to save lives, if warning time should permit
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions will be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities, and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- Conduct of ground and aerial surveys to determine the scope of the damage, casualties, and status of key facilities may be necessary

### **3.2 Increased Readiness**

Upon receipt of information that the integrity of a dam may result in dam failure or weather predictions indicate potential for flooding consider the following:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures to both staff and the public (i.e., sand bagging, evacuation)
- Alerting other government agencies in which you anticipate needing support from
- Reducing non-critical operations
- Conducting flood flight and other protective actions
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### **3.3 Response**

1. Activate the Emergency Operations Center (EOC) and relevant plans (i.e., EOP, Continuity of Operations [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made

5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider the appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Mold and pest remediation
- Coordination of donations
- Community and economic restoration
- Mitigation against future severe weather events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency including patients evacuating medical care facilities, hospitals, hospices, and long-term care facilities. Public Health will coordinate specialized transportation for evacuees with medical and functional needs and will coordinate care for evacuees whose needs cannot be accommodated in general population shelters. Public Health will also support for individuals at pickup points and provide medical support at designated evacuation assembly areas and pickup points to perform triage of citizens prior to evacuation if evacuation is warranted. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

- Butte County Environmental Health: Butte County Environmental Health is responsible for directing the testing of water systems for pollution in areas directly or indirectly impacted by the flooding and arranging for potable water in areas adversely affected by water system pollution. Environmental Health will also address failed septic system issues.

#### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue.
- California Department of Transportation (CalTrans): CalTrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. CalTrans aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to "protect the public, their property, State employees, and the State infrastructure"; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- Department of Water Resources Division of Safety of Dams (DSOD): DSOD engineers inspect over 1,200 dams on a yearly schedule to insure they are performing and safely maintained. DSOD works closely with dam owners to identify and correct most potential problems before they become more serious. When notified of a potentially unsafe condition, DSOD will inspect the dam, and depending on the circumstances may initiate or require a follow-up investigation. When unsafe conditions develop, DSOD works with owners and their consultants to address and remedy the condition in a timely manner. To minimize risk, DSOD may impose a reservoir restriction to limit the water surface to a level that is judged safe and may direct the dam owner to implement their Emergency Action Plan (EAP), or request that they develop one in coordination with local authorities.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.

#### 4.4 Federal Government

- Federal Emergency Management Agency (FEMA): FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a major dam/reservoir failure event. Although the affected State and Local governments have primary jurisdiction for emergencies, a major dam/reservoir failure event causing mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the Local Incident Commander.
- National Weather Service (NWS): NWS provides weather decision services for events that threaten lives and livelihoods; delivers a broad suite of water forecasting services to support management of the Nation's water supply; enhances climate services to help communities, businesses, and governments understand and adapt to climate related risks; provides sector-relevant information in support of economic productivity; enables integrated environmental forecast services supporting healthy communities and ecosystems; and as requested, provides expertise regarding adverse weather predictions and impacts.

### Section 5. Additional Resources

**Town/County:**

- Town of Paradise EOP and Direction and Control Annex (i.e., Flood Management and other relevant Unit Position Check Lists)
- Butte County All-Hazard Mitigation Plan for detailed information and maps and Levee Failure/Dam Failure hazards for the Town

**Flood:**

- [Floodplain Management Resource Center](#)
- [National Flood Insurance Program](#)
- [Flood Risk Template and other Templates](#)
- [Guidelines and Standards for Flood Risk Analysis and Mapping Activities Under the Risk MAP Program](#)
- Centers for Disease Control and Prevention (CDC) Natural Disaster Guidance
- [Floods](#)
- [Cal OES Catastrophic Planning Documents](#)

**Dam Failure:**

- [How-To Guide: Assessing the Consequences of a Dam Failure, FEMA, 2012](#)
- [National Dam Safety Program Publications](#)
- [Dam Safety Resources for the General Public](#)
  - Training Aids for Dam Safety (TADS): A Self-Instructional Course in Dam Safety Practices (FEMA 609 DVD)

# Severe/Extreme Weather

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Severe/extreme weather includes naturally occurring events that are environmentally or meteorologically initiated and have either a long-term rate of occurrence or occur with regular frequency. Although the impacts of these naturally occurring events are not normally damaging, severe/extreme instances of meteorological phenomena are becoming more frequent and can present significant challenges in the areas of public safety, economic vitality, environmental quality, and other social consequences.

#### 1.2 Causes

- Extreme heat and drought
- Freeze and winter storms
- Heavy rains and storms (i.e., hail, lightning, wind)
- Wind and tornados

#### 1.3 Primary Effects

The type of extreme weather event will influence the type and severity of effects.

- Temporary power and utility outages
- Injury and loss of life
- Disruption of some government services
- Damage to property and infrastructure
- Road closures and debris

#### 1.4 Secondary Effects

- Extensive rain may cause cascading impacts such as flooding and landslides
- Heat waves may cause drought and wildfires
- Strong winds may cause damage to infrastructure and habitats
- Temporary or long-term displacement of residents may occur
- Long-term economic repercussions

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Extreme heat:
  - Geographic extent: Significant
  - Probability of future occurrences: Likely
  - Magnitude/severity: Critical
  - Significance: Medium
  - Climate Change Influence: High
- Freeze and winter storm:
  - Geographic extent: Significant
  - Probability of future occurrences: Likely
  - Magnitude/severity: Critical



- Significance: Medium
- Climate Change Influence: Medium
- Heavy rain and storms:
  - Geographic extent: Significant
  - Probability of future occurrences: Likely
  - Magnitude/severity: Critical
  - Significance: Medium
  - Climate Change Influence: Medium
- Wind and tornado:
  - Geographic extent: Extensive
  - Probability of future occurrences: Likely
  - Magnitude/severity: Critical
  - Significance: High
  - Climate Change Influence: Low

## 2.2 Local Details

- Overall, the risk of extreme weather in the Town of Paradise is moderate
- The Town of Paradise, as with Butte County, chronically experiences drought
  - Past droughts in California (1987-1992 and 1994) have been long term in nature and have had state-wide impacts
  - Drought conditions have caused extensive weakening of trees in forested areas causing them to become highly vulnerable to disease and insect infestation
  - Many trees have weakened and died, creating a severe fire hazard
  - Dry wildland brush areas present a wildfire risk
- The Town of Paradise experiences summer temperatures that reach into the 100's and winter temperatures can drop into the low teens
  - Low temperatures can cause town infrastructure to fail and present a threat to public health
  - Occasionally, the Town will experience a significant accumulation of snow (total accumulations may reach 3 feet of snow at the upper elevations of town and a foot or more of snow at the lowest elevations)
  - While snow events are relatively infrequent (a 12-inch snow accumulation has less than a 10% chance of occurring in a particular year), the elderly and fairly transitory population makes it likely that a significant number of citizens will be unprepared for heavy snow accumulation, snow- and ice-covered roads, extended disruption of electrical power, and a lack of access to basic medical and food supplies
- Numerous thunderstorms impacting the Town of Paradise develop and mature on an annual basis
  - The frequency of storms is more in the mountainous areas than the inland ones in Butte County
  - For the Town of Paradise, the severity of thunderstorms is moderate and would be limited to direct lightning strikes, wind damage, and precipitation
- Butte County has a history of chronic tornados that have caused six injuries between 1950 and 2011
  - A category 1 tornado injured 4 people and caused between \$500,000 and \$5,000,000 in damages in December of 1992 and in February of 1994 a category 2 tornado damaged a dozen structures and caused power outages
  - In May 2011, Butte County experienced three tornadoes in a rural area south of the City of Chico
  - Between 1950 and 2017, there were a total of 16 tornadoes in Butte County, 8 F0, 7 F1, and 1 F2
- In June of 2018, a tornado which formed during a severe thunderstorm briefly touched down in Butte County
  - The storm was producing quarter-sized hail and strong winds
  - NWS official reported a screen door was blown off of a home, but reported no further damage

## Section 3. Concept of Operations

### 3.1 Planning and Response Considerations

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments

- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of impending severe weather must be in place and ready to use at any time
- Mass evacuations may be essential to save lives, if warning time should permit
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions will be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities, and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- Conduct of ground and aerial surveys to determine the scope of the damage, casualties, and status of key facilities may be necessary

### **3.2 Increased Readiness**

Upon receipt of information that severe weather is likely, consider the following:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures to both staff and the public (i.e., sand bagging, evacuation)
- Alerting other government agencies in which you anticipate needing support from
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### **3.3 Response**

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider appropriate time to transition to recovery

### **3.4 Short Term Recovery**

During an adverse weather event, short-term recovery efforts begin almost immediately after life preservation and life safety. The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning

- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Mold and pest remediation (for heavy rain or tornado events)
- Coordination of donations
- Community and economic restoration
- Mitigation against future severe weather events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency including patients evacuating medical care facilities, hospitals, hospices, and long-term care facilities. Public Health will coordinate specialized transportation for evacuees with medical and functional needs and will coordinate care for evacuees whose needs cannot be accommodated in general population shelters. Public Health will also support for individuals at pickup points and provide medical support at designated evacuation assembly areas and pickup points to perform triage of citizens prior to evacuation if evacuation is warranted. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP

promote safe and efficient movement of people and goods. CHP also has duties to “protect the public, their property, State employees, and the State infrastructure”; which as needed involves collaboration with Local, State and, Federal public safety agencies.

- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.

#### 4.4 Federal Government

- Federal Emergency Management Agency (FEMA): FEMA offers public assistance to support state and local government recovery including reimbursements for emergency animal evacuation and sheltering activities. Provides public assistance to local jurisdictions through the State and, in a major disaster, often through operations at a Joint Field Office. Provides individual assistance directly to individuals at FEMA Disaster Recovery Centers or requested by electronic means (e.g., telephone, internet). Provides public assistance to support State and local government recovery and individual assistance to individuals impacted by the disaster.
- National Weather Service (NWS): NWS provides weather decision services for events that threaten lives and livelihoods; delivers a broad suite of water forecasting services to support management of the Nation’s water supply; enhances climate services to help communities, businesses, and governments understand and adapt to climate related risks; provides sector-relevant information in support of economic productivity; enables integrated environmental forecast services supporting healthy communities and ecosystems; and as requested, provides expertise regarding adverse weather predictions and impacts.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Butte County Drought Preparedness and Mitigation Plan
- Butte County All-Hazard Mitigation Plan for detailed information and maps on severe/extreme weather hazards for the Town

#### Other:

- [National Weather Service Definitions, Thresholds, and Criteria for Warnings, Watches and Advisories](#)
- [National Weather Service Severe Weather Preparedness Guide for Schools](#)
- CDC Natural Disaster Guidance
  - [Extreme Heat](#)
  - [Heat and Health Tracker](#)
  - [Tornadoes](#)
  - [Winter Weather](#)

# Wildfire/Urban Interface

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

A wildfire is an uncontrolled fire spreading through vegetative fuels, posing danger and destruction to life and property. Wildfires can occur in undeveloped areas and spread to urban areas where structures and other human development are more concentrated. When an urban development is located in proximity to wildland areas, the term “urban-wildland interface” is used.

#### 1.2 Causes

- Campfires left unattended
- Burning of debris
- Equipment use and malfunctions
- Negligently discarded cigarettes
- Intentional acts of arson
- Lightning

#### 1.3 Primary Effects

- Injury and loss of life
- Damage to property and infrastructure
- Water and air pollution
- Public health impacts due to smoke inhalation
- Burning of vegetation/crops and loss of habitats and animal spaces

#### 1.4 Secondary Effects

- Increased risk of soil erosion, changes in runoff patterns, and landslides
- Increased costs of insurance
- Long-term economic repercussions
- Temporary or long-term displacement of people and animals

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Geographic extent: Extensive
- Probability of future occurrences: Likely
- Magnitude/severity: Critical
- Significance: High
- Climate Change Influence: High

#### 2.2 Local Details

- Wildland fire is an ongoing concern for the Town of Paradise, as exemplified by the Camp Fire in 2018
- The fire season extends from early spring through late fall of each year during the hotter, dryer months
- Fire conditions arise from a combination of high temperatures, low moisture content in the air and fuel, accumulation of vegetation, and high winds

- The topography, fuel conditions, and Mediterranean climate combine to make the Town of Paradise and surrounding areas of Butte County a very high fire hazard severity zone
- This, coupled with the moderate to high density residential population of Paradise and the surrounding area, presents a unique wildland urban interface firefighting problem
- Wildfires can occur in the entire Town of Paradise and there is a strong historical precedence for wildfire events, as exhibited by the numerous fires throughout the history of the Town of Paradise
- The lack of ingress and egress in the Town further complicate the wildfire risk

### Section 3. Concept of Operations

#### 3.1 Planning and Response Considerations

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of impending fires and fire conditions must be in place and ready to use at any time
- Mass evacuations may be essential to save lives if warning time should permit
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions will be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities, and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- CAL FIRE will be the lead agency for a wildfire/urban interface response
- Due to past experience with wildfires, the public and staff may experience increased trauma during subsequent fire events making behavioral and mental health support increasingly necessary
- Public Safety Power Shut Offs (PSPS) may be necessary and may require unique response tactics to assist vulnerable populations

#### 3.2 Increased Readiness

Upon receipt of information that weather conditions indicate increased likelihood of wildfires, consider the following:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures (i.e., red flag warnings, etc.)
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

#### 3.3 Response

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control

4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Coordination of donations
- Community and economic restoration
- Mitigation against future wildfire events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency including patients evacuating medical care facilities, hospitals, hospices, and long-term care facilities. Public Health will coordinate specialized transportation for evacuees with medical and functional needs and will coordinate care for evacuees whose needs cannot be accommodated in general population shelters. Public Health will also support for individuals at pickup points and provide medical support at designated evacuation assembly areas and pickup points to perform triage of citizens prior to evacuation if evacuation is warranted. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.



- Butte County Environmental Health: Butte County Environmental Health is responsible for directing the testing of water systems for pollution in areas directly or indirectly impacted by the wildfire and arranging for potable water in areas adversely affected by water system pollution. Environmental Health will also address failed septic system issues.

#### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE is a state-wide organization that is responsible for the fire protection of millions of acres of public and private wild lands. Because of the Department's size and experience in managing major incidents, it is often asked to assist or take the lead in brush fires. In the event of a brush fire within the Town of Paradise, resources and mutual aid may be requested from CAL FIRE if needed.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to "protect the public, their property, State employees, and the State infrastructure"; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.
- California Environmental Protection Agency (CAL EPA): Cal EPA is charged with developing, implementing and enforcing the state's environmental protection laws that ensure clean air, clean water, clean soil, safe pesticides and waste recycling and reduction. In the event of a major fire, CAL EPA may work alongside the Town or County to identify and address environmental factors that could be potentially harmful to the population.

#### 4.4 Federal Government

- Federal Emergency Management Agency (FEMA): FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a major brush fire. Although the affected State and local governments have primary jurisdiction for emergencies, a major brush fire causing mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander.
- National Weather Service (NWS): Meteorologists from NWS work on the front lines to support agencies who prevent and fight wildfires, collaborating closely with state and local fire control agencies, as well as the Forest Service and other federal entities. NWS also issue red flag warnings prior to wildfire events.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Town of Paradise Evacuation / Traffic Control Plan
- Town of Paradise Camp Fire AAR
- Butte County All-Hazard Mitigation Plan for detailed information and maps on the wildfire/urban interface hazards for the town
- Butte County Camp Fire AAR

- Butte County Community Wildfire Protection Plan

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**Other:**

- [Cal OES Wildfire State Recovery Resources](#)
- [FEMA Wildfire Actions Guidance](#)
- CDC Natural Disaster Guidance
  - [Wildfires](#)
- [CDC Situation Awareness 2022 Wildfire Preparedness and Response Guidance](#)
- [Community Wildfire Mitigation Best Practices Toolkit](#)

# Earthquake and Liquefaction

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Earthquakes are the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock. Earthquakes can happen anywhere, but California is at higher risk for experiencing earthquakes. Earthquakes give no warning.

#### 1.2 Causes

- Tectonic movements
- Volcanic eruptions
- Man-made causes (i.e., oil drilling, nuclear bombings)
- Landslides, avalanches, and the collapse of heavy rocks

#### 1.3 Primary Effects

- Ground shaking
- Ground rupture
- Landslides
- Tsunamis
- Liquefaction

#### 1.4 Secondary Effects

- Injury and loss of life (i.e., from collapsed buildings and falling objects)
- Damage to property and infrastructure (i.e., bridge collapse, dam failure)
- Fires
- Contamination of water
- Utility damage and outages
- Gas leaks
- Long-term economic repercussions
- Temporary or long-term displacement of people and animals

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Geographic extent: Extensive
- Probability of future occurrences: Occasional/Unlikely
- Magnitude/severity: Critical
- Significance: High
- Climate Change Influence: Low

#### 2.2 Local Details

- The probability of an earthquake affecting the Town of Paradise is low.
- The only known active fault in Butte County is the Cleveland Hills Fault south of Oroville, the site of the August 1975 Oroville Earthquake (magnitude 5.7) which led to considerable structural damage in Oroville
  - Prior to 1975, this fault was not considered active

- This earthquake was also felt in the City of Chico, but there was no recorded damage
- Since 1975, there have been 14 quakes above magnitude 5, 180 quakes between magnitude 4 and 5, 2,641 quakes between magnitude 3 and 4, and 30,239 quakes between magnitude 2 and 3
  - Earthquakes of magnitude 2.5 or less are not usually felt, but can be recorded by a seismograph, and earthquakes of between magnitude 2.5 to 5.4 are often felt but only cause minor damage
- Studies indicate that the fault could have a maximum credible earthquake with a magnitude of 6.5 to 6.7
  - Earthquakes between magnitude 6.1 and 6.9 may cause a lot of damage in heavily populated areas

## **Section 3. Concept of Operations**

### **3.1 Planning and Response Considerations**

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Earthquakes have no advanced warning so public notification of an impending earthquake is not possible
- However, aftershocks or other cascading effects of the earthquake may occur, so public messaging may be necessary following an earthquake
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions may be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities, and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand protective guidance issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- Conduct of ground and aerial surveys to determine the scope of the damage, casualties, and status of key facilities may be necessary

### **3.2 Increased Readiness**

Earthquakes occur without warning. However, aftershocks or other cascading events following an earthquake may be more predictable. The following should be considered upon occurrence of an earthquake:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and protective measures (i.e., aftershock warnings, “drop, cover, hold”)
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### **3.3 Response**

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
3. Determine if disaster declaration should be made
4. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.

5. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
6. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Coordination of donations
- Community and economic restoration

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office. Paradise PD will also facilitate re-entry of evacuees or displaced persons back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency. BCPHD may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.
- Butte County Environmental Health: Butte County Environmental Health is responsible for directing the testing of water systems for pollution in areas directly or indirectly impacted by the earthquake and arranging for potable water in areas adversely affected by water system pollution. Environmental Health will also address failed septic system issues.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local

Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.

- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue. CAL FIRE may also deploy HazMat teams to provide support during hazardous materials events.
- California Department of Transportation (CalTrans): CalTrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. CalTrans aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to “protect the public, their property, State employees, and the State infrastructure”; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.
- California Environmental Protection Agency (CAL EPA): CAL EPA is charged with developing, implementing and enforcing the state's environmental protection laws that ensure clean air, clean water, clean soil, safe pesticides and waste recycling and reduction. In the event of a major fire, CAL EPA may work alongside the Town or County to identify and address environmental factors that could be potentially harmful to the population.

#### 4.4 Federal Government

- Federal Emergency Management Agency (FEMA): FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a major earthquake. Although the affected State and Local governments have primary jurisdiction for emergencies, a major earthquake causing mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander.
- United States Geological Service (USGS): USGS has the Advanced National Seismic System (ANSS) which includes regional and national seismic networks and the National Earthquake Information Center (NEIC). These entities provide rapid reporting of global earthquake information. USGS also provides rapid notification of earthquake events to civil defense and government officials in the affected area, and to the public through the news media. USGS also produces regional assessments of earthquake hazards in conjunction with State and local governments. This information is used by local planners and building officials in setting appropriate building and retrofitting standards in an area government and civil defense officials in planning for disaster recovery professionals conducting detailed site assessments researchers engaged in basic and applied research.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Butte County All-Hazard Mitigation Plan for detailed information and maps on the earthquake hazard for the town

#### Other:

- CDC Natural Disaster Guidance
  - [Earthquakes](#)
- [Earthquake Warning California Business Toolkit](#)

- [Cal OES Catastrophic Planning Documents](#)
- [Prepare Your Organization for an Earthquake Playbook](#)
- [FEMA Earthquake Training](#) (National Earthquake Technical Assistance Program, QuakeSmart, Rapid Observation of Vulnerability and Estimation of Risk, etc.)
- [National Earthquake Hazards Reduction Program's State Assistance Program](#)



# Hazardous Materials Incidents

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Hazardous materials consist of substances that by their nature, lack of containment, and reactivity, have the capability for inflicting harm. Hazardous materials pose a threat to health and the environment when improperly managed. It can be toxic, corrosive, flammable, explosive, reactive, an irritant, or a strong sensitizer. Hazardous materials substances also include certain infectious agents, radiological materials, oxidizers, oil, used oil, petroleum products, and industrial solid waste substances.

#### 1.2 Causes

- Natural disasters
- Human errors
- Accident

#### 1.3 Primary Effects

- Injury and loss of life (i.e., from release of toxins into the atmosphere and from exposure to toxic vapors, gases, liquids, and solids)
- Damage to the environment (i.e., air, ground, and subsurface water contamination)

#### 1.4 Secondary Effects

- Chemical fires and explosions
- Long-term environmental consequences (i.e., agricultural contamination)
- Long-term economic repercussions
- Temporary or long-term displacement of people and animals

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Geographic extent: Limited
- Probability of future occurrences: Unlikely
- Magnitude/severity: Negligible
- Significance: Low
- Climate Change Influence: Low

#### 2.2 Local Details

- The major generators of this waste in Butte County are haulers that are licensed to pick up used oil from locations in other counties.
  - Therefore, the largest sources of hazardous waste important to Butte County are outside of the county.
  - It is brought in by a licensed hauler and then shipped out for recycling, treatment, or disposal.
- Medical wastes are another growing source of hazardous wastes in the county.
- Transportation of numerous hazardous materials is increasing on state highways, roads, and interstates which go through the Town of Paradise.

- Following the Camp Fire, hazardous materials and toxic ash were left and presented a threat to both human health and the environment.

### Section 3. Concept of Operations

#### 3.1 Planning and Response Considerations

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to alert the public when a hazardous materials event occurs must be in place and ready to use at any time
- Mass evacuations may be essential to save lives if warning time should permit
- Extensive decontamination operations may be required to assist contaminated individuals
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Mitigative action may be possible to limit the extent of a hazardous materials release
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- The fire department should have identified the types and quantities of chemicals at certain fixed facilities and transportation routes which may pose a potential hazardous materials release
- The fire department should receive reports and maintain data on the hazmat inventories at local facilities for use in emergency planning
- Personal protective equipment (PPE) may be necessary for individuals responding to the incident, Town of Paradise Staff, and the public

#### 3.2 Increased Readiness

Because hazardous materials incidents frequently occur without warning, increased readiness actions may not be applicable. However, upon receipt of notification of a hazardous materials incident, the following initial response considerations should be implemented. In addition, advanced warning may be possible for cascading incidents resultant from a hazardous materials release, like chemical fires or explosions. In these cases, the following should be considered for advanced readiness.

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

#### 3.3 Response

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation or shelter in place orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Conduct assessments of the extent of the release and implement initial mitigative actions to prevent further contamination

## 7. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Coordination of donations
- Community and economic restoration
- Mitigation against future wildfire events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Paradise Fire Department/Cal Fire: The fire department is the first responder unit for Hazardous Materials incidents and provides the initial assessment, establishes command, develops objectives, determines the need for protective actions, and requests the BCIHMRT or other resources as required.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Hazardous Materials Response Team: The Butte County Hazardous Materials Response Team is the agency which responds to large scale, emergency hazardous material incidents within the County. This team was organized by the Butte County Fire Chiefs Association brought in through the use of a Joint Powers Agreement (JPA). Team members are provided through various departments from the cities of Chico, Oroville, Biggs, and Gridley; the Town of Paradise; Butte County; and CAL FIRE.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency including patients evacuating medical care facilities, hospitals, hospices, and long-term care facilities. Public Health will coordinate specialized transportation for evacuees with medical and functional needs and will coordinate care for evacuees whose needs cannot be accommodated in general population shelters. Public Health will also support for individuals at pickup points and provide medical support at designated evacuation assembly areas and pickup

points to perform triage of citizens prior to evacuation if evacuation is warranted. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

- Butte County Environmental Health: Butte County Environmental Health is responsible for directing the testing of water systems for pollution in areas directly or indirectly impacted by the wildfire and arranging for potable water in areas adversely affected by water system pollution. Environmental Health will also address failed septic system issues.

#### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue.
- California National Guard 95<sup>th</sup> Civil Support Team: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support. California National Guard - 95<sup>th</sup> Civil Support Team In response to Presidential Decision Directive 39, the United States Army created Civil Support Teams to counter chemical/biological terrorist threat. The team managed under the National Guard and directed by the State Adjutant General, is completely self-contained and self-sufficient. The team is operational 24 hours a day, 7 days a week.

#### 4.4 Federal Government

- Federal Emergency Management Agency's (FEMA's) Interagency Modeling and Atmospheric Assessment Center (IMAAC): IMAAC coordinates and disseminates federal atmospheric dispersion modeling and hazard prediction products. These products provide the federal position during actual or potential incidents involving hazardous material releases. Through plume modeling analysis, the IMAAC provides emergency responders with predictions of hazards associated with atmospheric releases to aid in the decision-making process to protect the public and the environment.
- Environmental Protection Agency (EPA) National Response Center: The National Response is the mechanism the Federal government uses to respond to a wide range of hazardous materials releases. When a release or spill of oil or a regulated hazardous material exceeds a specified trigger, the organization responsible for the release or spill is required by law to notify the National Response Center at 1-800- 424-8802. This center is run 24 hours a day by the Coast Guard. Once a report is made, the National Response Center immediately notifies a designated On-Scene Coordinator in the region, as well as state, local, tribal, and territorial emergency personnel. The On-Scene Coordinator coordinates with the state, tribe, or territory, other personnel on site, and the Potentially Responsible Party (responsible for the release or spill) to determine the status of the response. The On-Scene Coordinator determines whether, or how much, Federal involvement is necessary and deploys the needed resources. The On-Scene Coordinator also ensures that the cleanup, whether accomplished by industry or Federal, state, local, tribal, or territorial officials, is appropriate, timely, and minimizes human and environmental damage.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Butte County All-Hazard Mitigation Plan for detailed information and maps on the hazardous materials hazard for the town
- Butte County Hazardous Materials Plan

#### Other:

- [Hazardous Materials Incidents Guidance for State, Local, Tribal, Territorial, and Private Sector Partners](#)

- [Department of Homeland Security \(DHS\) Hazardous Materials Releases](#)
- [Cal OES Hazardous Materials Tool Kit](#)
- [EPA Technical Guidance for Hazardous Analysis, Emergency Planning for Extremely Hazardous Substances](#)

# Landslide, Mudslide, and Debris Flow

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Landslides occur when masses of rock, earth, or debris move down a slope. Debris flows, also known as mudslides, are a common type of fast-moving landslide that tends to flow in channels.

#### 1.2 Causes/Risk Factors

- Natural disasters such as droughts, rainstorms, earthquakes, avalanches, and volcanic eruptions
- Wildfires or human modification where vegetation is destroyed and the area experiences heavy rains
- Mining
- Steep slopes and areas at the bottom of slopes or canyons
- Slopes that have been altered for construction of buildings and roads
- Channels along a stream or river
- Areas where surface runoff is directed

#### 1.3 Primary Effects

- Injury and loss of life
- Damage to property and infrastructure
- Damage to land and loss of natural resources

#### 1.4 Secondary Effects

- Increased risk of flood if rivers are obstructed by rocks and/or debris
- Long-term economic repercussions
- Temporary or long-term displacement of people and animals

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Geographic extent: Significant
- Probability of future occurrences: Likely
- Magnitude/severity: Critical
- Significance: Medium
- Climate Change Influence: Low

#### 2.2 Local Details

- The probability and severity of a landslide/mudslide hazard occurring in the Town of Paradise is categorized as low risk.
- Most landslides in Butte County occur on slopes greater than 15 percent, and most new landslides occur in areas that have experienced previous landslides.
- The areas of highest landslide potential are in the mountainous central area of the county where well-developed soils overlay impervious bedrock on steep slopes which at times undergo heavy rainfall.
- The slopes around flat uplands, such as Table Mountain, are also highly susceptible to landslides.

## Section 3. Concept of Operations

### 3.1 Planning and Response Considerations

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of possible landslides or debris flow must be in place and ready to use at any time
- Mass evacuations may be essential to save lives if warning time should permit
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions will be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster
- Conduct of ground and aerial surveys to determine the scope of the damage, casualties, and status of key facilities may be necessary

### 3.2 Increased Readiness

Upon receipt of information that weather conditions indicate increased likelihood of landslides, mudslides, or debris flow, consider the following:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### 3.3 Response

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services



- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Coordination of donations
- Community and economic restoration
- Mitigation against future landslide, mudslide, and debris flow events including seeding of denuded areas, sandbagging, and erection of temporary erosion control measures

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office. Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency including patients evacuating medical care facilities, hospitals, hospices, and long-term care facilities. Public Health will coordinate specialized transportation for evacuees with medical and functional needs and will coordinate care for evacuees whose needs cannot be accommodated in general population shelters. Public Health will also support for individuals at pickup points and provide medical support at designated evacuation assembly areas and pickup points to perform triage of citizens prior to evacuation if evacuation is warranted. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.
- Butte County Environmental Health: Butte County Environmental Health is responsible for directing the testing of water systems for pollution in areas directly or indirectly impacted by a landslide or debris flow and arranging for potable water in areas adversely affected by water system pollution. Environmental Health will also address failed septic system issues.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local

Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.

- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue.
- California Department of Transportation (CalTrans): CalTrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. CalTrans aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to “protect the public, their property, State employees, and the State infrastructure”; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.
- California Geological Service (CGS): CGS is the State of California’s geologic agency tasked with providing scientific information and services about California’s geology, seismology, and mineral resources. CGS has performed extensive mapping through their Landslide Inventory Map Series, which show the locations and characteristics of past landslides. These maps can delineate potential slope stability problem areas. CGS regularly works with Cal OES during and immediately following slide incidents and would potentially work with the Town following major slides within Town boundaries.

#### 4.4 Federal Government

- Federal Emergency Management Agency (FEMA): In large incidents that exhaust Local and State resources, FEMA is the lead Federal agency for consequence management. If an incident extends beyond local and state response capabilities, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander. FEMA also provides individual assistance directly to individuals at FEMA Disaster Recovery Centers. Additionally, FEMA offers public assistance to support state and local government recovery including reimbursements for emergency animal evacuation and sheltering activities.
- National Weather Service (NWS): The NWS improves weather decision services for events that threaten lives and livelihoods. Their weather forecasts can assist agencies making decisions regarding rescue and response efforts and can warn stakeholders of coming storms and precipitation that might increase the likelihood of slides and mudflows. The weather Service routinely participates on citywide conference calls and briefs staff on the impending weather forecast in order to assess whether rain forecasts will spurn potential debris flows in recent burn areas within the Town of Paradise.
- United Geological Service (USGS): The USGS is a science organization with the U.S. Government that provides information regarding ecosystems, the environment, natural resources, and natural hazards. Their Landslide Hazards Program gathers information and conducts research in to slide hazards and slide incidents so as to expand public knowledge. In a slide incident within Town of Paradise, USGS would potentially assist with mapping and geophysical information.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Butte County All-Hazard Mitigation Plan for detailed information and maps on the landslide/mudslide hazard for the town

#### Other:

- CDC Natural Disaster Guidance

- [Landslides](#)
- [USGS Landslide Hazards Data and Tools](#)
- [USGS The Landslide Handbook – A Guide to Understanding Landslides](#)
- [USGS Landslide Preparedness](#)

# Invasive Species

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

An invasive species is an organism that causes ecological or economic harm in a new environment where it is not native. An invasive species can be any kind of living organism—an amphibian (like the cane toad), plant, insect, fish, fungus, bacteria, or even an organism's seeds or eggs—that is not native to an ecosystem and causes harm. Species that grow and reproduce quickly, and spread aggressively, with potential to cause harm, are given the label "invasive."

#### 1.2 Causes

- Globalization
- Spread of new species via trade, transport, and travel
- Climate change

#### 1.3 Primary Effects

- Environmental consequences
  - Native species decline
  - Damage to native fisheries
  - Resource competition
  - Habitat alteration
- Public health impacts
  - Infection of humans with new diseases
  - Vector-led disease spread

#### 1.4 Secondary Effects

- Long-term economic repercussions
- Decreased agricultural productivity
- Loss of property values
- Interruption to public utility operations
- Decreased tourism and outdoor recreation
- Increased frequency and intensity of wildfire (due to altered carbon and nitrogen cycles)

### Section 2. Local Situation

## 2.1 Probability and Severity

- Aquatic:
  - Geographic extent: Limited
  - Probability of future occurrences: Unlikely
  - Magnitude/severity: Limited
  - Significance: Low
  - Climate Change Influence: Medium
- Pets/Plants
  - Geographic extent: Limited
  - Probability of future occurrences: Unlikely
  - Magnitude/severity: Negligible
  - Significance: High
  - Climate Change Influence: Low

## 2.2 Local Details

- The number one industry in Butte County is agriculture; thus, the severity of an invasive species incident would be high as the economic repercussions may be severe
- Throughout Butte County, 1,216 traps were placed to detect the presence of the pest: Gypsy Moth, Mediterranean Fly, Japanese and Khapra Beetle, Oriental, Melon and Olive Fruit Flies and Glassy-winged Sharpshooter and 1,873 Olive Fruit Flies were trapped during this response
- Pest eradication for the Spotted Knapweed, Diffuse Knapweed, Hoary Cress, Perennial Peppergrass, White Horsenettle, Skeleton Weed and Dyer's Woad is controlled by a combination of mechanical and chemical methods at 52 sites throughout the County
- In 2020, the Town of Paradise experienced an infestation of Broom weed, an invasive species that began growing due to a warm, dry spring and became worse because of later rains
  - The weeds posed a fire hazard and were an obstacle for development and cleanup of the Town from the Camp Fire
- Also in 2020, California Department of Food and Agriculture (CDFA) warned the public of "mysterious and unsolicited seed" shipments from China
  - The seed packages were labeled as jewelry, toys, or other items and were shipped through homeowners throughout the US, including Butte County

## Section 3. Concept of Operations

### 3.1 Planning and Response Considerations

- Effective preparedness, mitigation, response, and recovery for an invasive species incident will require the participation and coordination of many levels of government, private sector entities, and the public
- Once a species becomes widespread, the cost to control it will more than likely require significant and sustained funding
- Early detection and rapid response (EDRR) may be a cost-effective strategy to locate, contain, and eradicate invasive species early in the invasion process in order to minimize ecological and economic impacts of non-indigenous species
- Successful prevention will reduce the rate of introduction and establishment and thereby reduce the impacts of invasive species
- One essential element to prevention is identifying the high-risk pathways that facilitate introductions of invasive species and implementing actions to impede those introductions
- Other critical elements include using effective management tools to reduce unintentional introductions and using risk assessment for both intentional and accidental introductions of non-native species
- Baseline data and monitoring systems are required in order to evaluate the success of preventative measures
- Another critical element to rapid response is having the infrastructure in place to quickly implement management actions while new invasions can still be eradicated or contained

### 3.2 Increased Readiness

Upon receipt of information that an invasive species has been identified, consider the following:

- Enhanced staffing
- Engaging invasive species subject matter experts through government partnerships or private contracting
- Adjusting work hours
- Ready equipment and supplies
- Beginning information campaigns surrounding the invasive species, what the public can do, and what the government is doing
- Reducing non-critical operations

### 3.3 Response

1. Assess public health and environmental impacts of invasive species incident
2. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
3. Issue necessary public information and sustain messaging and outreach campaigns throughout the response
4. Coordinate with higher level governments, non-governmental organizations (NGOs), private entities, and others as necessary to facilitate a comprehensive and coordinated response
5. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Agricultural and environmental recovery
- Sustained public information
- Community and economic restoration
- Mitigation against future invasive species events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Paradise Police Department (PD): Paradise PD may be responsible for securing areas impacted by invasive species.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD is responsible for identifying health and medical needs of those impacted by the emergency. BCPHD may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters.
- Butte County Environmental Health: Butte County Environmental Health will lead the response to invasive species events, providing technical expertise and resources to respond to the impact of invasive species events. If invasive species events have a wider impact on agricultural products, animals, and the public health at large, Environmental Health will engage and coordinate with PCPHD.

### 4.3 State Government

- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may assist the response in utilizing controlled burns to manage invasive species event and mitigate future occurrences of invasive species events.
- California Department of Fish and Wildlife (CDFW): CDFW has the Invasive Species Program to reduce the negative effects of non-native invasive species on the wildlands and waterways of California. CDFW and the Invasive Species Program is involved in efforts to prevent the introduction of these species into the state, detect and respond to introductions when they occur, and prevent the spread of invasive species that have become established.
- Invasive Species Council of California (ISCC): The ISCC represents the highest level of leadership and authority in state government regarding invasive species. The ISCC is an inter-agency council that helps to coordinate and ensure complementary, cost-efficient, environmentally sound and effective state activities regarding invasive species. The ISCC includes the California Department of Food and Agriculture (CDFA), the California Natural Resources Agency, the California Environmental Protection Agency (CalEPA), the California State Transportation Agency (CalSTA), the California Health and Human Services Agency (CalHHS), and the California Office of Emergency Services (CalOES).

#### 4.4 Federal Government

- United States Department of Agriculture (USDA): USDA is typically the federal coordinating agency for invasive species events. In the event of an outbreak of an economically devastating plant pest or disease, the grower and/or the State land-grant university diagnostic laboratory or State Department of Agriculture diagnostic laboratory notifies the State Plant Regulatory Official and the Federal State Plant Health Director. The Director then notifies the Plant Protection and Quarantine program's regional and headquarters offices. Prior to initiation of an emergency response, the suspect specimen must be confirmed by a specialist recognized as an authority by the Plant Protection and Quarantine program's National Identification Services unit. Once confirmed as a plant pest of significant economic consequence, the appropriate Plant Protection and Quarantine Regional Director and the Assistant Deputy Administrator for Emergency and Domestic Programs notify the State Plant Regulatory Official and the State Plant Health Director in the State of origin. The Plant Protection and Quarantine program then notifies the National Plant Board of the confirmation, and all trading partners are informed.
- Department of Homeland Security (DHS): DHS coordinates with the Infrastructure Liaison concerning all issues regarding the recovery and restoration of the associated critical infrastructure sector supported by the ESF (agriculture and natural resources), including the allocation and prioritization of resources, demographic information about the disaster area, and private sources of food. DHS provides additional support in interdicting adulterated products in transport and at ports of entry; subject-matter expertise and technical assistance (e.g., Customs and Border Protection Agricultural Specialists); and air and transport services (e.g., the U.S. Coast Guard), as needed, for personnel and laboratory samples.
- Federal Emergency Management Agency (FEMA): FEMA within Emergency Support Function (ESF #11) works with other federal agencies to control and eradicate outbreaks of animal/zoonotic disease, exotic plant pests, or invasive plant pest infestations. FEMA also contributes to the protection of natural and cultural resources.
- Environmental Protection Agency (EPA): EPA provides surge capacity for laboratory and diagnostic support. EPA works with USDA, the Department of Health and Human Services (HHS), and the private sector to identify suitable and available antimicrobial and other pesticides to be used to treat and decontaminate crops, environmental surfaces, and water. EPA approves the use of these pesticides.
- United States Army Corps of Engineers: The US Army Corps of Engineers provides expertise and resources to assist in the removal and disposal of contaminated and noncontaminated debris, to include animal carcasses and debris.

#### Section 5. Additional Resources

##### Town/County:

- Town of Paradise EOP and Direction and Control Annex
- Butte County All-Hazard Mitigation Plan for detailed information and maps on the invasive species hazards for the Town

##### Other:

- [EPA Invasive Non-Native Species Resources and Guidance](#)
- [California Invasive Species Advisory Council](#)



- [List of Pests of Significant Importance to Public Health](#)
- [General Impacts of Invasive Species](#)

# Public Health/Epidemic

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Public health disasters may refer to one of three distinct phenomena. Firstly, public health issues with calamitous or devastating social consequences such as infectious disease outbreaks. Secondly, it may refer to the attendant public health impacts of natural or man-made disasters. Thirdly, public health disasters may refer to currently latent, “silent”, or low prevalence public health issues with the potential to rapidly acquire pandemic capacities.

A public health emergency is defined as “an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or an infectious agent or biological toxin, that poses a substantial risk to humans by either causing a significant number of human fatalities or permanent or long-term disability.” Public health emergencies also include influenza, or “the Flu”.

Key public health disasters include pandemics and epidemics. An epidemic is a widespread occurrence of an infectious disease in a community at a particular time. A pandemic is an epidemic of global proportions.

#### 1.2 Causes

- Infectious disease outbreak
- Bioterrorism and other terrorist attacks
- Natural disasters

#### 1.3 Primary Effects

- Illness and death
- Supply chain disruption
- Public fear and distress
- Government and business disruption

#### 1.4 Secondary Effects

- Widening societal divides and stronger structural inequalities
- Advancement of other chronic diseases
- Long-term economic repercussions
- Lasting mental health challenges
- Lack of trust in government

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Probability of future occurrences: Moderate
- Magnitude/severity: Moderate

#### 2.2 Local Details

- From 1995 to 2003 there have been reported 98 cases of Lyme disease in the county
- The first California recorded death from West Nile Virus in 2006 occurred in Butte County

- In 2005 there was the presence of West Nile Virus infecting 25 humans, 79 birds, 53 sentinel chickens, and 7 horses
- Outbreaks were localized and controlled
- The 2019 coronavirus pandemic underscored the potential severity of a public health emergency
  - In Butte County, there were 39,822 COVID-19 cases and 411 deaths from the start of the pandemic up until April 29, 2022

## **Section 3. Concept of Operations**

### **3.1 Planning and Response Considerations**

- A serious seasonal or pandemic flu or another virus is inevitable, but when it may occur cannot be predicted
- A serious seasonal or pandemic flu or other virus is likely to affect everyone in Town of Paradise, Butte County, California, and the United States, and can greatly impact “business as usual” in any sector of society or government
- A serious seasonal or pandemic flu or other virus will place a great strain on existing health care resources and will rapidly take on substantial political, social, and economic dimensions
- Because of high rates of international travel and many ports of entry in the country at large, there may be very little time between the identification of a new virus and human cases of the virus in the United States
- Outbreaks are expected to occur simultaneously throughout much of the United States, limiting mutual assistance and the potential to utilize resources provided by neighboring cities, counties, and states
- Properties of the novel virus, including virulence, principal mode of transmission, timing and duration of viral shedding, and attack rate in different risk groups may differ from those of seasonal virus strains and will be unknown until the novel virus emerges and its impact is assessed
- Special and vulnerable populations should be assessed and included within the planning, response, containment, and recovery process
- A pandemic is likely to occur in waves of infection, each wave lasting approximately eight to 12 weeks and separated by weeks of inactivity; an influenza pandemic could last from 18 months to several years
- Antiviral medications may be in limited supply and/or resistant to the virus
- Planning for continuity of governance at the state and local levels and continuity of operations (for the private sector) is an essential component of pandemic preparedness
- There is a strong likelihood that other disasters will occur within a public health emergency, as they are frequently long-term in nature; as such, governments must plan for how to respond to a “disaster within a disaster” (i.e., non-congregate sheltering)
- Burial of many deceased persons could be necessary and coroner capacity is likely to be overwhelmed
- Some people may ignore, not hear, or not understand guidance issued by the government
- Responders may have critical personal needs of their own during an emergency or disaster

### **3.2 Increased Readiness**

Upon receipt of information that an epidemic or pandemic event may be possible:

- Enhanced staffing
- Adjusting work hours
- Readying equipment and supplies
- Issuing public information
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts
- Pre-emptively ordering resources to mitigate potential supply chain disruptions

### **3.3 Response**

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations [COOP], etc.)

2. Begin issuance of public information and guidance through the amplification of public information messages developed and disseminated by Butte County Public Health Department (BCDPH)
3. Determine if disaster declaration is necessary
4. Coordinate with BCDPH, Butte County Office of Emergency Management (OEM), and other county, state, and federal agencies as necessary throughout the duration of the response
5. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Sustained public information
- Community and economic restoration

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Department of Public Health (BCDPH): BCDPH is the lead department for the county's response to a public health emergency. BCDPH will work closely with local jurisdictions such as the Town of Paradise to ensure that: planning efforts are consistent throughout the County; official information will be provided to the jurisdictions in a timely manner; pharmaceutical distribution planning, training and exercising is conducted; and the organization is Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) compliant. OEM and BCDPH would coordinate personnel and material resource acquisition and distribution in coordination with local, state, and federal agencies. In addition, potential pharmaceutical distribution sites have been identified in each locale within Butte County to assist in dispensing pharmaceuticals or vaccines if there is a credible public health threat.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Public Health (CDPH): CDPH is the state agency responsible for protecting and ensuring the health of Californians. CDPH manages Branches, Divisions, and Laboratories to support the response to and recovery from pandemic emergencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.

### 4.4 Federal Government

- Department of Homeland Security (DHS): DHS maintains one vital mission: to secure the nation from the many threats we face and ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS prevents terrorism and enhances national security, secures and manages federal borders and ensures resilience to disasters.

- Federal Emergency Management Agency (FEMA): FEMA is the lead agency for consequence management, which entails both preparedness for and dealing with the consequences of any incident that has large-scale impacts on the public. Although the affected State and local governments have primary jurisdiction for emergencies, a pandemic could stress the local healthcare system to the point of it being unable to effectively meet the demands of the incident. In case of a pandemic emergency requiring more resources than the local jurisdiction can provide, requests for assistance will first go to the County level then to the State of California. If a pandemic incident exceeds the ability of the State to effectively manage and respond to, requests for assistance from the federal government may be required. FEMA is the lead Federal agency for providing assistance to State, Tribal, and local governments.
- Department of Health and Human Services (HHS): HHS is the United States government's agency for protecting the health of Americans and providing essential health services. In a pandemic emergency, HHS provides guidance for health care providers, primary physicians, with information on clinical diagnosis and treatment of illnesses during pandemic emergencies.
- Centers Disease Control and Prevention (CDC): The CDC is one of the major operating components of the HHS. The CDC Emergency Preparedness and Response website is CDC's primary source of information and resources for preparing for and responding to public health emergencies. The CDC provides surveillance tools to monitor the state of health in the nation. These surveillance tools are crucial in the discovery and assessment of public health emergencies:
  - National Notifiable Diseases Surveillance System (NNDSS) NNDSS is a public health disease surveillance system that allows health officials monitor the occurrence and spread of diseases. Data is published in weekly and annual Morbidity and Mortality Weekly Report (MMWR).
  - The Strategic National Stockpile (SNS) The SNS is the pharmaceutical and vaccine stockpile to counter potential biological and chemical threats and threats from widespread diseases that could affect large numbers of persons in the civilian population. The SNS is managed jointly by the Department of Homeland Security (DHS) and HHS.

## Section 5. Additional Resources

### Town/County:

- Town of Paradise EOP and Direction and Control Annex

### Other:

- [National Pandemic Strategy](#)
- [Community Assessment for Public Health Emergency Response](#)
- [California Public Health and Medical Emergency Operations Manual](#)
- [Public Health Emergency Preparedness and Response Capabilities: National Standards of State, Local, Tribal, and Territorial Public Health](#)

# Transportation Incident

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Transportation incidents include accidents involving all types of transportation modalities, including aviation, surface (road, rail, and pipeline), and marine.

#### 1.2 Causes

- Aviation incidents
  - Pilot error
  - Air traffic controller error
  - Design and manufacturer defects
  - Maintenance failures
  - Sabotage
  - Inclement weather
- Rail
  - Derailments
  - Mechanical failure
  - Human error
  - Sabotage
- Truck/Freight
  - Truck driver fatigue
  - Distracted and inexperienced drivers
  - Poor truck maintenance
  - Overloaded cargo
  - Speeding and reckless driving
  - Weather conditions
  - Road conditions

#### 1.3 Primary Effects

- Injury and loss of life
- Damage to property and infrastructure
- Air or ground vehicles may make direct impact with industrial buildings or impact normal street traffic

#### 1.4 Secondary Effects

- Explosions from a disabled aircraft may result in intense fires
- Overturned rail cars or large trucks may contain hazardous materials which can lead to public health impacts, chemical fires, and explosions

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Probability of future occurrences: Moderate
- Magnitude/severity: Moderate to High

## 2.2 Local Details

- The Butte County area has an active air space, so air crash incidents are no longer a probability, but are a reality
  - The skies above the Town of Paradise are occupied by aircraft originating and departing from the Paradise Skypark, which is located parallel to State Route 191 and south of the town
  - Numerous other airports, including Chico Municipal Airport, Oroville Municipal Airport, and others are in vicinity to the Town of Paradise
  - On February 9, 2022, a plane attempting to land at Paradise Airport crashed short of the runway, leaving the pilot injured and substantially damaging the plane
- The Union Pacific Railroad Company maintains approximately 100 miles of railroad tracks in Butte County
  - Union Pacific provides transportation services to manufacturing industries, lumber mills, quarries, and agricultural producers
  - Passenger rail services is provided by Amtrack with a station in Chico
- The main road through the Town of Paradise and Paradise's link with Chico is known as The Skyway
  - Paradise is connected to Oroville via Highway 191, otherwise known as Clark Road
  - There is routine, heavy truck traffic and the potential for highway accidents involving one or more trucks carrying volatile cargo
  - Chain reaction accidents on Clark Road in Paradise must also be considered as the events can quickly grow into localized disasters
  - These incidents may expand into catastrophic incidents involving hazardous materials, mass casualties, fire, and transportation disruption

## Section 3. Concept of Operations

### 3.1 Planning and Response Considerations

- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of transportation incidents (i.e., of road closures, to avoid the impacted area, of cascading impacts, etc.) must be in place and ready to use at any time
- Mass evacuations may be essential to save lives if warning time should permit for hazardous materials releases, fires, or explosions resulting from a transportation incident
- Extensive rescue operations may be required to assist trapped or injured persons
- Identification and burial of many deceased persons could be necessary
- Emergency operations could be seriously hampered by damage to transportation routes
- Actions may be required to remove debris and clear roadways and demolish impacted structures
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary

### 3.2 Increased Readiness

Transportation incidents typically occur with no advanced warning. However, cascading events such as fires or explosions may allow for increased readiness. As such, the following actions should be considered upon notification of a transportation incident.

- Enhanced staffing
- Adjusting work hours
- Readying equipment and supplies
- Issuing public information
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts



### 3.3 Response

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations [COOP], etc.)
2. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
3. Determine if disaster declaration should be made
4. Coordinate with County and higher-level government entities if local response capacity is overwhelmed
5. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
6. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sustained public information
- Mitigation against future transportation incidents

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: During transportation incidents, public works is the primary department responsible for leading the incident response. Public Works is responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO).

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): BCPHD Health is responsible for identifying health and medical needs of those impacted by the emergency. BCPHD may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, BCPHD will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System

to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.

- California Department of Transportation (CalTrans): CalTrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. CalTrans aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to "protect the public, their property, State employees, and the State infrastructure"; which as needed involves collaboration with Local, State and, Federal public safety agencies.

#### 4.4 Federal Government

- Federal Emergency management Agency (FEMA): FEMA provides timely funding for activation under Stafford Act for eligible Emergency Support Function 1 (transportation) activities. FEMA ensures the availability of accessible transportation options for individuals with disabilities and others with access and functional needs during mass evacuations. FEMA also identifies transportation modes and capabilities for all populations, including individuals located in hospitals and nursing homes, and individuals with disabilities and others with access and functional needs. Lastly, FEMA provides contracted, managed, multi-functional medical support resources and capabilities as needed in support of Federal assistance through FEMA's National Evacuation Program.
- Department of Transportation (DOT): DOT works with primary and support agencies, local and state transportation departments, and industry partners; as well as with input from the National Infrastructure Coordinating Center and Transportation Security Operations Center, to assess and report the damage to the transportation infrastructure; and analyzes the impact of the incident on transportation operations nationally and regionally. DOT coordinates and implements, as required, emergency-related response and recovery functions performed under DOT statutory authorities. This includes management of the airspace within and surrounding the disaster-impacted area; emergency highway funding for Federally owned highways and highways on the Federal Aid System; hazardous material movement; and damage assessment, including safety- and security-related actions. DOT provides technical assistance to local, state, tribal, territorial, insular area, and Federal Government entities in determining the most viable transportation networks to, from, and within the incident area, as well as availability of accessible transportation.
- Federal Aviation Administration (FAA): The FAA is the agency of the US DOT responsible for the regulation and oversight of civil aviation within the U.S., as well as operation and development of the National Airspace System. Its primary mission is to ensure safety of civil aviation. Following an aircraft incident, the FAA will investigate the incident.

### Section 5. Additional Resources

#### Town/County:

- Town of Paradise EOP and Direction and Control Annex

#### Other:

- [DOT Transportation Rail Incident Preparedness and Response: High Hazmat Flammable Trains](#)
- [CalTrans Traffic Incident Management System Resources](#)

# Terrorism

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

The Federal Bureau of Investigation (FBI) defines terrorism as the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. The US Federal Criminal Code defines terrorism as activities that involve violent or life threatening acts that are a violation of the criminal laws of the United States or of any State and appear to be intended to 1) intimidate or coerce a civilian population; 2) influence the policy of a government by intimidation or coercion; or 3) affect the conduct of a government by mass destruction, assassination, or kidnapping and which occur primarily within the territorial jurisdiction of the US. Terrorism can be either domestic or international.

#### 1.2 Potential Types of Terrorism Incidents

- Active shooter incident
- Knife attack
- Vehicle Ramming
- Hostage situation
- Agroterrorism
- Cyber attack
- Train derailment hijacking
- Airplane hijacking
- Bombing/improvised explosive device (IED)
- Chemical/biological attack
- Radiological/nuclear attack
- Weaponized drone
- Fire as a means of terrorism
- Critical Infrastructure Attack

#### 1.3 Primary Effects

- Injury and loss of life
- Fear and intimidation
- Damage to property and infrastructure

#### 1.4 Secondary Effects

- Environmental damage (i.e., for hazmat incidents)
- Critical infrastructure damage and public utility disruption
- Long-term economic repercussions
- Psychological trauma
- Xenophobia and discrimination
- Increased insurance claims

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Probability of future occurrences: Low

- Magnitude/severity: Low

## 2.2 Local Details

- Butte County and its cities are home to many business and government agencies, transportation infrastructure and cultural facilities which are vulnerable to terrorist attack
- While the Town of Paradise has not experienced any terrorist incidents, the entire United States and world is susceptible to terrorist incidents
- Because of the potential mass casualty consequences of several methods for carrying out terrorist attacks, it is essential that the Town and the wider county be prepared to respond to terrorist-related incidents
- While no actual terrorist incident has occurred in the Town, there have been threats of terrorism in Butte County
  - In 2018, Butte County Sheriff's Office (BCSO) arrested a man on charges of terrorist threats as well as other charges after having threatened a mass shooting at an un-named casino
  - In 2020, BCSO was seeking a local resident for a felony warrant charging him with terrorist threats and false imprisonment with violence
  - Other active shooter events have occurred within Butte County but do not seem connected to terrorist ideology

## Section 3. Concept of Operations

### 3.1 Planning and Response Considerations

- An act of terrorism could occur at a single location or at multiple locations simultaneously
- Local, State, and/or Federal law enforcement will investigate and take appropriate measures to disrupt a terrorist attack
- The primary component to a terrorism threat response is intelligence. Activation of this Appendix is based on the major assumption that sensitive information will be shared by BCSO and Paradise Police Department (PD); without shared intelligence from the intelligence community and/or law enforcement partners, the EOC will not change its activation status
- The exact tactics, techniques, and procedures may not be known, and threat reporting may be fragmented and lacking specifics; however, the Town must be prepared to respond to threat reporting even though specific elements may be incomplete
- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of terrorist related events (i.e., active shooter "run, hide, fight") must be in place and ready to use at any time
- Mass evacuations may be essential to save lives if warning time should permit
- Extensive search and rescue operations may be required to assist trapped or injured persons
- Emergency medical care, food, and temporary shelter may be required for injured or displaced persons
- Identification and burial of many deceased persons could be necessary
- Many families may be separated, especially if the incident occurred during working hours
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions may be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities and provide continuing care and welfare for the affected population
- Some people who are directly threatened by an emergency or disaster may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary
- Responders may have critical personal needs of their own during an emergency or disaster

### 3.2 Increased Readiness

Upon receipt of intelligence indicating increased likelihood of terrorism, consider the following:

- Enhanced staffing
- Adjusting work hours

- Ready equipment and supplies
- Issuing public warnings and pre-emptive protective measures
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### 3.3 Response

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations [COOP], etc.)
2. Issue necessary public emergency alerts and warnings, including evacuation orders if appropriate
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities to begin establishment of evacuation points, temporary shelters, etc.
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider appropriate time to transition to recovery

### 3.4 Short Term Recovery

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sheltering operations (short-term or intermediate to long-term temporary housing)
- Resident re-entry
- Sustained public information
- Coordination of donations
- Community and economic restoration
- Mitigation against future terrorism events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is the lead agency for security-related incidents and will deploy specialized teams as necessary to address threats. Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas during and following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butt County Public Health Department (BCPHD): BCDPH is responsible for identifying health and medical needs of those impacted by the emergency. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

#### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Department of Forestry and Fire Protection (CAL FIRE): CAL FIRE may provide units and personnel to guide evacuations as well as to perform door-to-door warnings. CAL FIRE may also activate technical rescue teams as appropriate to assist in search and rescue.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to "protect the public, their property, State employees, and the State infrastructure"; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.

#### 4.4 Federal Government

- Federal Bureau of Investigations (FBI): To coordinate the Federal response, the FBI and FEMA have been assigned lead agency responsibility for crisis and consequence management, respectively, in response to a domestic terrorist threat or incident. The FBI is the lead agency for crisis management response to acts of domestic terrorism, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The laws of the United States assign primary authority to the Federal government to prevent and respond to acts of terrorism; State and local governments provide assistance as required.
- Department of Homeland Security (DHS): DHS maintains one vital mission: to secure the nation from the many threats we face and ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS prevents terrorism and enhances national security, secures and manages federal borders and ensures resilience to disasters.
- Federal Emergency Management Agency (FEMA): FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a terrorist incident. • Although the affected State and Local governments have primary jurisdiction for emergencies, a terrorist attack involving weapons of mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. • FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the Local Incident Commander.
- Department of Defense (DoD): The DoD supports Local, State, and Federal government agencies in planning for and responding to domestic emergencies. Local units may respond when necessary to save lives, prevent human suffering, or mitigate great property damage.

## Section 5. Additional Resources

### Town/County:

- Town of Paradise EOP and Direction and Control Annex

### Other:

- [CDC Terrorism Response Guidance](#)
- [National Strategy for Countering Domestic Terrorisms](#)
- [JCAT's Counterterrorism Guide for Public Safety Personnel](#)
- [Counterterrorism Laws and Regulations](#)
- [CISA Fire as a Weapon Action Guide](#)
- [IAFC Terrorism Response – A Checklist and Guide for Fire Chiefs and Community Preparedness Leaders](#)



# Civil Disorder and Violent Encounters

## Hazard Specific Appendix

### Section 1. Hazard Definition

#### 1.1 Definition

Civil disorder means any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual. A violent encounter is a sudden and significant act of lawlessness by one or more persons or groups resulting in extreme violence and hazard.

#### 1.2 Causes

- Political grievances
- Economic unrest
- Protest of racial disparities
- Controversial court ruling
- Unfair work conditions

#### 1.3 Primary Effects

- Illegal assemblies
- Injury to targeted population groups or individuals within the perimeter of the event
- Damage to public and private property, structures, and systems
- Interrupted traffic and loss of mobility due to rioting and official road closures
- Interruption of official government operations

#### 1.4 Secondary Effects

- Interruption of official government operations
- Loss of revenue from people being discouraged from entering affected areas
- Urban fires
- Utility failure
- Violent clash with law enforcement

### Section 2. Local Situation

#### 2.1 Probability and Severity

- Probability of future occurrences: Very low
- Magnitude/severity: Low

#### 2.2 Local Details

- The Town of Paradise does not have a history of major civil disorder and violent encounter incidents which make this hazard a low risk for the town
- Locations within the Town of Paradise that have large public gatherings have the potential for unstable conditions, possibly impacting a jurisdiction's ability to provide sufficient law enforcement and fire protective services
- The Town of Paradise also has an occasional occurrence of gang activity and drug-related crime which can lead to civil disorder and violent encounter incidents
- During a civil disorder incident that affects Paradise, there are certain facilities within the town that may be more at risk than other facilities

- Certain locations often hold musical concerts, sporting events, and other events that attract large numbers of people such as gymnasiums, conference centers, local parks, which create significant traffic congestion problems and the potential for disruptive behavior
- Limited occurrences of civil disorder have occurred within Butte County, namely in response to vaccination mandates as part of the COVID-19 pandemic response; however, these demonstrations remained peaceful

## **Section 3. Concept of Operations**

### **3.1 Planning and Response Considerations**

- Looting of businesses, residential, commercial, and institutional structures may ensue, resulting in critical infrastructure damage
- There is potential for the number of civil disturbance participants to rapidly expand in size
- Citizens may take law enforcement into their own hands and use lethal force if necessary to protect themselves or their property
- Civil disturbance can spread from one neighborhood to the next within a relatively short amount of time
- There will be an overwhelming interest from the media
- Prolonged damage control and disaster relief support may be required from other Local government and private organizations, and from the State and Federal governments
- Emergencies and disasters can occur at any time; therefore, equipment and procedures to warn the public of during civil disorder or violent events must be in place and ready to use at any time
- Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and the disruption of public utilities and other public services
- Actions may be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public utilities and provide continuing care and welfare for the affected population
- Some people who are directly impacted by a threat may ignore, not hear, or not understand warnings issued by the government
- A need for increased security of impacted areas of the Town may be necessary

### **3.2 Increased Readiness**

Upon receipt of intelligence that civil disorder or a violent event may occur, consider the following:

- Enhanced staffing
- Adjusting work hours
- Ready equipment and supplies
- Issuing public messaging
- Reducing non-critical operations
- Consideration of needs of vulnerable populations and pre-emptive action to mitigate impacts

### **3.3 Response**

1. Determine if Emergency Operations Center (EOC) activation is appropriate, and if so, activate the EOC and relevant plans (i.e., Emergency Operations Plan [EOP], Continuity of Operations Plan [COOP], etc.)
2. Issue necessary public emergency alerts and warnings
3. Coordinate with first responders surrounding immediate life and property saving efforts as well as security of impacted areas and traffic control
4. Determine if disaster declaration should be made
5. Coordinate with County and higher-level government entities
6. Deploy teams to conduct damage assessments and begin debris clearance and repair of damaged infrastructures as possible which pose an immediate danger to public health and safety
7. Begin planning for recovery and consider appropriate time to transition to recovery

### **3.4 Short Term Recovery**

The following should be considerations of the short-term recovery phase:

- Restoration or continuation of government services
- Utility restoration
- Limited debris clearance
- Structural safety and damage assessments
- Critical infrastructure recovery planning
- Sustained public information
- Community and economic restoration
- Mitigation against civil disorder and violent events

## Section 4. Roles and Responsibilities

### 4.1 Town of Paradise

- Town of Paradise EOC: Responsible for maintaining situational awareness surrounding the incident, issuing public information and warning (including evacuation orders), coordination with first responders and other government entities, and overall coordination of the incident response.
- Town of Paradise Infrastructure and Public Works: Responsible for providing materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. Public Works assists in debris removal and provides information on road situations to include open/closed data, bridge status, and general damage. Public Works also deploys road signage.
- Paradise Police Department (PD): Paradise PD is the lead agency for security-related incidents and will deploy specialized teams as necessary to address threats. Paradise PD is responsible for the overall evacuation and movement of citizens throughout the town when needed as well as the security of impacted areas during and following an incident. Paradise PD will coordinate with Butte County Sheriff's Office (BCSO). Paradise PD will also facilitate re-entry of evacuees back to their homes when it is safe to do so.

### 4.2 Butte County

- Butte County Office of Emergency Management (OEM): OEM is responsible for providing incident support to local jurisdictions within the County when local response is overwhelmed by the severity of an incident. OEM will coordinate broader support with neighboring jurisdictions, state, and federal government as necessary.
- Butte County Public Health Department (BCPHD): Butte County Department of Public Health is responsible for identifying health and medical needs of those impacted by the emergency. Public Health may also provide public health-related information and education concerning disaster events as well as develop public health regulation and orders resulting from disasters. Lastly, public health will coordinate with the medical examiner for the collection, identification, and interment of deceased victims resulting from disaster events.

### 4.3 State Government

- California Office of Emergency Services (Cal OES): Cal OES functions as the state coordinating body for preparation, prevention, response, and recovery activities for all hazards within California. Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement. Cal OES Coordinates, at the jurisdiction's request and when deemed appropriate, the establishment of a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act.
- California Highway Patrol (CHP): CHP acts to prevent loss of life, injuries, and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime. In the event of traffic and emergency incidents, CHP promote safe and efficient movement of people and goods. CHP also has duties to "protect the public, their property, State employees, and the State infrastructure"; which as needed involves collaboration with Local, State and, Federal public safety agencies.
- California National Guard: The National Guard provides support to local authorities for domestic disasters, support to civilian law enforcement agencies, as well as other designated support.

#### 4.4 Federal Government

- Federal Bureau of Investigations (FBI): To coordinate the Federal response, the FBI and the Federal Emergency Management Agency (FEMA) have been assigned lead agency responsibility for crisis and consequence management, respectively, in response to a domestic terrorist threat or incident. The FBI is the lead agency for crisis management response to acts of domestic terrorism, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. State and Local governments provide assistance as required.
- Department of Homeland Security (DHS): DHS maintains one vital mission: to secure the nation from the many threats we face and ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS prevents terrorism and enhances national security, secures and manages Federal borders and ensures resilience to disasters
- FEMA: FEMA is the lead Federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a serious civil unrest and violent incidents. Although the affected State and Local governments have primary jurisdiction for emergencies, a violent incident could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on- scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the Local Incident Commander.

#### Section 5. Additional Resources

##### Town/County:

- Town of Paradise EOP and Direction and Control Annex

##### Other:

- Personal Security Considerations
- Best Practices for EMS and Fire Response to Incidents During Civil Unrest
- Protecting Infrastructure During Public Demonstrations
- IAFC Checklist for Active Shooter Response
- IAFC Active Shooter Toolkit



*Response*



*Recovery*



# Town of Paradise

## Emergency Operations Plan Supplemental Documents



*Mitigation*



*Preparedness*



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# Glossary of Terms

## A

### Action Plan

The plan prepared in the EOC 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. Also see Incident Action Plan.

### Aerial Surveys

An aerial assessment of the damaged area. Information gathered includes the level and extent of damage, as well as identifying potentially hazardous areas for further on-site inspection.

### Agency Representative

An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been 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.

### American Red Cross

A quasi-governmental volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

### Annex

A sub or supporting plan which deals with a specific function performed during a disaster, the organizational resources available, and the concept of operations used.

### Area Command

An organization established in the Field 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.

### Attachment

Supporting material related to a plan or annex used to elaborate or provide additional detail.

### Attack (Nuclear or Conventional)

Any hostile action taken against the United States which results in destruction of military or civilian targets through use of nuclear or conventional weapons.

### Avoidance

Measures taken, including relocation of persons and prohibition of construction, in areas susceptible to risk.



## 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 co-located with the Base.

### Branch

The organizational level at the SEMS EOC or 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.).

## C

### Cache

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

### Care and Shelter

A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis. Parks and Recreation have primary responsibility for this function.

### Checklist

A list of actions taken by an element of the emergency organization in response to a particular event or situation.

### Civil Disorder

Any incident intended to disrupt community affairs that requires police intervention to maintain public safety, including riots and mass demonstrations as well as terrorist attacks.

### Complex

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

### Concept of Operations

A general notion of how disasters progress and how agencies may plan their response. In this Plan, it is supposed that disasters progress through identifiable phases and that certain responses are appropriate during each of these phases.

### Contamination

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

## 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.

# D

## Dam Failure

Partial or complete collapse of a dam causing downstream flooding.

## Demobilization Unit

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

## 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 Recovery Center (DRC)

A readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to your case.

## Disaster Service Worker

Any persons registered with a disaster council or state Office of Emergency Services to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

## Documentation Unit

Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

## Drought

A prolonged period of no rain, particularly during the planting and growing season. In California, drought can affect both agricultural and urban areas that are dependent on reservoirs for water. Decreased water levels due to insufficient rain can lead to restrictions on water use.

# E

## Earthquake

Sudden motion of the earth caused by an abrupt release of slowly accumulated strain that results in ground shaking, surface faulting, or ground subsidence.

### **Electromagnetic Pulse (EMP)**

Energy released by detonation of a nuclear weapon at high altitudes. This energy can cause damage or malfunction in unprotected electrical systems, including broadcast stations.

### **Emergency (State Definition)** – *see also Local Emergency and State of Emergency*

A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

### **Emergency (Federal Definition)** – *see also Local Emergency and State of Emergency*

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

### **Emergency Alert System (EAS)**

Enables the President and Federal, State, and Local Governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event.

### **Emergency Congregate Care** – *see Care and Shelter*

### **Electromagnetic Pulse (EMP)**

The EMP is a small proportion of energy released by detonation of a high altitude nuclear weapon appearing in the form of a high intensity, short duration pulse, somewhat similar to that generated by lightning. EMP can cause damage to unprotected electrical or electronic systems including broadcast stations, car radios, televisions, and battery-operated portable radios.

### **Emergency Management**

The provision of overall operational control or coordination of emergency operations at each level of the statewide emergency organization, whether by the actual direction of field forces or by the coordination of joint efforts of government and private agencies.

### **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 centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation. The EOC is staffed by City management personnel and City employees.

### **Emergency Organization**

Civil government augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, and the private sector.

### **Emergency Plans**

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of

government, emergency functions of governmental agencies, mobilization of resources, and public information.

### **Emergency Public Information (EPI)**

Information relayed to the public from official sources during an emergency including: (1) instructions advising on survival and health action, (2) status information on the disaster, and (3) notice of emergency assistance available and where to obtain it.

### **Essential Facilities**

Facilities essential for conducting emergency operations and maintaining the health, safety and overall well-being of the public following a disaster. Essential facilities also may include buildings, which have been designated for use as mass care facilities, such as schools and churches.

### **Evacuation**

Moving people to a safer area.

### **Evacuee – see also Relocate**

An individual who moves or is moved from a hazardous area to a safer area and who is expected to return when the hazard abates.

## **F**

### **Fallout**

The fallback to earth of particles contaminated with radiation from a nuclear weapon's explosion or from a leak at a nuclear power plant. Early and local fallout refers to those particles, which reach the earth within 24 hours of a nuclear explosion. Delayed or worldwide fallout consists of smaller particles that rise into the stratosphere and are carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow over an extended period of time.

### **Federal Agency (Federal Definition)**

Any department, establishment, government, corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

### **Federal Assistance (Federal Definition)**

Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (F.L. 93-288) and other statutory authorities of federal agencies.

### **Federal Communications Commission (FCC)**

Manages radio frequencies. Manages licensing for frequencies and amateur radio operators.

### **Federal Disaster Assistance**

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

## **Flood**

Flood is the rise or overflow of a body of water. Flood hazards include flash, riverine, and urban floods. Flash floods are brief, heavy flows in small streams or normally dry washes, while riverine flooding is the periodic overflow of rivers or streams, resulting in partial or complete inundation of the adjacent floodplain. Urban flooding involves the overflow of storm sewer systems and is usually caused by inadequate drainage following heavy rain or rapid snowmelt.

# **H**

## **Hazard**

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

## **Hazardous Material**

A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or 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, disease causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

## **Hazardous Materials 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 material, as well as all sites that treat, store, and dispose of hazardous material.

## **Hazardous Materials Incident (Transportation)**

Any spill during transport of material that is potentially a risk to health and safety.

# **I**

## **Incident Command Post (ICP)**

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

## **Incident Command System (ICS)**

A system designed for the on-scene management of field operations during an emergency situation. The incident command system can be used during serious “multidisciplinary” (fire, law, medical) emergencies or for operations involving the coordination of different jurisdictions and agencies under a unified command.

## **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.

## 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. At SEMS EOC levels, the information function may be established as a Coordinator or as a Section or Branch reporting directly to the EOC Director.

## Initial Action

The actions taken by resources which are the first to arrive at an incident.

## Initial Response

Resources initially committed to an incident.

# J

## Joint Information Center (JIC)

A JIC is the physical location where public information staff involved in incident management activities can co-locate to perform critical emergency information, crisis communications, and public affairs functions. JICs provide the organizational structure for coordinating and disseminating official information.

## Joint Information System (JIS)

The PIO establishes and operates within the parameters established for the Joint Information System—or JIS. The JIS provides an organized, integrated, and coordinated mechanism for providing information to the public during an emergency. The JIS includes plans, protocols, and structures used to provide information to the public. It encompasses all public information related to the incident. Key elements of a JIS include interagency coordination and integration, developing and delivering coordinated messages, and support for decision makers. The PIO, using the JIS, ensures that decision makers—and the public—are fully informed throughout an incident response.

# L

## Land Use Regulations

Zoning for prudent land use, as well as preventative and corrective restrictions on construction, repairs, or alterations of buildings. Preventive restrictions regulate new land use. Corrective restrictions include flood-proofing, acquiring, insuring, and removing non-conforming structures.

## Landslide

A general term for a falling mass of soil or rocks. The term also includes rock falls, rockslides, block slide, debris slide, earth flow, mudflow, and slump.

## Local Government (Federal Definition)

Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

### **Local Emergency (State Definition)**

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 require the combined forces of political subdivisions to combat.

## **M**

### **Major Disaster (Federal) – see also Emergency**

Any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe 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.

### **Master Mutual Aid Agreement**

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the state. The agreement provides for support of one jurisdiction by another.

### **Media**

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

### **Mitigation – see also Comprehensive Emergency Management**

Pre-event planning and actions that aim to lessen the effects of potential disaster.

### **Multi-Agency or Inter-Agency Coordination**

The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

### **Multi-Agency Coordination System (MACS)**

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, the MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

### **MHz**

MegaHertz.

### **Mutual Aid Agreement**

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.



### **Mutual Aid Agreement**

An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

### **Mutual Aid Region**

A subdivision of the state emergency services organization established to coordinate mutual aid and other emergency operations.

## **N**

### **National Incident Management System**

NIMS provides a consistent nationwide template to enable all government, private- sector, and nongovernmental organizations to work together during domestic incidents.

### **National Warning System (NAWAS)**

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.

## **O**

### **Office of Emergency Services (OES)**

Part of the Governor's Office, the primary state agency in the coordination and administration of statewide operations to support local jurisdictions' emergency planning and response.

### **Operational Area**

An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county area.

### **Operational Area Coordinator**

The individual within the OA responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

### **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, Teams, Single Resources, and Staging Areas. At the EOC level, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

## P

### **Plan**

As used by OES, a document which 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.

### **Political Subdivision (State Definition)**

Any city, city and county, county, district, or other local government agency or public agency authorized by law.

### **Power Failure**

Any interruption in the generation or transmission of electrical power caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

### **Preparedness – see Comprehensive Emergency Management**

### **Public Health or Welfare**

All factors affecting the health and welfare of the general public.

### **Public Information Officer (PIO)**

An official responsible for releasing information to the public through the news media.

## R

### **Reduction**

To diminish the strength and intensity of, or lessen the damage resulting from, a major disaster or damage expected from future disasters.

### **Regional Director (Federal Definition)**

A director of a regional office of the Federal Emergency Management Agency (FEMA).

### **Rescue Team**

A group of people organized to work as a unit with one person designated as team leader.

### **Response – see Comprehensive Emergency Management**

### **Response Plan – see Contingency Plan**

## S

### **Search**

Systematic investigation of an area or premises to locate persons entrapped, injured, immobilized, or missing.

### **Section Chief**

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

### **Service**

An organization assigned to perform a specific function during an emergency.

### **Shelter Facility – see also Mass Care Facility Shelter Manager**

An individual, who provides for the internal organization, administration, and operation of a mass care facility.

### **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 optimal.

### **Special District**

A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1903, the Vehicle Parking Mall Law of 1943, the Parking District Law of 1951, the Pedestrian Mall Law of 1960, or any similar assessment law, or any similar procedural ordinance adopted by a chartered city.

### **Standardized Emergency Management System (SEMS)**

A system required by California Government Code for managing response to multi- agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field, Local Government, OA, Regional, and State.

### **Standard Operating Procedures (SOP)**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. SOP support an annex by indicating in detail how a particular task will be carried out.

### **State Agency (State Definition)**

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

### **State of Emergency (State Definition)**

According to Section 8558 (b) of the Emergency Service Act, a “State of Emergency means 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, drought,

sudden and severe energy shortage, plan or animal infestation 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 or conditions causing a "state of war emergency," which conditions, by reason of their 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 or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

### **State of War Emergency (State Definition)**

According to Section 8558 (a) of the Emergency Services Act, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

### **State Operations Center (SOC)**

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate state operations to a disaster area, and control the response efforts of state and federal agencies in support of local government operations.

## **T**

### **Task Force**

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

### **Technological Incident**

An emergency situation caused by a man-made element. These types of incidents include hazardous chemical and nuclear facility incidents.

### **Technological Services**

A group of functions whose performance requires a high degree of technical expertise and equipment.

### **Tornado**

Violently whirling columns of air extending to the ground from a cumulonimbus cloud. The funnel cloud of a tornado may have winds as high as 200 mph and an interior air pressure 10 to 20 percent below that of the surrounding atmosphere. The typical length of a path is 16 miles, but tracks of 200 miles have been reported. Path widths are generally less than 0.25 miles.

### **Triage**

A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

### **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 areas, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shoreline.

## U

### 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 Plans & Intelligence, Logistics, or Finance & Administration sections 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.

## V

### Volcano

An eruption from the earth's interior which produces lava flows or violent explosions issuing gases, rock, and debris. Areas covered by eruptions can be confined to the volcano or range up to hundreds of miles from the site of the eruption.

### Volunteers

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

## 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.

# Acronyms

## A

AAR	After-Action Report
AFN	Access and Functional Needs
ANSS	Advanced National Seismic System
ARC	American Red Cross

## B

BCEGS	Building Code Effectiveness Grading Schedule
BCPHD	Butte County Public Health Department
BCSO	Butte County Sheriff's Office

## C

CAD	Computer Aided Dispatch
CalEMA	California Emergency Management Agency
CAL EPA	California Environmental Protection Agency
Cal FIRE	California Department of Forestry and Fire Protection
CalHHS	California Health and Human Services Agency
CalSTA	California State Transportation Agency
CalTrans	California Department of Transportation
CalWARN	California Water/Wastewater Agency Response Network
CALWAS	California Warning System
CAN	Conditions, Action, and Needs
CAHAN	California Health Alert Network
CDA	California Disaster Assistance Act
CDFA	California Department of Food and Agriculture
CDFW	California Department of Fish and Wildlife
CESRS	California Emergency Services Radio System
CHP	California Highway Patrol
CISD	Critical Incident Stress Debriefings
CLETS	California Law Enforcement Telecommunications System

CLEMARS	California Law Enforcement Mutual Aid Radio System
CPG	Comprehensive Preparedness Guide
COG	Continuity of Government
COOP	Continuity of Operations
COP	Common Operational Picture
<b>D</b>	
DAFN	Disabilities and Access and Functional Needs
DHS	Department of Homeland Security
DOC	Department Operations Center
DoD	Department of Defense
DOP	Department Operations Plan
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSOD	Department of Water Resources Division of Safety of Dams
DSW	Disaster Service Workers
<b>E</b>	
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EDRR	Early detection and rapid response
EFFAK	Emergency Financial First Aid Kit
EMMA	Emergency Management Mutual Aid
EMO	Emergency Management Organization
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ERG	Emergency Relocation Group
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EVC	Emergency Volunteer Center



F	
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FSE	Full Scale Exercise
G	
GIS	Geographic Information System
H	
HF	High Frequency
HSEEP	Homeland Security Exercise and Evaluation Program
I	
IA	Individual Assistance
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IMAAC	Interagency Modeling and Atmospheric Assessment Center
IPP	Integrated Preparedness Plan
ISCC	Invasive Species Council of California
ISO	Insurance Services Office
J	
JIC	Joint Information Center
JIS	Joint Information System
L	
LAC	Local Assistance Center
LHMP	Local Hazard Mitigation Plan
LTCRP	Long Term Community Recovery Plan

<b>M</b>	
MAC	Multi-Agency Coordination
MMWR	Morbidity and Mortality Weekly Report
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSC	Message Switching Computer
<b>N</b>	
NAWAS	National Warning System
NDRF	National Disaster Recovery Framework
NEIC	National Earthquake Information Center
NGO	Non-Governmental Organizations
NIMS	National Incident Management System
NLETS	National Law Enforcement Telecommunications System
NNDSS	National Notifiable Diseases Surveillance System
NWS	National Weather Service
<b>O</b>	
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
<b>P</b>	
PA	Public Assistance
PD	Police Department
PDA	Preliminary Damage Assessment
PID	Paradise Irrigation District
PIO	Public Information Officers
PNP	Private Nonprofit
PSPS	Public Safety Power Shutoff
<b>R</b>	

REOC	Regional Emergency Operations Center
<b>S</b>	
SAP	Safety Assessment Program
SAT	Safety Assessment Team
SBA	Small Business Administration
SCOUT	Situation Awareness and Collaboration Tool
SEMS	Standardized Emergency Management System
SNS	Strategic National Stockpile
SOC	State Operations Center
SOPs	Standardized Operating Procedure
<b>T</b>	
TADS	Training Aids for Dam Safety
TICP	Tactical Interoperable Communications Plan
TT&E	Test, Train, & Exercise
TTX	Table Top Exercises
<b>V</b>	
VSAT	Very Small Aperture Terminal
<b>U</b>	
USDA	United States Department of Agriculture
USGS	United States Geological Service
<b>W</b>	
WCAG	Web Content Accessibility Guidelines

# References

#	Authority	Reference Title	Location of Reference
	International	International Organization for Standardization (IS) 22320	
	Federal	National Response Framework (As revised)	
	Federal	National Incident Management System (NIMS)	
	Federal	Comprehensive Preparedness Guide (CPG) 101, 2010 edition	
	State	California State Emergency Plan, October 2017 edition	
	State	California Disaster Assistance Act (CDAA)	
	State	Preservation of Local Government	
	State	Integrating Access and Functional Needs Within the Emergency Planning Process, 2020 edition	
	County	California Fire and Rescue Mutual Aid Plan	
	County	Butte County Local Hazard Mitigation Plan, 2019 edition	
	County	Butte County Public Health Department Camp Fire After Action Report and Improvement Plan	
	Town	Town of Paradise Emergency Operations Plan, 2011	
	Town	Town of Paradise Camp Fire After Action Report and Corrective Action Plan	

# Emergency Proclamation Example

The following is an example of an emergency proclamation used by the City and County of San Francisco for the COVID-19 pandemic.

It should be noted that the language in the first paragraph of a proclamation cites the specific code sections which grant authority to the Mayor to issue the proclamation. The first paragraph following the "Now Therefore...." heading states the necessity for the proclamation. The remainder of the "Whereas" and "Now therefore" items should be tailored to the specific situation for the proclamation.

**WHEREAS**, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(13) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

WHEREAS, The United States has confirmed cases of individuals who have a severe acute respiratory illness caused by a novel (new) coronavirus ("COVID-19" or "the virus") first detected in Wuhan, Hubei Province, People's Republic of China ("China"). The virus was first reported in China on December 31, 2019. As of February 24, 2020, the World Health Organization ("WHO") has reported approximately 77,262 confirmed cases of COVID-19 in China, more than the number of confirmed cases of Severe Acute Respiratory Syndrome (SARS) during its 2003 outbreak. An additional 2,069 cases have been confirmed across 29 other countries; in many of these cases, the infected individuals had not visited China. More than 2,500 people have died from the virus, including 23 outside of China. The number of confirmed cases has continued to escalate dramatically over a short period of time; and

WHEREAS, WHO officials now report that sustained human-to-human transmission of the virus is occurring. Transmission from an asymptomatic individual has been documented. Although the majority of individuals infected with COVID-19 recover from the disease without special treatment, approximately 1 in 6 may become seriously ill.

Manifestations of severe disease have included severe pneumonia, acute respiratory distress syndrome, septic shock, and multi-organ failure. Approximately 2% of the people confirmed infected with COVID-19 have died; and

WHEREAS, On January 30, 2020, WHO declared the COVID-19 outbreak a public health emergency of international concern, and on January 31, 2020, the U.S. Department of Health and Human Services declared a Public Health Emergency for the United States; and

WHEREAS, The Centers for Disease Control and Prevention ("CDC") has determined that the virus presents a serious public health threat, requiring coordination among state and local health departments to ensure readiness for potential health threats associated with the virus; and

WHEREAS, The CDC has issued guidance to local and State health departments, including San Francisco's Department of Public Health ("DPH"), concerning risk assessment and public health management of persons with potential exposure to COVID-19. These guidelines require DPH to make extraordinary efforts to monitor ongoing communicable disease threats and prepare for management of individuals who may have been exposed to COVID-19; and

WHEREAS, DPH, the Department of Emergency Management, and other City partners have been working successfully and diligently to implement CDC guidelines, but now require additional tools and

resources to protect the public health given the current state of the epidemic and the need for a sustained response; and

WHEREAS, The City's Director of Public Health has determined that DPH cannot comply with the CDC's guidance without immediate action beyond the City's ordinary response capabilities, including directing personnel and resources from other City departments to assist with the ongoing and developing threat of COVID-19; and

WHEREAS, Conditions of extreme peril to the safety of persons and property have arisen; and

WHEREAS, The Mayor does hereby proclaim that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency,

## **NOW, THEREFORE,**

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim the existence, effective immediately on February 25, 2020, of an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

It is further ordered that:

(1) All City and County officers and employees take all steps requested by the Director of Public Health to prevent the spread of COVID-19 and to prevent or alleviate illness or death due to the virus; and

(2) All City and County officers and employees take all steps requested by the Director of Public Health to qualify the City for reimbursement from the Federal Emergency Management Agency and for other state and federal relief as may be available to reimburse the City for the expenses it incurs in addressing this emergency; and

I further proclaim and order that:

By the terms of this emergency declaration the government of the City and County of San Francisco is organized under the provisions of the Incident Command System (ICS), which system forms an essential part of the City's Emergency Operations Plan. The head of each City department and agency shall observe his or her proper relationship in the command structure outlined by the system and shall respond to the orders and requests of the Lead Department designated to exercise supervision over his or her department during the course of this emergency;

Because of the extreme peril to its residents and visitors, the Governor of the State of California is hereby requested to include the area of the City and County of San Francisco in any emergency declaration by the State, and is further requested to ensure that the City and County is included in any emergency declaration that may be issued by the President of the United States.

And I further proclaim and order that:

This declaration of a local emergency shall continue to exist until it is terminated by the Mayor or the Board of Supervisors. All departments of the City and County of San Francisco are strictly ordered to cooperate with the requests for material and personnel resources that may emanate from the Incident Command Staff of the City and County which is located in the Emergency Command Center of the City and County of San Francisco.

Date:

Signature:

Title:

# Emergency Management Systems

## National Incident Management System (NIMS)

The NIMS provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent, nationwide approach to domestic emergency management applicable to all jurisdictional levels (public and private) and across functional disciplines. These stem from series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two HSPDs that are of particular importance to emergency planners:

HSPD-5, Management of Domestic Incidents, identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other federal departments and agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

HSPD-8, National Preparedness, describes the way Federal departments and agencies will prepare. It requires DHS to coordinate with other Federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, NIMS, the NRF, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; how it needs to be done; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response. NIMS provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the ICS, NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies.

NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

## Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and



multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

The California Emergency Services Act requires SEMS for managing multi-agency and multi-jurisdictional responses to emergencies in California. (Government Code Section 8607(a)). The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of ICS, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept, and multiagency or inter-agency coordination. State agencies are required to use SEMS, and local government entities must use SEMS to be eligible for any reimbursement of response-related costs under the State’s disaster assistance programs.

**SEMS Organization Levels**

Under SEMS, response activities are managed at the lowest possible organizational level. SEMS consists of five (5) levels: 1) Field Response, 2) Local, 3) Operational Area, 4) Regional, and 5) State, as illustrated below in Figure 1. The Town utilizes SEMS during incidents that require a multi-agency response or when the incident involves multiple jurisdictions.

*Figure 1 SEMS Levels*

<b>Field Response</b>	Commands on-scene information, resources, and priorities
<b>Local</b>	Manages and/or coordinates information, resources, and priorities within the boundary of a county
<b>Operational Area</b>	Manages and coordinates information and resources among operational areas
<b>Region</b>	Manages and coordinates information and resources among operational areas
<b>State</b>	Statewide resource coordination integrated with federal agencies

*Field Response*

The Field Response level is where emergency response personnel and resources, under the command and control of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat (emergency operations that take place in the field such as evacuations, fire suppression, damage assessments or temporary construction are considered to occur at the Field level).

*Local Government*

The Local Government level includes, cities, counties, special districts, and the administrative and coordinative operations of agencies. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. As a condition of State reimbursement of response-related costs, local governments are required to use SEMS when the local EOC is activated or a Local Emergency is proclaimed.

### *Operational Area*

An Operational Area is the intermediate level of the state emergency services management organization. The Operational Area level encompasses a county and is responsible for coordination among all political subdivisions located therein, including incorporated cities and special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area operates an EOC and serves as the coordination and communication link between the Local Government and Regional levels.

### *Regional Level and Regional Emergency Operations Center (REOC)*

The Regional level is administered by the State and manages and coordinates information and resources among Operational Areas and within or between one or more mutual aid regions established by Cal OES. The Regional level coordinates overall State agency support for emergency response activities within the Region. California is divided into three (3) Cal OES administrative regions – Inland, Coastal, and Southern; six (6) fire and rescue mutual aid regions; and seven (7) law enforcement mutual aid regions. The Regional level operates the REOC and serves as the coordination and communication link between the Operational Area and the State level.

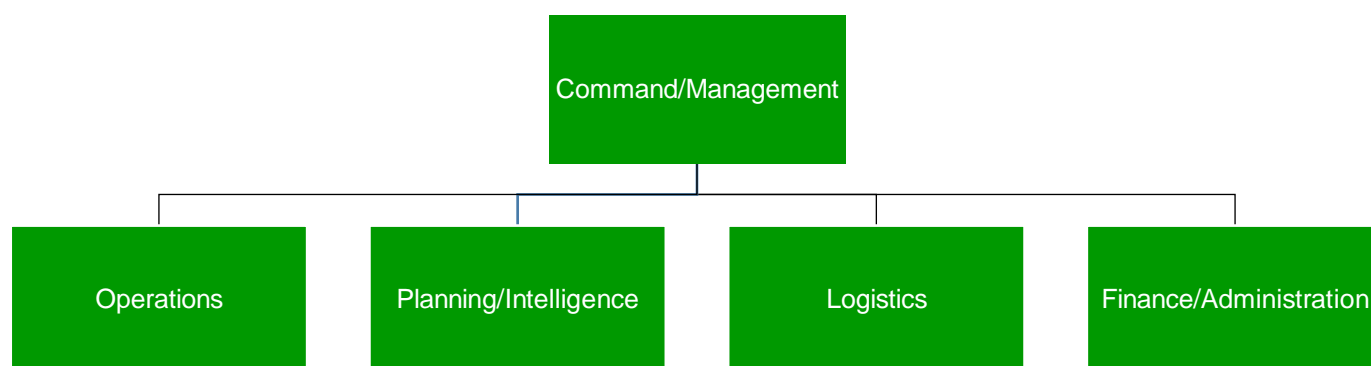
### *State Level and State Operations Center (SOC)*

The State level of SEMS prioritizes tasks and coordinates State resources in response to the requests from the Regional level, and coordinates mutual aid among the Regions. The State level also serves as the coordination and communication link between the State and the Federal emergency response system. The State level requests assistance from other State governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with FEMA.

## **SEMS Functions**

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in Figure 2 - SEMS Functions. These functions must be applied at each level of the SEMS organization.

*Figure 2 SEMS Functions*



**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

**Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

**Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response
- Implements the policies established by the governing bodies
- Facilitates the activities of the Multi-Agency Coordination (MAC) Group

**Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

**Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

**Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

**Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in Table 3 - Comparison of Field and EOC SEMS Functions.

*Table 3 Comparison of Field and EOC SEMS Functions*

Primary Sems Function	Field Response Level	EOCS at Other SEMS Levels
Command/Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

## SEMS Components

### *Management by Objectives*

The Management by Objectives (MBO) 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.

### *Operational Period*

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

### *Action Plans*

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

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

### *Organizational Flexibility – A Modular Organization*

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

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

### *Organizational Unity and Hierarchy of Command*

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

### *Span of Control*

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

### *Personnel Accountability*

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

### *Common Terminology*

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

### *Integrated Communications*

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

More on the SEMS Regulations and SEMS Guidelines can be found on the CalEMA Website.

## **Incident Command System (ICS)**

NIMS and SEMS require emergency response agencies to use ICS for multi-agency, multi-jurisdictional incidents. ICS is a standardized, on-scene, all hazards incident approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

All levels of government use ICS—federal, state, tribal, and local—and many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. Per SEMS, EOCs use a modified version of ICS. ICS is structured to facilitate activities in five (5) major functional areas: 1) Command/Management, 2) Operations, 3) Planning/Intelligence, 4) Logistics, and 5) Finance. All of the functional areas may or may not be used depending on the needs of the incident. The Town Fire Service and Police Department utilize ICS during day-to-day and multi-agency response incidents.

SEMS regulations require local governments to provide for the five (5) ICS functions as the basis for structuring the organization:

- **Command/Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations
- **Operations:** Responsible for coordinating all operations in support of the emergency response through implementation of the Incident or EOC Action Plan
- **Planning/Intelligence:** Responsible for collecting, evaluating, and disseminating information to promote situational awareness, developing the Action Plan and After-Action Report (AAR), and maintaining documentation
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident
- **Finance:** Responsible for financial activities and other administrative aspects

## Mutual Aid

### California Master Mutual Aid Agreement

California's emergency resource management system is based on a statewide mutual aid organization designed to ensure that additional resources are provided to the State's political subdivisions whenever their resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, which is entered into by local governments and the State. The agreement facilitates implementation of Chapter 7 of Division 1 of Title 2 of the Government Code entitled "California Emergency Services Act." It includes participation by the various departments and agencies within the political subdivisions, municipal corporations, and public agencies within the State to assist each other by providing resources during an emergency.

The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, Federal and State monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility, and local entities may only be reimbursed if funds are available. The Master Mutual Aid Agreement promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.



The 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. The system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems but enhances the facilitation of mutual aid through the local government, operational area, regional, and State levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies

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

A map of Inland Region is shown in Figure 3 - Inland Region Mutual Aid, which details the Mutual Aid Regions III, IV & V, Butte County is located in Mutual Aid Region III.



Figure 3: California Mutual Aid Regions



### Mutual Aid Coordinators

Discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area, regional, and State levels to facilitate mutual aid. The 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. Law Enforcement, Fire and Rescue Services, Coroners, Emergency Management Mutual Aid, and the Medical Health Operational Coordinators work within existing State mutual aid systems for requests and assignments of mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are managed through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, regional, and State levels. When EOC's are activated, all discipline-specific mutual aid systems will establish coordination and communications within the respective local, Operational Area, regional, or State EOCs. 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 how the EOC is organized and the extent to which it is activated.

## Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC, an organization ratified by the U.S. Congress that provides form, structure, and procedures for rendering emergency assistance between states. Once the Governor has declared a State of Emergency, Cal OES will assess the resource needs for the incident. California can then request resources through the EMAC network for assistance provided by other states. The use of EMAC resolves two (2) of the key issues regarding mutual aid, liability, and reimbursement so that a disaster-impacted state can request and receive assistance from other member states quickly and efficiently.

Personnel deployed under EMAC submit documentation to their resource providers (home agency), who in turn submits a reimbursement package to their home state. The home state submits a reimbursement to the requesting state who reimburses the assisting state. The requesting state covers the tort liability, and the responding state covers the workers' compensation liability.

## Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

**Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

**Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

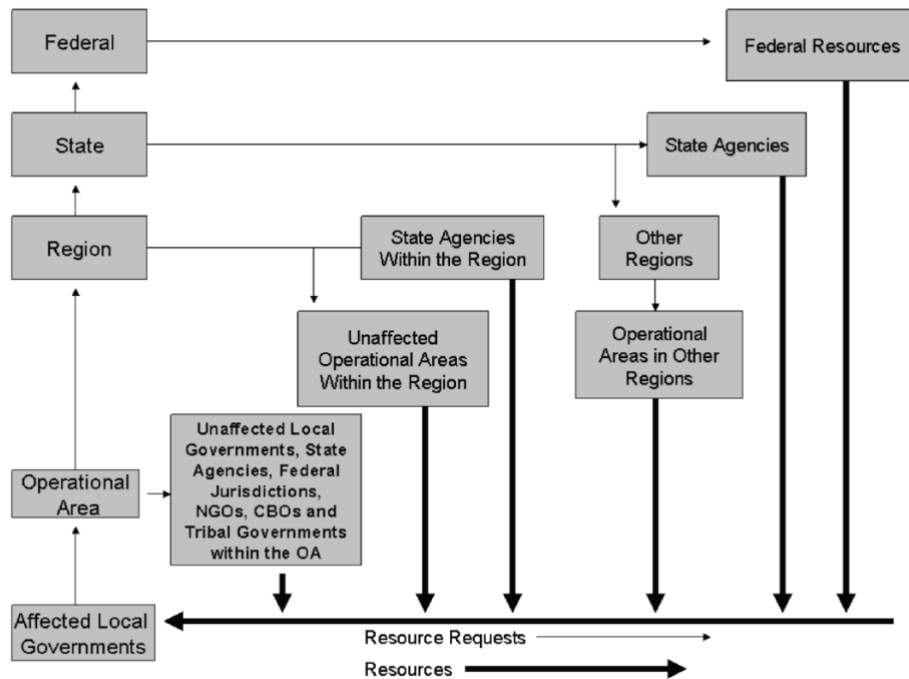
**Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.

**Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the region to support a mutual aid request by a jurisdiction also within the region. In the event resources are unavailable at the regional level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

**State Level Requests:** On behalf of the Governor, the Secretary of CalEMA has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need.

Figure 4 – Flow of Requests and Resources depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

*Figure 4 Flow of Requests and Resources*



# EOC Job Role Cards

The following sections include job role cards for key positions within the EOC.

## EOC Director

Responsible for leading the staff in the EOC and directing/coordinating with directors in other County DOCs

### Key Position Elements

- Manage and coordinate overall emergency response and recovery operations
- Oversee and manage all Sections in the EOC
- Coordinate and liaison with appropriate federal, state, regional, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Establish appropriate EOC staffing level
- Continuously monitor organizational effectiveness and make appropriate changes
- Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction
- Alongside General Staff, set jurisdictional priorities for response
- Ensure all department/agency actions support established EOC priorities
- Ensure that inter-agency coordination is accomplished effectively
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

### Reports To:

- Policy Group/County Board of Supervisors

### Supervises:

MANAGEMENT STAFF	GENERAL STAFF
Assistant EOC Director	County Liaison
EOC IT Support	Operations Section Chief/Coordinator
Coordinator Group Liaison Officer	Planning & Intelligence Chief/Coordinator
Safety Officer	Logistics Section Chief/Coordinator
Public Information Officer	Finance & Admin Section Chief/Coordinator
Recorder	Security Officer

### Plans and Reports:

- EOC Action Plan - Review and Approve
- Advance Plan(s) - Review and Approve
- Demobilization Plan - Review and Approve
- Press Releases - Review and Approve
- Reports - Review and Approve
- After Action Report – Review and Approve

### Forms and Guides:

- Position Job Aid
- County Code
- County EOP
- All ICS Forms
- GUIDE: Planning P See EOP Appendix G
- Recovery Plan/Project Management Plan
- After Action Report See EOP Appendix H

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Determine appropriate level of activation based on known situation
- ☐ Mobilize/recall appropriate personnel to the EOC for initial activation
- ☐ Respond immediately to EOC site and determine operational status
- ☐ Obtain briefing from available sources
- ☐ Ensure that EOC is properly set up and ready for operations
- ☐ Ensure that EOC check-in procedure is established

- FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Ensure that EOC organization and staffing chart is posted and completed
  - FORM: ICS-207 Incident Organization Chart
- ☐ Determine needed EOC sections, assign Section Chiefs and ensure sections are adequately staffed
  - Operations Section Chief
  - Logistics Section Chief
  - Planning & Intelligence Section Chief
  - Finance & Administration Section Chief
- ☐ Determine needed Management Staff positions and ensure they are filled as soon as possible
- ☐ Assistant EOC Director
  - Public Information Officer
  - Safety Officer
  - Security Officer
  - Liaison Officer
- ☐ Ensure telephone and/or radio communications with other EOCs/DOCs are established and functioning
- ☐ Schedule the initial EOC Action Planning Meeting
- ☐ Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies
- ☐ Assign the Liaison Officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-agency Coordination Group

### Response:

- ☐ Monitor General Staff activities to ensure appropriate actions are being taken
- ☐ Alongside Public Information Officer (PIO), develop public information guidance. Conduct news conferences and review media releases for final approval. Follow established procedure for public information
- ☐ Ensure Liaison Officer is providing and maintaining effective inter-agency coordination
- ☐ Based on status reports, establish initial strategic objectives for the EOC
- ☐ Alongside Management Staff, prepare EOC objectives for the Initial Action Planning Meeting
  - FORM: ICS-202 Incident Objectives
- ☐ Convene Initial Action Planning meeting. Ensure that all Section Chief/Coordinators, Management Staff, and key agency representatives are in attendance
- ☐ Ensure appropriate Action Planning procedures are followed.

- ☐ Ensure the Action Planning meeting is facilitated appropriately by the EOC Planning & Intelligence Section, and consensus among EOC Director/Coordinator, PIO, and Section Chiefs/Coordinators on objectives for forthcoming operational period
- ☐ Assess the situation, define problems, set priorities and establish strategic and SMART objectives for the response/recovery period
- ☐ Determine the operational period time frame (i.e., 6, 8 or 12-hour shifts)
- ☐ Review and identify the need for additional staffing and/or other resources
- ☐ When the Action Plan is completed by the EOC Planning & Intelligence Section, review, approve and authorize its distribution and implementation
  - FORM: ICS-201 Incident Briefing
  - FORM: ICS-202 Incident Objectives
  - FORM: ICS-203 Organization Assignment List
  - FORM: ICS-204 Assignment List
  - FORM: ICS-205A Communications List
  - FORM: ICS-206 Medical Plan
  - FORM: ICS-207 Incident Organization Chart
  - FORM: ICS-208 Safety Message/Plan
  - FORM: ICS-213 General Message
- ☐ Conduct periodic briefings with General Staff to ensure strategic objectives are current and appropriate
  - FORM: ICS-209 Incident Status Summary
- ☐ Conduct periodic briefings for elected officials or their representatives
  - FORM: ICS-209 Incident Status Summary
- ☐ If appropriate, inform the Policy Group and issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Ensure next shifts staff are accounted for. Ensure the safety and well-being of staff being dismissed for the operational period
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out
  - FORM: ICS-211 Incident Check-In List



## Demobilization and Termination:

- ☐ Authorize demobilization of sections, branches, groups and units when they are no longer required informally or via a plan
  - PLAN: Demobilization Plan
- ☐ Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate
- ☐ Ensure that open actions not completed will be handled after demobilization
- ☐ Ensure that all required forms or reports are completed prior to demobilization
- ☐ Prepare to provide input to the After-Action Report (AAR)
- ☐ Proclaim termination of the emergency response and proceed with recovery operations
- ☐ Alongside Public Information Officer, make emergency termination notifications to County Board of Supervisors, Response Partners, Community and Southern Region Regional Emergency Operations Center (REOC)
- ☐ Provide a final emergency briefing of the event to EOC personnel to include:
  - Date/time of termination
  - Requests all documentation developed during the event response
  - Instructions for support of recovery operations or assembly of the final report
  - Time and date of formal debrief to identify issues, lessons learned and corrective actions
  - Instructions for resumption of normal operations
- ☐ Determine if a formal Recovery Plan is required based on a review of the technical criteria by:
  - Length and resources required for investigating and fact-finding activities
  - Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies and/or response organizations
  - Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis and public information
- ☐ Supervise the transition of the EOC from response to recovery operations, as necessary
- ☐ Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan
- ☐ Proclaim EOC deactivated
- ☐ Approve deactivation of other emergency facilities that were opened because of the emergency
- ☐ Assists with recovery objectives, as requested for Recovery Plan
- ☐ Turn over command to Recovery Manager
- ☐ Schedule Incident Debriefing
- ☐ Assists with the development of a final AAR
  - Approve final AAR
  - REPORT: After Action Report
- ☐ Turn in completed job aids, forms and notes to Recorder

# Assistant EOC Director

Responsible for supporting the EOC Director and providing services for the overall effective functioning of the EOC. Establishes and enforces security protocols for the EOC and other emergency related facilities to manage access control and protect staff and information.

## Key Position Elements

- Assist and serve as an advisor to the EOC Director and General Staff
- Provide information and guidance related to the internal functions of the EOC
- Ensure compliance with operational area emergency plans and procedures

## Reports To:

- EOC Director

## Plans and Reports:

- All plans
- All reports

## Forms and Guides:

- Town EOP
- Position Job Aids
- All ICS Forms
- All guides

## Technology:

- Laptop
- Phone

## Tools:

- Work station
- Position Binder (Can be virtual)
- Vest
- Radio

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Activate Department Emergency Voicemail
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC
  - FORM: ICS-207
- ☐ Provide assistance and information regarding section staffing to all general staff

### Response:

- ☐ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan
  - FORM: ICS 202
  - GUIDE: Planning P
- ☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements
  - FORM: PROCLAMATION RESOLUTION
  - GUIDE: LEGAL AUTHORITIES

- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan
  - PLAN: EOC Action Plan
  - GUIDE: Planning P
- ☐ Provide overall procedural guidance to General Staff
- ☐ Provide general advice and guidance to the EOC Director
- ☐ Ensure that all appropriate notifications are made to same and one level higher EOCs (San Mateo Operational Area)
- ☐ Ensure that all communications with appropriate emergency response agencies are established and maintained
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media and the public
  - Form: ICS-209/Situation Status Report
  - REPORT: Press Release
- ☐ Ensure that EOC personnel are properly maintaining all documentation
- ☐ Facilitate and attend periodic briefing sessions conducted by the EOC Director
- ☐ Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of conditions
- ☐ Assist the Liaison Officer with coordination of all EOC visits
- ☐ Aid with shift change activity

### Shift Change:

- ☐ Provide turnover briefing to position replacement.
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
  - FORM: Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Recorder.
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports and other documentation

- ☐ Provide all completed documentation to the Recorder, prior to your departure
- ☐ Turn over financial information to Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

# Public Information Officer (PIO)

Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.

## Key Position Elements

- Serve as the central coordination point for the agency or jurisdiction for all media releases
- Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies
- Develop the format for press conferences, in conjunction with the EOC Director
- Maintain a positive relationship with the media representatives
- Supervise the Public Information Branch

## Reports To:

- EOC Director

## Supervises:

- Media Monitoring Unit, if assigned
- Public information staff, if assigned

## Plans and Reports:

- EOC Action Plan
- Public Information Guidance
- Media Monitoring Plan

## Forms and Guides:

- Position Job Aid
- ICS 205A Communications List
- ICS 211 Check-in List
- ICS 214 Activity Log
- Disaster Assistance Directory
- Press and Media Releases
- Media Briefing Schedule

### Technology:

- Laptop
- Phone
- Media Monitoring

### Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job aid
- ☐ Receive situation, section and position briefings from available and appropriate personnel
- ☐ Maintain concise records of position activities
  - FORM ICS-214
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics

### Response:

- ☐ Obtain policy guidance from the EOC Director regarding media releases
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments
- ☐ Recommend procedures or measures to improve media relations
- ☐ Coordinate with the Field Intelligence Unit and identify the method for obtaining and verifying significant information as it is developed
- ☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials
  - FORM: MEDIA BRIEFING SCHEDULE



- ☐ Implement and maintain an overall information release program
- ☐ Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones and electrical power
- ☐ Maintain up-to-date status boards and other references at the Media or Joint Information Center
- ☐ Provide adequate staff to answer questions from members of the media
- ☐ Interact with other EOC PIOs and obtain information relative to public information operations
- ☐ Develop content for state Emergency Alert System (EAS) releases if available
- ☐ Monitor EAS releases as necessary
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health and assistance for the public
- ☐ At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or Town Policy Group
- ☐ Provide other assistance as necessary to facilitate their participation in media briefings and press conferences
  - FORM: Press Release
- ☐ Ensure that a rumor control function is established to correct false or erroneous information
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls
- ☐ Prepare, update and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.)
- ☐ Monitor broadcast media, using information to develop follow-up press releases and rumor control
- ☐ Ensure that file copies are maintained of all information released
- ☐ Provide copies of all press releases to the EOC Director for approval
  - FORM: Press Release
- ☐ Prepare final press releases and advise media representatives of points-of-contact for follow-up stories

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM: Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Recorder

- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached

#### **Demobilization and Termination:**

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation. Provide all completed documentation to the Recorder, prior to your departure
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the after-action report
- ☐ Alongside EOC Director and Liaison Officer, make emergency termination notifications to Town Council, Response Partners, Community and Operational Area

# Cooperator Group Liaison

Responsible for supporting the Cooperator Group Representatives assigned to the EOC and handling requests from other agencies for sending Town liaison personnel to other EOCs.

## Key Position Elements

- Coordinate with Cooperator Group Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs
- Function as a central location for incoming Cooperator Group Representatives, provide workspace and arrange for support as necessary
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Cooperator Group Representatives

## Reports To:

- EOC Director

## Plans and Reports:

- Town EOP (for liaisons)
- EOC Action Plan - Shares with relevant stakeholders. Not responsible for development

## Forms and Guides:

- Position Job Aid
- ICS 205A Communications List
- ICS 211 Check-in List
- ICS 214 Activity Log

## Technology:

- Laptop
- Phone

## Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities

### Response:

- ☐ Arrange for VIP tours and coordinate with the PIO and Field Incident Commanders
- ☐ Contact all on-site Cooperator Group Representatives. Make sure:
  - They have signed into the EOC
  - They understand their assigned function
  - They know their work location
  - They understand EOC organization and floor plan (provide both)
- ☐ Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- ☐ Determine status and resource needs and availability of other agencies
- ☐ Brief Cooperator Group Representatives on current situation, priorities and EOC Action Plan
- ☐ Request Cooperator Group Representatives contact their agency, determine level of activation of agency facilities and obtain any intelligence or situation information that may be useful to the EOC
- ☐ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries
- ☐ Respond to requests for liaison personnel from other agencies
- ☐ Act as liaison with state or federal emergency response officials and appropriate town personnel
- ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the EOC Logistics Section

- ☐ Know the working location for any Cooperator Group Representative assigned directly to a branch/unit
- ☐ Compile list of Cooperator Group Representatives (agency, name, EOC phone) and make available to all Section and Branches/Groups/Units
- ☐ Respond to requests from Sections, Branches and Units for Cooperator Group information. Direct requests to appropriate Cooperator Group Representatives
- ☐ Provide periodic update briefings to Cooperator Group Representatives as necessary

### Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM: Position Job Aid
  - FORM: ICS-214
- ☐ Provide list of other Cooperator Group Representatives assigned to the EOC and Town liaisons assigned to other agencies
- ☐ Provide all completed documentation to the Recorder
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Release agency representatives that are no longer required in the EOC when authorized by the EOC Director
- ☐ Collect any documentation from agency representatives that would be relevant for the after-action report
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to departure
- ☐ Clean up work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the after-action report

# Safety Officer

Responsible for identifying and mitigating safety hazards and situations of potential Town liability during EOC operations. Ensure that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)

## Key Position Elements

### Elements include:

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken

### Reports To:

- EOC Director

### Plans and Reports:

- EOC Action Plan - Provide Input
- Advance Plans and Reports (Demob, Recovery, etc.) - Provide Input

### Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-208 Safety Message/Plan
- ICS-211 Incident Check-In List
- ICS-214 Activity Log
- ICS-215A Incident Action Plan Safety Analysis

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

- ☐ Tour the entire EOC facility and evaluate conditions
- ☐ Advise the EOC Director of any conditions and actions that might result in liability (unsafe layout or equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, first aid kits, AED's and evacuation routes and exits
  - FORM: ICS-215A Incident Action Plan Safety Analysis
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary
- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings
  - FORM: ICS-208 Safety Message/Plan
- ☐ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks
- ☐ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary
- ☐ Coordinate with the EOC Finance Section in completing all forms required by the workers' compensation program for proper case evaluation and closure



### Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to departure
- ☐ Clean up work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

# EOC IT Support

Responsible for managing all computing needs including desktop/laptop computers, network and internal communications (internet/wireless, telephones, radios, etc.), printing, audio/visual and other technology needs for the EOC.

## Key Position Elements

- Coordinate with all sections and branches/groups/units on operating procedures for computing, network and communications systems
- Provide support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual and teleconferencing equipment

## Reports to:

- EOC Director

## Plans and Reports:

- EOC Action Plan - supports development
- Communications Status Report

## Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log

## Technology:

- Laptop
- Phone (Desk or Cell)

## Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

- ☐ Develop the Emergency Communication Plan for all communication modes within the EOC and field Incident Command Posts when needed
  - FORM: ICS-205A Communications List
- ☐ Determine what communications equipment is necessary
- ☐ Provide technical information as required
- ☐ Manage data and telephone services for the EOC. Receive any priorities or special requests
- ☐ Support communications connectivity between EOC and field units, other operations centers including DOCs and mutual aid providers. Use the EOC Communications Directory for guidance
- ☐ Provide communications equipment to Town liaisons for distribution to other agencies
- ☐ Maintain of record of all communications equipment checked out to EOC and other staff
- ☐ Refer all contacts with media to the Public Information Officer
- ☐ Provide communications briefings and technology status reports as requested at action planning meetings
  - REPORT: Communications Status Report

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
- ☐ Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Finance & Administration Section

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List

#### **Demobilization and Termination:**

- Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- Complete all required forms, reports and other documentation
- Provide all completed documentation to the Recorder, prior to your departure
- Turn over financial information to EOC Finance & Administration Section Chief
- Clean up your work area before you leave
- Provide a forwarding phone number where you can be reached
- Be prepared to provide input to the After-Action Report (AAR)

# County Liaison

Responsible for representing the Operational Area at the EOC and handling requests for information or resources made by the Operational Area EOC.

## Key Position Elements

- Provide coordination between the Town EOC and the Operational Area EOC
- Represent the Operational Area at meetings
- Forward requests for information or resources to the Operational Area or acting themselves to provide the requested information

## Reports To:

- Liaison Officer

## Plans and Reports:

- Operational Area Plans and Directories
- Current Operational Area EOC Action Plans

## Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log

## Technology:

- Laptop
- Phone (Desk or Cell)

## Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

- ☐ Respond to requests from Sections, Branches, Groups and Units for Operational Area information
- ☐ Direct requests from the Inland Region Regional Emergency Operations Center (REOC)/State Operations Center (SOC) to appropriate parent agency staff
- ☐ Provide periodic update briefings to the Liaison Officer as necessary

### Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List (Retain copy for parent agency)
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to departure
- ☐ Clean up work area before you leave
- ☐ Provide a forwarding phone number where you can be reached

- Be prepared to provide input to the After-Action Report (AAR)



# Recorder

Responsible for maintaining complete documentation of the emergency; includes damage assessment reports, EOC action reports, after action and corrective action reports, Unit Logs and, meeting agenda and notes.

## Key Position Elements

- Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period
- Provide document reproduction services to EOC staff
- Distribute the EOC situation analysis reports, EOC Action Plan and other documents, as required
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency
- Assist the Planning & Intel Section Chief in the preparation and distribution of the After-Action Report (AAR)

## Reports To:

- EOC Director

## Plans and Reports:

- EOC Action Plan – Support Development and Distribution
- Situation Status Report
- Operations Section Reports – Support Compilation and Distribution

## Forms and Guides:

- Position Job Aid
- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205A Communications List
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Safety Message/Plan
- ICS-209 Incident Status Summary

- ICS-211 Incident Check-In List
- ICS-213 General Message
- ICS-214 Activity Log
- ICS-215 Operational Planning Worksheet
- ICS-215A Incident Action Plan Safety Analysis
- ICS-230-CG Daily Meeting Schedule

#### Technology:

- Laptop
- Phone (Desk or Cell)

#### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

#### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

#### Response:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Meet with the EOC Director and the Planning & Intel Section Chief to determine what EOC materials should be maintained as official records
- ☐ Meet with the Finance Section to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift

- FORM: ICS-207 Incident Organization Chart
- FORM: ICS-205A Communications List
- ☐ Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC
- ☐ REPORT: Situation Status Report
  - FORM: ICS-201 Incident Briefing
  - FORM: ICS-202 Incident Objectives
  - FORM: ICS-203 Organizational Assignment List
  - FORM: ICS-204 Assignment List
  - FORM: ICS-205A Communications List
  - FORM: ICS-206 Medical Plan
  - FORM: ICS-207 Incident Organization Chart
  - FORM: ICS-208 Safety Message/Plan
  - FORM: ICS-209 Incident Status Summary
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-213 General Message
  - FORM: ICS-215 Operational Planning Worksheet
  - FORM: ICS-215A Incident Action Plan Safety Analysis
  - FORM: ICS-230-CG Daily Meeting Schedule
  - PLAN: EOC Action Plan
- ☐ Keep extra copies of reports and plans available for special distribution as required
- ☐ Set up and maintain document reproduction services for the EOC
- ☐ Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form
- ☐ Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the EOC Planning & Intelligence Section Chief
- ☐ Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC
- ☐ Refer all contacts with the media to the Public Information Officer
- ☐ Operate the EOC Message Center
- ☐ Deliver messages throughout the EOC and retain copies for documentation
- ☐ Ensure all messages are composed on a hard copy message form

### Shift Change:

- ☐ Provide turnover briefing to position replacement

- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Collect and save all completed documentation
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List

#### **Demobilization and Termination:**

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Collect and save all completed documentation, prior to your departure
- ☐ Turn over financial information to EOC Finance & Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Security Officer

Establishes and enforces security protocols for the EOC and other emergency related facilities to manage access control and protect staff and information.

## Key Position Elements

- Provide a secure space for EOC staff to perform their duties
- Maintain access control for the EOC and other emergency related facilities

## Reports To:

- EOC Director

## Plans and Reports:

- All Plans
- All Reports

## Forms and Guides:

- Position Job Aid
- ICS-205 Incident Radio Communications Plan
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log
- All Guides

## Technology:

- Laptop
- Phone (Desk or Cell)

## Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest
- Radio

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205 Incident Radio Communications Plan
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

- ☐ Coordinate with law enforcement for the security of the EOC, the personnel working in the EOC and the adjacent parking areas
- ☐ Keep the EOC Director advised of security issues and potential solutions

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205 Incident Radio Communications Plan
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to your departure

- ☐ Turn over financial information to EOC Finance & Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)



# Finance Section Chief

Responsible for the financial support, response and recovery for the incident.

## Key Position Elements

- Supervise the Finance Section
- Ensure that all financial records are maintained throughout the emergency
- Ensure that all on-duty time is recorded for all emergency response personnel
- Ensure that all on-duty timesheets are collected from EOC staff; Departments are collecting these from Department Operations Center (DOC) staff and Field Supervisors/Incident Commanders collect for their staff
- Ensure there is a continuum of the payroll process for all employees responding to the emergency
- Determine/remind individuals of purchase order limits for the procurement function in EOC Logistics Section
- Ensure that workers' compensation claims, resulting from the response, are processed within a reasonable time
- Ensure that all travel and expense claims are processed within a reasonable time
- Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or Cal OES

## Reports to:

- EOC Director

## Supervises:

- Accounting Unit
- Time Unit
- Compensation/Claims Unit
- Purchasing Unit
- Recovery Unit

## Plans and Reports:

- EOC Action Plan – Supports Development

## Forms and Guides:

- Position Job Aid

- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log
- Public Assistance (PA) Damage Categories – FEMA: FP 104-009-2 Public Assistance Program and Policy Guide (PAPPG) V3.0
- FEMA PA website - <https://www.fema.gov/public-assistance-policy-and-guidance>

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log
- ☐ Ensure that the EOC Finance Section is set up properly and that appropriate personnel, equipment and supplies are in place
- ☐ Based on the situation, activate units within the section as needed and designate Unit Coordinators for each element:
  - Accounting Unit
  - Time Unit
  - Compensation/Claims Unit
  - Purchasing Unit
  - Recovery Unit

- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required
- ☐ Meet with the EOC Logistics Section Chief and review financial and administrative support requirements and procedures
- ☐ Determine the level of purchasing authority to be delegated to EOC Logistics Section
- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood
- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period
- ☐ Notify the EOC Director when the EOC Finance & Administration Section is operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

### Response:

- ☐ Ensure that EOC Finance Section position logs and other necessary files are maintained
- ☐ Ensure that displays associated with the EOC Finance Section are current, and that information is posted in a legible and concise manner
- ☐ Participate in all Action Planning meetings
- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan
- ☐ Keep the EOC Director, General Staff and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis
- ☐ Maintain all financial records throughout the emergency
- ☐ Track and record all agencies' staff time
- ☐ In coordination with the EOC Logistics Section, process purchase orders and develops contracts in a timely manner
- ☐ Process all workers' compensation claims, resulting from the emergency, in a reasonable timeframe, given the nature of the situation
- ☐ Process all timesheets and travel expense claims promptly
- ☐ Coordinate with Recorder to make sure 214-Activity Logs are being completed by EOC staff and submitted at the end of each operational period
- ☐ Provide administrative support to other EOC Sections as required
- ☐ Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or Cal OES
- ☐ Implement planned CAL-Card changes and additions
- ☐ Implement planned emergency supply purchases
- ☐ Suspend competitive bidding and advertising
- ☐ Focus staff effort on essential services

- ☐ Obtain authorization from the Comptroller to approve and execute emergency purchases at level as directed by EOC
- ☐ Perform backup of all electronic purchasing
- ☐ Print hard copy of emergency vendor contact list
- ☐ Design and print manual purchase order form and distribute as necessary
- ☐ Prepare plan to implement Town-wide use of manual purchase orders if automated system is lost or inoperable
- ☐ Refer all contacts with the media to the Public Information Officer

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder i
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate appropriate Section Positions when authorized by EOC Director and follow demobilization direction/plan
- ☐ Identify staff to support on-going Recovery Operations and Recovery Plan. Advise identified staff on their continual support role
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to your departure
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Planning & Intel Section Chief

Responsible for the performance of the planning section including collecting, analyzing and displaying situation information, preparing situation reports, initiating and documenting the EOC Action Plan and After-Action Report (AAR) and planning for long term response and advanced planning.

## Key Position Elements

- Lead and direct the Planning & Intelligence Section
- Collect, analyze and display situation information
- Prepare periodic Situation Report
- Prepare and distribute the EOC Action Plan and facilitate the Action Planning meeting
- Conduct Advance Planning activities and reporting
- Provide technical support services to the various EOC sections and branches and document and maintain files on all EOC activities
- In coordination with the other Section Chiefs, ensuring that Status Reports are completed and utilized as a basis for Situation Analysis Reports and the EOC Action Plan
- Keep the EOC Director informed of significant issues affecting the Planning & Intelligence Section

## Reports To:

- EOC Director

## Supervises:

- Field Intelligence Unit (Situation)

## Plans and Reports:

- EOC Action Plan – Oversee Development
- Advance Plans – Oversee Development
- Situation Status – Oversee Development
- Planning Section Reports – Oversee Development and Distribution
- County After Action Report (AAR) – Support Development

## Forms and Guides:

- Position Job Aid
- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List

- ICS-204 Assignment List
- ICS-205A Communications List
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Safety Message/Plan
- ICS-209 Incident Status Summary
- ICS-211 Incident Check-In List
- ICS-213 General Message
- ICS-213RR Resource Request Message
- ICS-214 Activity Log
- ICS-215 Operational Planning Worksheet
- ICS-215A Incident Action Plan Safety Analysis
- ICS-230-CG Daily Meeting Schedule

#### Technology:

- Laptop
- Phone (Desk or Cell)

#### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

#### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

- ☐ Ensure that the EOC Planning & Intelligence Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards
- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation
- ☐ Establish contact with the Operational Area EOC when activated. Coordinate Situation Analysis Reports with their EOC Planning & Intelligence Section
  - FORM: ICS-209 Incident Status Summary
  - REPORT: Situation Status
- ☐ Meet with EOC Operations Section Chief; obtain and review any major incident reports. Review responsibilities of units in the section; develop plans for carrying out all responsibilities
- ☐ Make a list of key issues to be addressed by the EOC Planning & Intelligence Section; in consultation with section staff
- ☐ Identify objectives to be accomplished during the initial Operational Period
  - FORM: ICS-209 Incident Status Summary
- ☐ Keep the EOC Director informed of significant events
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

### Response:

- ☐ Ensure that EOC Planning & Intelligence Section position logs and other necessary files are maintained
- ☐ Ensure that the Field Intelligence Unit (Situation) is maintaining current information for the situation analysis report
- ☐ Ensure that major incident reports and status reports are completed by the EOC Operations Section and are accessible by EOC Planning & Intelligence Section
- ☐ Ensure that a situation analysis report is produced and distributed to EOC Sections and the REOC/SOC at least once, prior to the end of the operational period.
  - FORM: ICS-209 Incident Status Summary
  - REPORT: Situation Status
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible
- ☐ Ensure that the Public Information Officer (PIO) has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods
  - FORM: ICS-201 Incident Briefing
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period
  - FORM: ICS-230-CG Daily Meeting Schedule



- ☐ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period
  - FORM: ICS-201 Incident Briefing
  - FORM: ICS-202 Incident Objectives
  - FORM: ICS-203 Organizational Assignment List
  - FORM: ICS-204 Assignment List
  - FORM: ICS-205A Communications List
  - FORM: ICS-206 Medical Plan
  - FORM: ICS-207 Incident Organization Chart
  - FORM: ICS-208 Safety Message/Plan
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-213 General Message
  - FORM: ICS-213RR Resource Request Message
  - FORM: ICS-215 Operational Planning Worksheet
  - FORM: ICS-215A Incident Action Plan Safety Analysis
  - FORM: ICS-230-CG Daily Meeting Schedule
  - PLAN: EOC Action Plan
- ☐ Ensure objectives, as defined in the current EOC Action Plan, are being addressed
- ☐ Develop and distribute a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC
  - PLAN: Advance Plan
- ☐ Ensure that the Recorder maintains files on all EOC activities and provides reproduction and archiving services for the EOC as required.
- ☐ Verify that the Recorder is continually makes information available
- ☐ Provide technical specialists to all EOC sections as required

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached

- FORM: ICS-211 Incident Check-In List
- FORM: ICS-205A Communications List

### **Demobilization and Termination:**

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to your departure
- ☐ Turn over financial information to EOC Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Field Intelligence Unit Leader

Responsible for the collection, evaluation, organization, analysis and display of incident status and situation information; and for compiling Status Reports.

## Key Position Elements

- Collection, organization and analysis of situation information related to the emergency
- Ensure that information collected from all sources is validated prior to posting on status boards
- Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required
- Ensure that an EOC Action Plan is developed for each operational period
- Ensure that all maps, status boards and other displays contain current and accurate information.

## Reports To:

- EOC Planning & Intelligence Section Chief

## Plans and Reports:

- EOC Action Plan – Support Development and Distribution
- Situation Status Report – Support Compilation and Distribution
- Operations Section Reports – Analyze and Develop Situational Awareness

## Forms and Guides:

- Position Job Aid
- ICS-202 Incident Objectives
- ICS-205A Communications List
- ICS-209 Incident Status Summary
- ICS-211 Incident Check-In List
- ICS-214 Activity Log
- Planning P
- Information Collection Plan

## Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log
- ☐ Make contact with the Operational Area and establish a schedule for obtaining situation reports
- ☐ Ensure there are adequate staff available to collect and analyze incoming information
- ☐ Maintain the Situation Analysis Report and facilitate the Action Planning process
  - FORM: ICS-209 Incident Status Summary
  - REPORT: Situation Status Report
  - GUIDE: Planning P
  - GUIDE: Information Collection Plan Prepare Situation Analysis Unit objectives for the initial Action Planning meeting
  - FORM: ICS-202 Incident Objectives

### Response:

- ☐ Oversee the collection and analysis of all emergency related information
- ☐ Oversee the preparation and distribution of the Situation Report
- ☐ Coordinate with the Recorder for manual distribution and reproduction as required
  - FORM: ICS-209 Incident Status Summary
  - REPORT: Situation Status Report
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis

- ☐ Develop sources of information and assist the Planning & Intelligence Section Chief in collecting, organizing and analyzing data to provide situational awareness
  - GUIDE: Information Collection Plan
- ☐ Prepare required Southern Region Regional Emergency Operations Center (REOC)/State Operations Center (SOC) reports. Obtain approval from the EOC Planning & Intelligence Section Chief and transmit
- ☐ Coordinate with the GIS Unit to develop displays of incident geographic information and data
- ☐ Meet with the Public Information Officer (PIO) to determine the best method for ensuring access to current media information
- ☐ Prepare a situation summary for the EOC Action Planning meeting
  - FORM: ICS-209 Incident Status Summary
  - REPORT: Situation Status Report
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on charts
- ☐ Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.)
- ☐ Following the meeting, ensure that the Recorder publishes and distributes the EOC Action Plan prior to the beginning of the next operational period
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to your departure

- ☐ Turn over financial information to EOC Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Liaison to County Incident Commander

Responsible for representing the Town at the incident command post if under the direction of the Operational Area.

## Key Position Elements

### Reports To:

- Operations Section Chief

### Plans and Reports:

- IC Plans and Directories
- Current Town EOC Action Plans

### Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List



- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

### Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List (Retain copy for parent agency)
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to departure
- ☐ Clean up work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Call Center Section Chief

## Key Position Elements

### Reports To:

- EOC Director

### Plans and Reports:

- IC Plans and Directories
- Current Town EOC Action Plans

### Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-214 Activity Log

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid

- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log

### Response:

### Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Recorder in the EOC Planning & Intelligence Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List (Retain copy for parent agency)
  - FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow demobilization directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Recorder, prior to departure
- ☐ Clean up work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)

# Logistics Section Chief

Responsible for managing and coordinating logistical response efforts and the acquisition, transportation and mobilization of resources.

## Key Position Elements

- Supervise the Logistics Section
- Ensure the Logistics function is carried out in support of the EOC and Field Activities
- Provide communication services, resource tracking, acquire equipment, supplies, personnel, facilities, and transportation services, as well as arrange for food, lodging and other support services as required
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section; continuously monitor the effectiveness of the organization and modify as required
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area
- Keep the EOC Director informed of all significant issues relating to the Logistics Section

## Reports to:

- EOC Director

## Supervises:

- Supply & Personnel Unit
- Transportation Unit
- Communications Unit
- Facilities & Food Unit

## Plans and Reports:

- EOC Action Plan
- Resource Request Status Report

## Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Incident Check-In List
- ICS-213RR Resource Request Message

- ICS-214 Activity Log

### Technology:

- Laptop
- Phone (Desk or Cell)

### Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211 Incident Check-In List
  - FORM: ICS-205A Communications List
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check workstation to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214 Activity Log
- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories
- ☐ Based on the situation, activate branches/units within the section as needed and designate Unit Leaders for each element:
  - Supply & Personnel Unit
  - Transportation Unit
  - Communications Unit
  - Facilities & Food Unit
- ☐ Mobilize sufficient section staffing for 24-hour operations
- ☐ Advise branches and units within the section to coordinate with appropriate branches in the EOC Operations Section to prioritize and validate resource requests from Department Operations Centers (DOCs) or Incident Command Posts in the field. This should be done prior to acting on the request

- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs
- ☐ Meet with the EOC Finance & Administration Section Chief and determine level of purchasing authority for the EOC Logistics Section
- ☐ Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan
- ☐ Provide periodic Section Status Reports to the EOC Director
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

### Response:

- ☐ Ensure that EOC Logistics Section position logs and other necessary files are maintained
- ☐ Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods
- ☐ Provide the EOC Planning & Intel Section Chief with the EOC Logistics Section objectives at least 30 minutes prior to each Action Planning meeting
- ☐ Attend and participate in EOC Action Planning meetings
- ☐ Coordinate closely with the EOC Finance Section to make sure that all required documents and procedures are completed and followed
- ☐ Ensure that transportation requirements, in support of response operations, are met
- ☐ Ensure that all requests for facilities and facility support are addressed
- ☐ Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid
  - FORM: ICS-213RR Resource Request Message
  - REPORT: Resource Request Status Report
- ☐ Provide section staff with information updates as required
- ☐ Refer all contacts with the media to the Public Information Officer

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214 Activity Log
- ☐ Provide all completed documentation to the Documentation Unit in the EOC Finance & Administration Section
- ☐ Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211 Incident Check-In List

- FORM: ICS-205A Communications List

### Demobilization and Termination:

- ☐ Deactivate appropriate Section Positions when authorized by EOC Director and follow demobilization directions/plan
- ☐ Identify staff to support on-going Recovery Operations and Recovery Plan. Advise identified staff on their continual support role
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to EIC Finance & Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the After-Action Report (AAR)



# Operations Section Chief

Responsible for supervising the Operations Section and directing the management and coordination of all EOC related operational functions.

## Key Position Elements

- Ensuring that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC
- Directing accomplishment of operational objectives and assignments identified in the EOC Action Plan
- Establishing the appropriate level of branch and unit organizations within the Operations Section
- Exercising overall responsibility for the coordination of Branch and Unit activities within the Operations Section (FORM: ICS-215)
- Ensuring that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports
- Conducting periodic Operations briefings for the EOC Director as required or requested

## Reports To:

- EOC Director

## Supervises:

- Fire Chief
- Law Police Chief
- Public Works Director

## Plans and Reports:

- EOC Action Plan – Supports development

## Reports:

- Firefighting/HazMat Status
- Search and Rescue Status
- Public Safety Status
- Care and Shelter Status
- Building and Engineering Status
- Utility Status
- Transportation Status

### Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-209 Incident Summary Status
- ICS-211 Check-in List
- ICS 213 RR Resource Request
- ICS-214 Activity Log
- ICS-215 Operational Planning Worksheet

### Technology:

- Laptop
- Phone

### Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps and status boards
- ☐ Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements:
  - Fire Chief

- Police Chief
  - Public Works Director
- ☐ Request additional personnel for the EOC Section to maintain a 24-hour operation as required
  - ☐ Inform the EOC Director and General Staff when your Section is fully operational
  - ☐ Review responsibilities of branches/groups/units in your Section. Develop plans for carrying out all responsibilities
  - ☐ Prepare work objectives for EOC Section staff and make staff assignments
  - ☐ Meet with Planning/Intelligence Section Chief and obtain a preliminary situation briefing
  - ☐ Determine 24-hour staffing requirements and request additional support as required. Request additional personnel for the section as necessary for 24-hour operation
  - ☐ Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
  - ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics
  - ☐ Ensure that there is adequate equipment and radio frequencies available as necessary for the section
  - ☐ Determine estimated times of arrival of section staff from the Personnel/Food Branch in Logistics
  - ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations
  - ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section
  - ☐ Coordinate with the Planning/Intelligence Section Chief to determine the need for any Technical Specialists
  - ☐ Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) and the Operational Area as directed, and coordinate accordingly
  - ☐ Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary
  - ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section
  - ☐ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period
  - ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur

### Response:

- ☐ Ensure Operations Section position logs and other necessary files are maintained
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
  - Firefighting/HazMat Status

- Search and Rescue Status
  - Public Safety Status
  - Care and Shelter Status
  - Building and Engineering Status
  - Utility Status
  - Transportation Status
- ☐ Ensure that all media contacts are referred to the Public Information Officer
  - ☐ Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods
    - FORM: ICS-215
  - ☐ Attend and participate in EOC Director's Action Planning meetings
  - ☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting
  - ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed
  - ☐ Ensure that the branches coordinate all resource needs through the Logistics Section
    - FORM: ICS-213RR, Resource Request
  - ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner
  - ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance Section (notification of emergency expenditures and daily time sheets)
  - ☐ Inform the EOC Director on all major incidents
  - ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section
  - ☐ Brief Branch Coordinators periodically on any updated information you may have received. Share status information with other sections as appropriate

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM: Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

# Fire Chief

Responsible for coordinating personnel, equipment and resources committed to fire and search and rescue elements of the incident.

## Key Position Elements

- Supervise the Fire & Rescue Branch and assigned units
- Coordinate fire and urban search and rescue operations
- Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary
- Coordinate the mobilization and transportation of all resources through the Logistics Section
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response and maintain status of unassigned fire & rescue resources
- Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities
- Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch

## Reports To:

- Operations Section Chief

## Plans and Reports:

- EOC Action Plan – Support Development
- Branch Status Reports – Coordinates and oversees

## Supervises:

- Firefighting/HazMat
- Search and Rescue

## Plans and Reports:

- Firefighting/HazMat Status
- Search and Rescue Status

## Forms and Guides:

- Position Job Aid

- ICS-205A Communications List
- ICS-209 Incident Summary Status
- ICS-211 Check-in List
- ICS 213 RR Resource Request
- ICS-214 Activity Log
- ICS-215 Operational Planning Worksheet

### Technology:

- Laptop
- Phone
- Radio

### Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch
- ☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator
  - FORM: Fire Deployed Resources

### Response:

- ☐ Obtain and maintain current status on Fire & Rescue missions being conducted in the Town



- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue operations periodically or as requested during the operational period
  - FORM: ICS-209 or Situation Status Report
  - REPORT: Fire Deployed Resources
  - REPORT: HazMat Status Report
- ☐ Report to the Operational Area Fire and Rescue Coordinator on major problems, actions taken and mutual aid resources available or needed
- ☐ Request mutual aid resources through proper channels and notify the EOC Operations Section Chief
- ☐ Provide emergency medical care and transportation of injured to care facilities
- ☐ Assist in dissemination of warning to the public
- ☐ Provide fire protection and safety assessment of shelters
- ☐ Ensure that the Windshield Survey assessments are being carried out by field units
- ☐ Implement personnel, equipment and resources to urban search and rescue operations
- ☐ On a regular basis, complete and maintain the Fire & Rescue Status Report.
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance Section Chief
- ☐ Clean up your work area before you leave

- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

# Police Chief

Responsible for alerting and notifying the public of the pending or existing emergency and activating public warning systems. Coordinates movement and evacuation operations, law enforcement and traffic control operations and provide for security at incident facilities. Coordinates incoming law enforcement mutual aid resources and assume responsibility as necessary for Fatalities Management, if the County Coroner is delayed in responding.

## Key Position Elements

- Supervise the Law Enforcement Branch
- Coordinate movement and evacuation operations during an emergency
- Alert and notify the public of the impending or existing emergency
- Coordinate law enforcement and traffic control operations during the emergency
- Coordinate site security at incidents
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC

## Reports To:

- Operations Section Chief

## Plans and Reports:

- EOC Action Plan – Aids development
- Public Safety Status Reports – Coordinates and oversees

## Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Check-in List
- ICS-214 Activity Log
- Public Safety Status Report

## Technology:

- Laptop
- Phone
- Radio

### Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over job aid.
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Notify Watch Commander of status
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM: ICS-214A
- ☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting

### Response:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Maintain status on Law Enforcement missions being conducted
- ☐ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch
- ☐ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the EOC Planning/ & Intel Section through the EOC Operations Section
- ☐ Provide the Operations Section Chief and the Planning & Intel Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period
  - REPORT: Public Safety Status
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section (notification of any emergency expenditures and daily time sheets)

- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period and any other pertinent information

### Evacuation:

- ☐ In coordination with Fire Chief designate area to be warned and/or evacuated
- ☐ Establish emergency traffic routes in coordination with the Public Works Branch
- ☐ Coordinate with the EOC Public Works Director traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation
- ☐ Ensure that evacuation routes do not pass-through hazard zones
- ☐ Identify alternate traffic routes where necessary; determine traffic and direction control points
- ☐ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- ☐ Establish evacuation assembly points
- ☐ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies
- ☐ Coordinate care and shelter with the Logistic Section to open evacuation centers
- ☐ Coordinate with the Public Works Director for access control and to obtain necessary barricades and signs
- ☐ Place towing services on stand-by to assist disabled vehicles on evacuation routes
- ☐ Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e., disabled, hospitalized, elderly, institutionalized, incarcerated, etc.; check status and evacuate
- ☐ Coordinate with the Logistics Section for transportation
- ☐ Develop the warning/evacuation message to be delivered. At a minimum, the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of shelters/evacuee assistance center
  - Radio stations carrying instructions and details
- ☐ Coordinate emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
- ☐ Use the Emergency Alert System (EAS) for local radio and television delivery of warnings. The Police Chief has the authority to request an EAS warning via the San Mateo Sheriff's Office
- ☐ Notifying police units to use loudspeakers and sirens to announce warning messages

- ☐ Determining if helicopters are available and/or appropriate for announcing warnings
- ☐ Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director
- ☐ Use volunteers, reserves and other Town personnel as necessary to help with warnings. Request through the EOC Logistics Section
- ☐ Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- ☐ Ensure provision of emergency alerts in accordance with Administrative Policy and Procedures for the Use of the EverBridge Mass Notification System
- ☐ Warn all people with disabilities and others with access and functional needs such as non-English speaking, and hearing and sight impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TDD machines and 9-1-1 translation services to contact the deaf
  - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- ☐ Check vacated areas to ensure that all people have received warnings
- ☐ Implement the evacuation portion of the EOC Action Plan
- ☐ Consider use of Town vehicles if threat is imminent. Coordinate use of Town vehicles (trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- ☐ Monitor status of warning and evacuation processes

### Security:

- ☐ Coordinate security in the affected areas to protect public and private property
- ☐ Coordinate security for critical facilities and resources
- ☐ Coordinate law enforcement and crowd control services at mass care and evacuation centers
- ☐ Coordinate with the Public Works Director for street closures and board up of buildings
- ☐ Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- ☐ Request mutual aid assistance through the Law Enforcement Mutual Aid Coordinator
- ☐ Provide access control to damaged areas
- ☐ Provide information to the PIO on matters relative to public safety
- ☐ Provide vehicle security and parking issues at incident facilities and coordinate security if necessary
- ☐ In coordination with the Fire Chief, develop procedures for safe re-entry into evacuated areas
- ☐ Ensure post incident investigation is conducted and documented

### Fatalities Management:

- ☐ Coordinate the need for Coroner duties and fatalities management as needed
- ☐ Ensure that Coroner notification has been made to the Butte County Operational Area. Determine the expected time of arrival
- ☐ Coordinate the removal and disposition of the dead
- ☐ Continually attempt to contact the County Coroner to advise the condition and needs. Return control of function as soon as possible to that office
- ☐ Establish temporary morgue facilities
- ☐ Coordinate with local morticians for assistance
- ☐ Coordinate with the Logistics Section to arrange for cold storage locations and transportation for temporary body storage
- ☐ Coordinate with the S Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- ☐ Coordinate with Public Director and Fire Chief on removal procedures for bodies within unstable or hazardous structures
- ☐ Advise all personnel involved in remains recovery operations of the specific documentation requirements
- ☐ Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- ☐ Consider changing shifts at six hours if involved in remains recovery
- ☐ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- ☐ Maintain list of known dead. Maintain a log of remains recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- ☐ Provide assistance to the Coroner in the identification of remains if requested
- ☐ Notify next of kin as advised by the Coroner
- ☐ Provide data on casualty counts to the EOC
- ☐ In a hazardous materials incident, determine if special remains handling procedures will be required to avoid contamination
- ☐ Be prepared to relocate morgue facilities if they are located in flood-prone areas
- ☐ Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries

### Animal Care:

- ☐ Provide for rescue, care, shelter and essential needs to individuals with household pets and service animals; and to the pets and animals themselves
- ☐ Coordinate with animal care agencies and the EOC Care and Shelter Branch for establishing potential shelters for animals per the PETS Act (Public Law 109-308)
- ☐ Take required animal control measures as necessary



### **Additional Actions for Response to Hazardous Material Release Incidents:**

- ☐ Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change
- ☐ Notify appropriate local, state and federal hazard response agencies
- ☐ Support the Unified Command Post as requested
- ☐ Assist in efforts to identify released substances, including locating shipping papers and placards, and contacting as required: County Health, Cal OES, shipper, manufacturer, etc.
- ☐ Consider the need for evacuations of communities potentially affected by the release

### **Additional Actions in Response to Localized Flooding:**

- ☐ Notify all units of areas of localized flooding
- ☐ Set up traffic control and detours around flooded areas
- ☐ Direct mobile units to warn public of localized flooding and traffic dangers due to flooding. Continue warning as long as needed

### **Shift Change:**

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205

### **Demobilization and Termination:**

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached

- Be prepared to provide input to the AAR

# Public Works Director

Responsible for providing engineering services to inspect and assess Town and privately-owned buildings, structures, and property for safety of occupancy. Reviews Town building code after incidents resulting in structural damage to determine performance.

## Key Position Elements:

- Inspection for re-occupancy of key Town facilities by departments responsible for emergency response and recovery
- Providing the engineering support as requested for other EOC Operations Section Branches
- Coordinating safety assessments of damage to buildings, structures and property within the Town
- Providing safety assessment information and statistics to Planning & Intel Section
- Implementing emergency building regulations as determined from performance of structures
- Coordinating investigation of building code performance
- Determining the extent of damage to buildings and structures and developing recommendations for building code changes

## Reports To:

- Operations Section Chief

## Supervises:

- Damage Assessment Teams

## Plans and Reports:

- EOC Action Plan
- Public Works Status Reports

## Forms and Guides:

- Position Job Aid
- ICS-205A Communications List
- ICS-211 Check-in List
- ICS-214 Activity Log
- Building and Engineering Status Report

### Technology:

- Laptop
- Phone
- Radio

### Tools:

- Work station
- Position Binder (Can be virtual)
- Vest

## Position Checklist

### Activation:

- ☐ Check-in at the EOC
  - FORM: ICS-211
  - FORM: ICS-205A
- ☐ Ascertain that key Building and Safety Department personnel are in the EOC or have been notified
- ☐ Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- ☐ Ensure that all Building and Safety personnel have completed status checks on equipment, facilities and operational capabilities

### Response:

- ☐ Activate the Damage/Safety Assessment Teams as needed
- ☐ Survey all local facilities, assessing the damage to such facilities and coordinating the repair of damage
- ☐ Survey other infrastructure systems, such as local roads, bridges, sewer and water systems within the Town
- ☐ Activate the Town Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC/DOCs
  - Police stations
  - Fire stations
  - \*Hospitals
  - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
  - \*Public schools

- Public Works facilities
- Potential Hazardous Materials facilities, including gas stations
- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures—commercial, industrial and residential
- \*Mobile homes/modular structures
- Single-family dwellings

\*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

### Use a Three Phased Approach to Inspection Based Upon Existing Disaster Intelligence:

- ☐ General Area Survey of Structures
- ☐ ATC-20<sup>1</sup> Rapid Inspection (ATC Safety Assessment)
- ☐ ATC-20 Detailed Inspection
- ☐ Be prepared to start over due to aftershocks if the hazard was an earthquake
- ☐ Alert and stage safety assessment teams as needed
- ☐ Arrange for necessary communications equipment from Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- ☐ Coordinate immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- ☐ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance. Request mutual assistance through the Operations Section Chief
- ☐ Implement procedures for posting of building occupancy safety status using ATC-20 placard guidelines
- ☐ Implement a data tracking system to document and report safety assessment information and forward to the Planning & Intel Section
- ☐ Brief all personnel on Departmental emergency operating procedures and assignments
- ☐ Assess the need to require potentially unsafe structures to be vacated
- ☐ Provide structural evaluation of mass care and shelter facilities reports to the Shelter Branch
- ☐ Provide public school inspection reports to the state Architect
- ☐ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams
- ☐ Provide policy recommendations to appropriate town officials for:

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<sup>1</sup> ATC-20: Procedures for Postearthquake Safety Evaluation of Buildings

- ☐ Emergency building and safety ordinances
- ☐ Expediting plan checking and permit issuance on damaged buildings
- ☐ Coordinate with the PIO to establish public information and assistance hotlines
- ☐ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections
- ☐ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including ARC; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies. If needed, request police escort of safety assessment and inspection personnel

### Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM: Position Job Aid
  - FORM: ICS-214
- ☐ Provide all completed documentation to the Documentation Unit Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM: ICS-211
  - FORM: ICS-205A

### Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the after-action report

# Blank ICS Forms

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## INCIDENT BRIEFING (ICS 201)

[illegible]



## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date:                      Time:
--------------------------	----------------------------	--

**7. Current and Planned Objectives:**

### 8. Current and Planned Actions, Strategies, and Tactics:

[illegible]

**6. Prepared by:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 201, Page 2 Date/Time:

## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**9. Current Organization** (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance/Admin Section Chief

**6. Prepared by:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 201, Page 3

Date/Time: \_\_\_\_\_

## INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4		Date/Time: _____			

## ICS 201

### Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

#### Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Date/Time Initiated</b> <ul style="list-style-type: none"><li>• Date, Time</li></ul>	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	<b>Map/Sketch</b> (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.  If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).  North should be at the top of page unless noted otherwise.
5	<b>Situation Summary and Health and Safety Briefing</b> (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	<b>Current and Planned Objectives</b>	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	<b>Current and Planned Actions, Strategies, and Tactics</b> <ul style="list-style-type: none"> <li>Time</li> <li>Actions</li> </ul>	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	<b>Current Organization</b> (fill in additional organization as appropriate) <ul style="list-style-type: none"> <li>Incident Commander(s)</li> <li>Liaison Officer</li> <li>Safety Officer</li> <li>Public Information Officer</li> <li>Planning Section Chief</li> <li>Operations Section Chief</li> <li>Finance/Administration Section Chief</li> <li>Logistics Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>Enter on the organization chart the names of the individuals assigned to each position.</li> <li>Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.</li> <li>If Unified Command is being used, split the Incident Commander box.</li> <li>Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>
10	<b>Resource Summary</b>	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> <li>Resource</li> </ul>	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> <li>Resource Identifier</li> </ul>	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> <li>Date/Time Ordered</li> </ul>	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> <li>ETA</li> </ul>	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> <li>Arrived</li> </ul>	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> <li>Notes (location/assignment/status)</li> </ul>	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

[illegible]

## ACTIVITY LOG (ICS 214)

[illegible]

## ICS 214

### Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

#### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency</b> (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
7	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).