City of Fresno

2015 Emergency Operations Plan

Part I

Emergency Management

RECORD OF CHANGES

Change Number	Date of Change	Section Number, Header, Page Number	Initiated by (Department/Agency)
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RESOLUTION LANGUAGE>>>

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PLAN CONCURRENCE

In Accordance with Fresno City Code, Sec 2-504, Emergency Services Council, this plan has been reviewed and approved by the Emergency Council and was formally adopted by the Fresno City Council on

_____ , Resolution number _____ .

Office of Emergency Services Publications

The City of Fresno publishes 4 documents which provide comprehensive emergency management planning. Collectively all 4 publications comprise a 4 part Emergency Operations Plan.
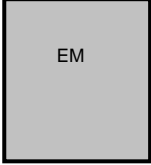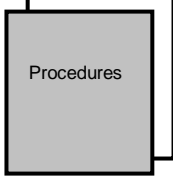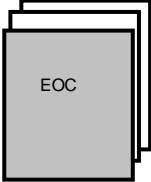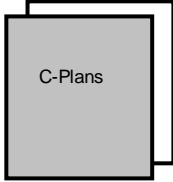
Part	Manual	Contents	Audience
One	**Emergency Management** EM	▪ Overview of City's emergency management program ▪ Emergency Management organization ▪ Concept of emergency operations	▪ Local Elected Officials ▪ City Employees ▪ Other Local Jurisdictions ▪ City Residents & Public
Two	**OES Procedures** Procedures	▪ Emergency procedures to be implemented by city employees at the time of a major emergency or disaster	▪ City Employees
Three	**EOC Activation Plan** EOC	▪ EOC procedures ▪ Annex and checklists for each major EOC function ▪ Resource and contact lists	▪ EOC Staff ▪ DOC Staff
Four	**Contingency Plans** C-Plans	▪ Local Area Evacuation ▪ Mass Care and Sheltering	▪ City Emergency Responders (e.g., Law Enforcement, Fire, EMS, etc.) ▪ EOC Staff ▪ DOC Staff

TABLE OF CONTENTS

PART I BASIC PLAN

1.0   INTRODUCTION

The Fresno City Emergency Operations Plan (EOP) addresses planned response to extraordinary emergency situations associated with natural disasters, technological emergencies, and national security-related events in, or affecting Fresno City. As noted throughout this plan, the EOP and the City's comprehensive emergency management program and organization meet all minimum requirements of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as both systems are defined by the State of California.

1.1   Purpose

This Emergency Operations Plan (EOP) establishes policies, procedures and an emergency management organization, and assigns roles and responsibilities to ensure the effective management of emergency operations within Fresno City and the Operational Area (OA). The EOP addresses the City's planned response to disasters and supports the California Emergency Plan.

The plan also identifies sources of external support which might be provided through mutual aid and specific statutory authorities by other jurisdictions, State and Federal agencies, and the private sector.

This plan establishes:

- The conceptual framework for emergency management in Fresno City and the OA, including lines of authority and coordination.

- Assigned roles and responsibilities of City staff.

- The policies and procedures required to protect the health and safety of City residents and visitors, public and private property, and the environment from the effects of natural, technological and national security-related emergencies.

- The operational concepts and procedures associated with the City Emergency Operations Center (EOC) activities, and the recovery process.

This plan is:

- Intended to facilitate multi-agency and multi-jurisdiction coordination, particularly between the City, special districts, State, and Federal agencies.

- An operational plan as well as a reference document; it may be used for pre-emergency planning, as well as for emergency operations. Public agencies, private enterprises and volunteer organizations assigned roles and responsibilities in this plan are encouraged to develop standard operating procedures (SOPs) and emergency action checklists based on the provisions in this plan.

- Supplemented by the event-specific contingency plans listed and incorporated by reference as Part Four.

1.2   Scope

The policies, procedures and provisions in this plan are applicable to all individuals and agencies, public and private, having responsibilities for emergency preparedness, response, recovery, and mitigation activities in Fresno City.

The plan applies to any extraordinary emergency situation associated with potential hazards, natural or human-caused, which may affect the City, one or more cities, and/or one or more special districts. Emergencies addressed by this plan range from winter storms, with limited short-term effects, to terrorism and catastrophic earthquakes, with long-term public safety, economic, social and political implications.

1.3   Goal and Objectives

The goal of this EOP is to provide a framework for implementing effective emergency response and cost recovery activities, maintaining essential City services, and restoring normal operations following a major emergency. Objectives include:

- Establish a framework for the overall management and coordination of emergency response and recovery operations and continuity of City government.

- Outline the methods and procedures employed by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.

- Describe the overall Office of Emergency Service (OES) program and concept of emergency operations to be employed in the City.

- Establish lines of authority, coordination and reporting for the management of emergencies and disasters.

- Coordinate with other local government (cities and special districts), State and Federal agencies, and appropriate private and voluntary organizations before, during and after a major emergency event.

- Facilitate mutual aid to supplement City resources.

- Prepare and disseminate emergency public information.

1.4   Situation & Assumptions

A hazard analysis of Fresno City indicates that the City is vulnerable to a wide range of potential hazards. Attachment 3 describes these hazards, including the likelihood of occurrence and impacts for each.

1.4.1   SITUATION

Fresno City is vulnerable to the following natural and human-caused hazards:

- Dam Failure
- Drought
- Earthquake
- Flooding
- Hazardous Materials Incidents
- Insect Infestation
- Landslides
- Public Health Hazards/Pandemic
- Severe Weather
- Civil Unrest
- Terrorism/Weapons of Mass Destruction (WMD)
- Urban Interface Fire

It should be noted that some events, such as earthquake, occur infrequently, but have a very high impact potential. Other events, such as severe windstorms, have less of an impact potential, but occur more frequently.

The City has several specific needs (usually referred to as "special needs") populations, including primary schools, specific needs residences, hospitals, nursing homes and elderly and those individuals with access and functional needs who may require additional assistance at the time of a disaster. The process to develop a plan to ensure universal accessibility to disaster response resources for specific needs populations are outlined in the evacuation annex in the EOC manual, which supplements this EOP.

1.4.2   ASSUMPTIONS

The assumptions upon which this plan is based include:

- Fresno City, as a local government agency, is primarily responsible for emergency actions within the geographic boundaries of the City and will commit all available resources to save lives, minimize injury to persons and damage to property.

- The Director of Emergency Services (referred to as the EOC Director) will coordinate the City's disaster response, in conformance with Fresno City Municipal Code Chapter 2 Article 5.

- Fresno City serves as the coordination and communication link between special districts within the City's boundaries at the time of a significant emergency.

- Emergencies or disasters may occur at any time, day or night, and may require a multi-agency, multi-jurisdiction response. For this reason, the Standardized Emergency Management System (SEMS), and, in some cases Unified Command, will be implemented in the field and EOC, as the situation dictates.

- Large-scale emergencies and disasters may overburden the City's resources, necessitating mutual aid from nearby counties, state and/or federal resources. The City will commit its resources to a reasonable degree before requesting mutual aid assistance.

- Pre-identified and convergent volunteers may be utilized to supplement the City's emergency response and management personnel.

- Major emergencies and disasters may generate widespread media and public interest. The media's attention will be leveraged to disseminate public warnings and emergency instructions, as indicated.

2.0   AUTHORITIES & REFERENCES

2.1   Federal Authorities

- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Homeland Security Presidential Directive 5 - National Incident Management System, February 2003

2.2   State Authorities

- CA Government Code (CGC), Title 1, Chapter 4, Division 8, Section 3100, (Disaster Service Workers)
- CGC, Title 1, Chapter 4, Division 8, Section 8635, (Continuity of Government)
- CGC, Title 2, Division 1, Chapter 7, (California Emergency Services Act)
- CGC, Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act)
- California Code of Regulations (CCR), Title 19, Division 2 (Standardized Emergency Management System)

2.3   City Authorities

- Fresno Municipal Code, Section 2 Article 5, A 2-501 - 2-512
- City of Fresno Ordinance, No 72-157
- Fresno City Code, Chapter 2.66, Emergency Services
- City Resolution (96-152;), adopting the Standardized Emergency Management System (6/25/96)
- City Resolution 2006-184 adopting National Incident Management System (6/6/2006)

2.4   References

2.4.1   FEDERAL

- *National Response Framework (1/08)*
- *Debris Removal Guidelines for State and Local Officials* (FEMA DAP-15)
- *A Guide to Federal Aid in Disasters* (DAP-19)
- *Digest of Federal Disaster Assistance* (DAP-21)
- *Individual and Family Grant Program Handbook Pursuant to Public Law 93-288* (DR&R-18)

2.4.2   STATE

- California *State Emergency Plan*
- Governor's Office of Emergency Services *Disaster Assistance Procedures Manual*
- *California Emergency Resources Management Plan*
- *California Law Enforcement Mutual Aid Plan*
- *California Fire and Rescue Operations Plan*
- *California Assistance Procedures Manual* (State OES)

- *Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions* (State OES)
- *Weapons of Mass Destruction Guidelines for Local Government*
- *Hazardous Materials Incident Contingency Plan (*State OES*)*
- *Public Assistance Guide for Applicants* (State OES DAP-1)

2.4.3 FRESNO CITY

- Fresno City, California Multi-Jurisdictional Hazard Mitigation Plan (01/09)

3.0   EMERGENCY MANAGEMENT PROGRAM

3.1   Goal

The overall goal of the Office of Emergency Services (OES) program is to ensure life safety, property protection, response and recovery capabilities, and continuity of City government essential operations.

3.2   Emergency Management Phases

As per the National Fire Protection Association (NFPA) Standard 1600, emergency management is divided into five phases that comprise a cycle of activities "beginning" and "ending" with prevention.

- Prevention - preventing incidents that threaten people, property, and the environment
- Mitigation – reducing or eliminating the effects of potential hazards
- Preparedness – getting ready
- Response – responding to an emergency or potential emergency
- Recovery – restoring the impacted area to its pre-event or an improved condition

3.2.1   PREVENTION

Prevention includes strategies to prevent an incident that threatens people, property or the environment and includes:

- Information obtained from Hazard Assessment that shall be kept current using information collection and intelligence functions.

- A system to monitor, identified hazards, and adjusts the level of preventative measures to be commensurate with risk.

3.2.2   MITIGATION

Mitigation involves measures taken to eliminate or reduce hazards, in order to prevent injuries and/or damages from future disasters. This phase represents a vital link in the emergency management cycle, as it occurs both before and after a disaster.

- Before preparedness measures are implemented, a risk assessment is conducted to identify potential hazards from the various emergency events that are likely to occur.

- As necessary, mitigation measures are implemented to reduce the risks associated with the identified hazards.

- During the recovery process, additional mitigation measures are incorporated into reconstruction and recovery plans.

- Upon completion of recovery and reconstruction, the preparedness phase begins again.

3.2.3   PREPAREDNESS

The preparedness phase involves activities undertaken prior to an emergency in order to mount an effective response.

The National Response Framework (NRF) identifies six preparedness activities to be addressed by all levels of government, including:

1. Plan - Planning makes it possible to manage the entire life cycle of a potential crisis, determine capability requirements, and help stakeholders learn their roles. It includes the collection and analysis of intelligence and information, as well as the development of policies, plans, procedures, mutual aid and assistance agreements, strategies, and other arrangements to perform missions and tasks

    During the preparedness phase, City departments assigned to perform an emergency function are tasked with developing and maintaining Standard Operating Procedures (SOPs) and Continuity of Operation Plans (COOP). They are written in consonance with this Plan and its Annexes and, after approval by the Department Head, become part of the Plan. They contain such information as:

    ▪ Organization charts
    ▪ Tasks
    ▪ Lines of succession
    ▪ Alerting and recall procedures
    ▪ Communication capabilities
    ▪ Personnel assignments
    ▪ Supplies & equipment inventories
    ▪ Checklists
    ▪ Coordination procedures with other jurisdictions, private sector representatives and volunteer groups, and special districts.

2. Organize - Organizing to execute response activities includes developing an overall organizational structure, strengthening leadership at each level, and assembling well-qualified teams of paid and volunteer staff for essential response and recovery tasks. The California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) provide standard command and management structures that apply to response. This common system enables responders from different jurisdictions and disciplines to work together to response to incidents.

3. Equip - Local, tribal, State, and Federal jurisdictions need to establish common understanding of capabilities of distinct types of response equipment. This facilitates planning before an incident, as well as rapid scaling and flexibility in meeting the needs of an incident. A critical component of preparedness is the acquisition of equipment that will perform to established standards, including the capability to be interoperable with equipment used by other jurisdictions and/or participating organizations.

4. Train - Building essential response capabilities nationwide requires a systematic program to train individuals teams and organizations - to include governmental, nongovernmental, private-sector, and voluntary organizations - to meet a common baseline of performance and certification standards. Professionalism and experience are the foundation upon which successful response is built. Rigorous, ongoing training is thus imperative.

5. Exercise - Exercises provide opportunities to test plans and improve proficiency in a risk-free environment. Exercises assess and validate proficiency levels. They also clarify and familiarize personnel with roles and responsibilities. Well-designed exercises improve interagency coordination and communications, highlight capability gaps, and identify opportunities for improvement.

6. Evaluate and improve - Evaluation and continual process improvement are cornerstones of effective preparedness. Upon concluding an exercise, jurisdictions evaluate performance against relevant capability objectives, identify deficits, and institute corrective action plans. Improvement planning should develop specific recommendations for changes in practice, timelines for implementation, and assignments for completion.

All local, tribal, State, and Federal entities should institute a corrective action program to evaluate exercise participation and response, capture lessons learned, and make improvements in their response capabilities. An active corrective action program provides a method and defines roles and responsibilities for identification, prioritization, assignment, monitoring, and reporting of correction actions arising from exercises and real-world events.

3.2.4   RESPONSE

During the response phase, emphasis is on the preservation of lives and property and minimizing the effects of the disaster.

❑ **Increased Readiness (Pre-Impact)**

  ▪ General

    o When a disaster or emergency is likely or inevitable, action is taken to protect lives and property.
    o As an emergency situation begins to develop or threatens, City departments initiate actions to increase readiness.

  ▪ Actions taken during the build-up to an emergency situation are designed to increase ability to respond effectively. All affected departments put emergency plans and procedures into limited operation. This includes alerting key personnel, assuring readiness of essential resources, preparing to move resources as required, and keeping the public informed of conditions and emergency instructions.

- Events that may trigger increased readiness include:

  o Issuance of a credible earthquake prediction;
  o Receipt of a flood advisory or other special weather statement;
  o Conditions conducive to fire danger, such as the combination of high heat, strong winds, and low humidity;
  o Severe winter weather;
  o Information or circumstances indicating the potential for acts of violence or civil disturbance; and/or
  o Acts of violence includes potential terrorist acts. These could be events involving chemical, biological, nuclear, or explosive agents.

- Examples, of the actions taken during the increased readiness phase may include one or more of the following:

  o Briefing government officials: Mayor, City Council, Special District officials, and City Department Heads;
  o Reviewing and updating emergency plans, SOPs, and checklists;
  o Increasing public information efforts;
  o Accelerating training efforts, including refresher training;
  o Testing warning and communications systems;
  o Warning threatened populations;
  o Initiating evacuation and movement operations;
  o Mobilizing personnel and pre-positioning equipment;
  o Activating and staffing the City EOC; and/or
  o Initiating communications with the Operational Area OES Coordinator

❑ **Initial Response**

- Response operations may be implemented by a combination of resources from City, special districts, state, federal and volunteer organizations.

- Examples of actions taken during initial response operations include:

  o Disseminating warning and emergency instructions to the public;
  o Conducting evacuation and/or rescue operations;
  o Triaging and treating casualties;
  o Conducting initial damage surveys and safety assessments;
  o Providing mass care for displaced persons;
  o Restricting the movement of people and traffic, and denying access to affected areas; and/or
  o Developing and implementing initial Incident and EOC Action Plans.
  o Initiating procedures to segregate and track response costs to support effective cost recovery.

❑ **Extended Operations**

- Extended operations involve the coordination and management of personnel and resources to mitigate the effects of the emergency and to facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.

- Examples of actions taken during extended operations include:

- o Preparing detailed damage assessments;
- o Operating mass care facilities;
- o Protecting, controlling, allocating and tracking vital resources; and
- o Developing and implementing EOC Action Plans for extended operations.

3.2.5   RECOVERY OPERATIONS

Recovery operations involve the restoration of services to the public and the return of the affected area(s) to pre-emergency condition, or to an improved condition.

- ▪ Recovery operations may be both short- and long-term, ranging from the restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future effects of an emergency or disaster.

- ▪ Examples of actions taken during recovery operations include:

    - o Restoring utilities and essential public services;
    - o Establishing and staffing Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC);
    - o Disseminating disaster assistance information to residents and businesses;
    - o Applying for state and/or federal disaster assistance; and
    - o Conducting hazard mitigation surveys and implementing appropriate mitigation measures.

3.3   Emergency Council

In accordance with the California Emergency Services Act (CGC §8610), The Council of the City of Fresno shall serve as the Emergency Services Council for the City of Fresno. The primary role of the Council is to develop and adopt the City's emergency plan, emergency services organization, mutual aid plans and agreements, and any other emergency management-related rules and regulations.

The Emergency Council meets quarterly. Given the role assigned to the Council by state law, it is convened when a significant change is made to the City's emergency services organization or emergency plan. It may also be convened to approve disaster-related mutual aid agreements, rules or regulations.

When deemed necessary by the Emergency Council, ad hoc groups are appointed to facilitate coordination of City and regional emergency planning efforts; foster communication and coordination between City departments; assist in development of the Office of Emergency Services programs and policies; review and comment on proposed changes to the emergency plan; and support emergency and disaster training for employees, including coordinated drills and exercises.

3.4   Hazard Mitigation Plan

The *Fresno County Multi-Hazard Mitigation Plan* was completed in June 2008 and was adopted by the Council of the City of Fresno in August 2009. The governing councils and boards of other participating jurisdictions have also adopted the plan. The plan contains a detailed natural hazards risk assessment and a mitigation strategy and action plan that defines numerous projects intended to reduce future losses. The plan, required by the federal Disaster Mitigation Act of 2000, should be reviewed and revised every five years.

3.5   Department Planning Requirements

All City Department Heads are responsible for developing and maintaining Department Continuity of Operation Plans (COOP) that are consistent with this EOP, including emergency assignments and standard operating procedures (SOPs) necessary to perform the responsibilities outlined in this plan. At a minimum, COOPs shall include:

- Description of emergency function and reporting locations (primary and alternate)
- Activation and deactivation procedures with triggers, authorities, and processes
- Employee emergency assignments
- Employee notification and recall procedure
- Emergency work shift pre-assignments
- Automatic reporting procedure and locations (on- and off-duty)
- Status and damage reporting procedures
- Emergency hotline
- Emergency timekeeping procedures
- Emergency function SOPs
- Emergency supplies and equipment required to fulfill assigned function

Each Department Head shall establish a mechanism for reviewing this EOP and corresponding COOP with employees regularly. In addition, departments shall participate in regular City emergency training and exercises.

Those departments assigned an EOC emergency function are also responsible to regularly review, update and maintain the information in their assigned Annex in the EOC Manual. In addition, those departments that utilize a Department Operations Center (DOC) from which to coordinate departmental emergency response activities must also develop and maintain DOC SOPs.

3.6   Employee Responsibilities

The California Government Code (CGC), Section 8587 identifies public agency employees as Disaster Service Workers (DSWs). Under California Labor Code [§3211.9.2(b)], the definition of a Disaster Service Worker includes public employees performing disaster work that is outside the course and scope of their regular employment without additional pay. Consequently, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work. (See Part Two, Section 2.0 for information on Employee Notification and Recall.)

At the time of a significant emergency, all City employees are eligible to be called upon to assume an emergency assignment. Should this become necessary, the City Manager (CM) may suspend normal City business activities. The assigned Volunteer Coordinator in the City EOC Logistics Section will coordinate recruiting, orienting and assigning volunteers to emergency tasks, as directed by the EOC Director.

In addition to being available for an emergency assignment, all City staff are responsible to:

- Be familiar with the City emergency organization, concept of emergency operations, and the procedures outlined in Part Two - Procedures of this plan.
- Be familiar with department emergency procedures.
- Attend required emergency training and exercises.
- Maintain proficiency in any special emergency assignment.

3.7   Volunteer Program

The City coordinates and works with multiple programs, including Community Emergency Response Teams (CERT); Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES) radio operators coordinated by the Fresno County of Emergency Services (OES); community-based, non-governmental organization (NGO), faith-based community orginaizations and - Volunteer Organizations Active in Disasters (VOAD), - which is a humanitarian association of independent voluntary organizations which may be active in all phases of disaster.

At the time of a disaster CERT assumes responsibility for coordinating self-reliance activities within their respective neighborhoods. Red Cross and Salvation Army volunteers assist the City in establishing and and managing temporary shelter and feeding operations. Other VOAD volunteers assist as requested by the City EOC staff. A designated Volunteer Coordinator in the City's EOC Logistics Section assigns and orients volunteers to specific functions as necessary, or as directed by the Logistics Section Chief.

3.8   Continuity of Government

A major disaster could result in great loss of life and property, including the injury or death of key government officials, the partial or complete destruction of the established seat of City government, and the destruction of public and private records essential to continued operations of government and industry.   To help preserve law and order and to continue/restore local services, it is essential that units of local government continue to function during or following such situations.

Authority for policies and procedures associated with Continuity of Government (COG) is derived from the California Government Code (Section 8635-8643) and the State Constitution and Fresno Municipal Code Section 2 Article 5).

3.8.1   SUCCESSION OF CITY OFFICIALS

In order to provide for the continuance of the Fresno City government during a State of War Emergency, State of Emergency or Local Emergency, Sections 8635 through 8643 of the California Government Code:

- Authorize political subdivisions to provide for the succession of officers (Department Heads) having duties related to law and order and/or health and safety.

- Authorize governing bodies (City Council) to designate and appoint three standby officers for each member of the governing body and for the Chief Executive, if not a member of the governing body.

- Authorize standby officers to report for duty in the event of a State of War Emergency, State of Emergency or Local Emergency, at the place previously designated.

- Authorize local governing bodies to convene as soon as possible whenever a State of War 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:
  o By the City Council of the City of Fresno
  o By the Board of Supervisors of any other city within 150 miles (nearest and most populated down to farthest and least populated)
  o By the Mayor of any city within 150 miles (nearest and most populated down to farthest and least populated)

3.8.2   ESSENTIAL RECORDS PRESERVATION

The City of Fresno is responsible to protect the essential City records necessary to reconstitute City government, if necessary following a major disaster. It shall be the responsibility of each department to identify, develop and maintain adequate plans for the protection of vital records during times of emergency. In addition, the Information Technology Services (ITS) Director is responsible to establish and implement processes and procedures to backup electronic records, regularly store such records in a secure, off-site location, and retrieve records following a disaster, if necessary.

Essential records are defined as those records that are vital to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.

- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.

- Re-establish normal governmental functions and protect the rights and interests of government. Examples include constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

   More detailed information on preservation of essential records is contained in Attachment 6.

3.9   Lines of Succession

Section 2-504 of the Emergency Services Ordinance sets the basis for reconstructing the Emergency Council should a member of that Council be unavailable during an emergency. The Emergency Council shall provide for continuity of government to ensure the proper performance of its duties as the Emergency Services Council for the City of Fresno and may reconstruct itself pursuant to California Government Code section 8643. Section 8643 (b) authorizes the Emergency Council to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required. Should only one member of the governing body be available, that one shall have power to reconstitute the remainder of the Emergency Council. However, Fresno Municipal Code section 2-504 limits the role of vacancies filled in such manner to serving as Emergency Service Council and only until vacancies are filled as required by the Charter of the City of Fresno.

3.10   Plan Development and Maintenance

3.10.1   DEVELOPMENT

The Emergency Preparedness Officer (EPO) is responsible to ensure that the EOP meets current planning standards and requirements. Currency is obtained by coordinating review and updating of individual parts and sections of the plan by exercising this plan and its appendices through the Quarterly Homeland Security Exercise and Evaluation Program (HSEEP). By implementing recommendations obtained though exercises the plan will be considered a current and living document removing the responsibility of rewriting the entire plan every three years. City Council is responsible to reviewing and adopting the current plan every three years. .

3.10.2   REVIEW AND MAINTENANCE

- This plan is a dynamic document which shall be modified as necessary from lessons learned as a result of post-incident analyses and/or post-exercise critiques and training:

   o Proposed changes shall be submitted in writing to the Emergency Preparedness Officer; and
   o Upon approval of the Emergency Services Director, these changes shall be published and distributed to departments, agencies and jurisdictions holding the plan.

- This plan may also be modified any time responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change:

o Those departments having assigned responsibilities under this plan are requested to review this plan regularly and are obligated to inform the Emergency Services Manager and Emergency Preparedness Officer when any changes occur or are imminent.

3.11 Training

The City Manager/Emergency Services Director shall establish through the Emergency Preparedness Officer ,an annual schedule of employee training that addresses emergency preparedness at home and work, emergency roles and responsibilities, any corrective measures identified in a previous exercise or actual event, and similar emergency-related topics. All Department Directors ensure their employees complete certain basic emergency preparedness training (e.g., Basic SEMS/NIMS orientation). In addition, City Department Heads having specific responsibilities under this plan, ensure that assigned employees are properly trained to carry out those responsibilities.

Specialized training is provided for staff assigned to the Emergency Operations Center (EOC), including SEMS and NIMS orientation, roles and responsibilities, coordination, communication and documentation requirements, and appropriate operational procedures (e.g., Incident Command System [ICS], Unified Command, Joint Information Center [JIC], etc.).

The EPO will provide or arrange for any required EOC staff training, such as SEMS and NIMS, and will ensure that appropriate employees complete the required training. The Emergency Preparedness Officer will also notify City staff and groups having responsibilities under this plan of training opportunities associated with emergency management and operations. It is the responsibility of individual employees to obtain and maintain documentation of all training completed.

3.12 Homeland Security Exercise and Evaluation Program

As part of its ongoing emergency preparedness efforts, the City of Fresno has adopted and implemented a quarterly Homeland Security Exercise and Evaluation Program (HSEEP) , which includes orientation seminars, tabletops, unannounced recalls, functional and full-scale exercises. The program is designed to assist the City of Fresno to improve individual and collective capabilities to respond effectively to all potential emergencies. A three-year cycle of progressive exercises building from simple seminars gradually to full scale and functional exercises is the goal of HSEEP. After Action Reports generated from HSEEP will be implemented into the EOP which will advance and progress the City's emergency preparedness posture.

The Emergency Preparedness Officer directs, coordinates and delegates HSEEP. Periodically, joint exercises will be conducted with other local jurisdictions (cities, special districts) and groups. Fresno City volunteers will be encouraged to participate in appropriate emergency training and exercises.

All grant-funded exercises will comply with the standards and requirements of HSEEP. An After Action Report (AAR), including a Corrective Action Plan (CAP), is prepared by City OES staff following each exercise and emergency event. In addition, Fresno City OES will utilize the recently developed web-based CAP System maintained by the Department of Homeland Security (DHS) to monitor, track, prioritize and analyze corrective actions following each exercise and emergency event.

4.0   STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. The Fresno City Council adopted the use of SEMS at all local response levels on adopted 6/25/96 (Resolution 96-152).

SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, regional, and state (Figure 1). SEMS incorporates the use of the Incident Command System (ICS), the California Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), and the Multi-Agency Coordination System (MACS). Local governments must use SEMS to be eligible for reimbursement of personnel-related costs under state disaster assistance programs.

4.1   SEMS Components

4.1.1   INCIDENT COMMAND SYSTEM (ICS)

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

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

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

- The organization's staff builds from the top down.

- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed.

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

4.1.2   MULTI-AGENCY COORDINATION SYSTEM (MACS)

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

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

4.1.3   OPERATIONAL AREA

According to § 8559(b) of the California Government Code (CGC), an Operational Area is "an intermediate level of the state emergency services organization, consisting of a city and all political subdivisions within the city area." Each city geographic area is designated as an Operational Area.

An Operational Area is used by the city and the political subdivisions comprising the Operational Area (e.g., cities and special districts) to coordinate emergency activities and to serve as a link in the SEMS-based system of communications and coordination between the state's emergency operations centers and the operations centers of the political subdivisions comprising the Operational Area (OA). City government serves as the Lead Agency of the OA and the Fresno City Emergency Preparedness Officer provides oversight and administrative support to the OA.

The Operational Area Lead Agency:

- Coordinates information, resources, mutual aid, and priorities among the local governments within the OA and between the regional level and local government level. (Coordination of the fire and law enforcement resources shall be accomplished through their respective mutual aid systems.)

- Uses multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

Within Fresno City, most incorporated cities and special districts adopted an Operational Area agreement prior to the creation of SEMS. With the creation of SEMS and its official adoption by cities and special districts, the Operational Area concept is automatically adopted.

4.1.4   MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given emergency situation(s).

Mutual aid means voluntary aid and assistance by the provision of personnel, services and facilities, including, but not limited to: fire, police, medical and health, communication, transportation and utilities. The mutual aid system allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and the state, with the intent of providing adequate resources to requesting agencies. State Regional Managers and their staffs coordinate and support local emergency operations at the request of OA Coordinators.

❑ **California Master Mutual Aid Agreement**

- The basis for the statewide mutual aid system is the California Disaster and Civil Defense Master Mutual Aid Agreement.

- Most cities and all 58 counties in California have adopted the California Master Mutual Aid Agreement.

- This agreement creates a formal structure within which each jurisdiction retains control of its own personnel, resources and facilities, while providing and receiving assistance when needed.

- State government is obligated to provide available resources to assist local jurisdictions in emergencies.

❑ **Mutual Aid Regions**

To facilitate the coordination and flow of mutual aid, the state is divided into six mutual aid regions. Fresno City lies within State OES Mutual Aid Region V (See map - Attachment 6).

❑ **Discipline-Specific Mutual Aid**

The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works, etc.), which are consistent with the Master Mutual Aid Agreement. To further facilitate the mutual aid process, particularly during day-to-day emergencies, Mutual Aid Coordinators have been selected and function at the Operational Area (Attachment 7), Mutual Aid Region (two or more counties), and at the state (OES) level.

4.2   SEMS Response Levels

SEMS consists of five levels of response – field, local government, operational area, region and state (Figure 1).

4.2.1   FIELD RESPONSE

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

4.2.2   LOCAL GOVERNMENT

Local government includes cities, counties, and special districts, which manage and coordinate overall emergency response and recovery activities within their respective jurisdictions.   In order to be eligible for State funding of response-related personnel costs, local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a Local Emergency is proclaimed.   In SEMS, the local government emergency management organization (EMO) and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

4.2.3   OPERATIONAL AREA

The operational area is an intermediate level of SEMS, which encompasses the city and all political subdivisions located within the city, including special districts. The operational area (OA) manages and/or coordinates information, resources, and priorities among local governments within the OA, and serves as the coordination and communication link between the local government level and region level.   More specifically, the OA coordinates the collection and dissemination of situation status information, damage assessment information, emergency response efforts and mutual aid requests within the OA.

It is important to note, that while an operational area always encompasses the entire city area, it does not necessarily mean that the city government manages and coordinates the response and recovery activities within the city.   Through adoption of the Fresno City Operational Area Agreement and this EOP, the governing bodies of the city and the political subdivisions within the city agree on the organization and structure of the operational area.

4.2.4   REGIONAL EMERGENCY OPERATIONS CENTER

California is divided into three administrative regions - Inland, Coastal and Southern (Attachment 6) - and Fresno City is in the Inland Region.   The Inland Region EOC (REOC) provides the following support to local governments:

- Manages and coordinates information and resources:
  o Among operational areas within the region; and
  o Between the REOC and the State Operations Center (SOC).

▪ Coordinates overall state agency support for emergency response activities within the region.

The OA EOC communicates with the REOC on behalf of all local government EOCs within the operational area via land phone line, cell phone, amateur radio, e-mail, Internet and RIMS.

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┌────────────────────────────┐
│      Field Response        │
│     (Incident Command)     │
└────────────────────────────┘
               │
┌────────────────────────────┐
│      Local Government      │
│      (City of Fresno)      │
│ Emergency Operations Center│
└────────────────────────────┘
               │
┌────────────────────────────┐
│      Operational Area      │
│(Fresno County Operational Area)│
│ Emergency Operations Center│
└────────────────────────────┘
               │
┌────────────────────────────┐
│          Region            │
│      (Inland Region)       │
│ Emergency Operations Center│
└────────────────────────────┘
               │
┌────────────────────────────┐
│          State             │
│ Emergency Operations Center│
└────────────────────────────┘
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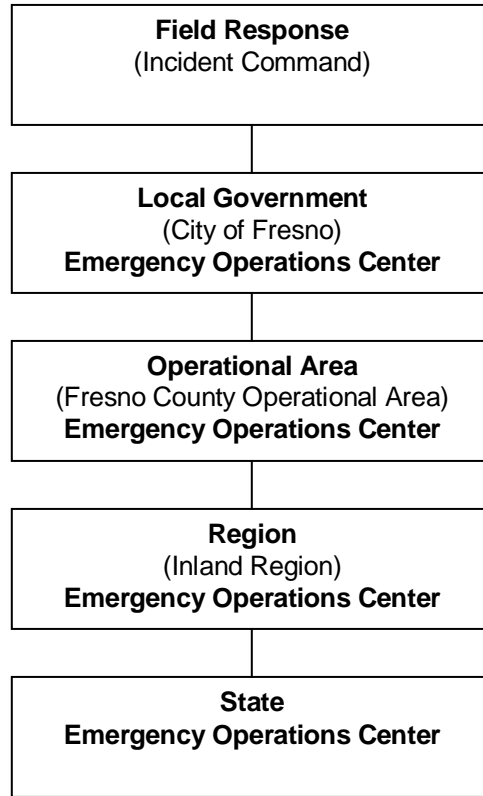
Figure 1. Five SEMS Levels

4.2.5   STATE

The state level of SEMS, via the State Operations Center (SOC) in Sacramento:

▪ Manages state resources in response to the emergency needs of other SEMS levels.

▪ Coordinates mutual aid:
  o Among the mutual aid regions; and
  o Between the region and state levels.

▪ The state level also serves as the coordination and communication link between the state and federal disaster response systems.

4.3   Common SEMS Features

SEMS is utilized at the field and the EOC levels. The field response level uses functions, principles, and components of ICS, as required in SEMS regulations. Many of the field response level features of SEMS are also applicable at the local government, operational area, and region and state levels.

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                        ┌─────────────────────────┐
                        │   Incident Commander    │
                        │      (in the Field)     │
                        │       Management        │
                        │       (in the EOC)      │
                        └─────────────────────────┘
        ┌───────────────┬───────────┴───────────┬───────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────┐ ┌───────────────┐
│   Operations  │ │ Planning/Intel│ │   Logistics   │ │ Finance/Admin │
│    Section    │ │    Section    │ │    Section    │ │    Section    │
└───────────────┘ └───────────────┘ └───────────────┘ └───────────────┘
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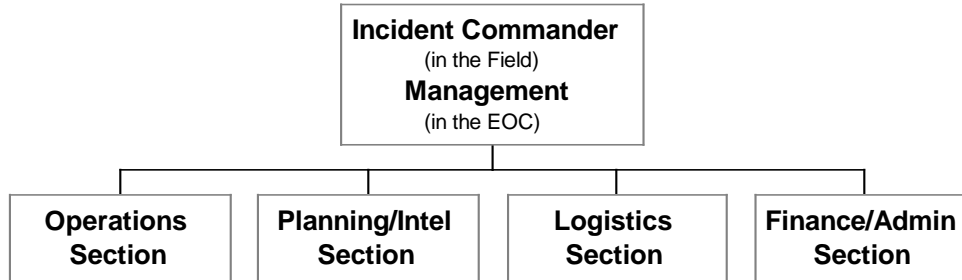
Figure 2. Five SEMS Functions

4.3.1   FIVE ESSENTIAL SEMS FUNCTIONS

The use of the five essential functions of SEMS in both the field and the EOC is identical, with one exception. At the EOC level, the field Command function is replaced by a Management function. The five essential functions of SEMS (Figure 2) include:

- Command (field) or Management (EOC)
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

❑ **Command or Management**

- Command is responsible for overall direction and control of the incident at the scene, while Management is responsible for overall management and coordination of multiple incidents or a wide-scale disaster at the EOC.

- The Command or Management function may be conducted in one of two general ways:

  o Single command – In a single command structure, the Incident Commander (IC) is solely responsible for the overall management of the incident. Likewise, in a single management structure in the EOC, the EOC Director is solely responsible for the activities in the EOC.

  o Unified Command - Because large or complex incidents usually require response by multiple agencies and jurisdictions, a unified command structure may be utilized to effectively manage and mitigate an emergency.

- In Unified Command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
    a) Determining overall incident objectives;
    b) Selecting strategies;
    c) Joint planning for tactical operations;
    d) Maximizing the use of all assigned resources; and
    e) Developing the Incident Action Plan (IAP) at the scene or the EOC Action Plan in the EOC.

- The proper selection of participants within a Unified Command structure depends upon:
    a) The location of the incident (e.g., which jurisdictions are involved); and
    b) The kind of incident (e.g., which disciplines are required).

- A Unified Command structure could consist of a responsible official from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several disciplines or functional departments within a single political jurisdiction.

- In addition to the Incident Manager or Director of Emergency Services, the Command or Management Section staff includes:

    - **Public Information Officer**

        a) The Public Information Officer (PIO) is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The Incident Commander must approve the release of incident information in the field. The EOC Director approves information releases from the EOC.

        b) The PIO typically serves as the point of contact (POC) for the media and other government agencies desiring information about the incident. In both single and unified command structures, only one PIO is designated, although assistants from other agencies or departments may be appointed.

    - **Safety Officer**

        a) The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety of incident personnel and other assets.

        b) The Safety Officer must have the authority to stop and/or prevent unsafe acts and practices at hazardous materials incidents (required by SARA, Title III).

        c) In both single Incident and Unified Command structures, only one Safety Officer is designated, although assistants from other agencies or departments may be appointed.

Liaison Officer

a) The Liaison Officer serves as the point of contact for representatives from other agencies.

b) In a single command structure, agency representatives coordinate via the Liaison Officer. Under a Unified Command, agencies not represented in the unified command are coordinated through the Liaison Officer.

c) Only one Liaison Officer will be designated, although assistants from other agencies or departments may be appointed.

❑ **Operations Section**

▪ Operations is responsible for the management of all incident tactical operations to include those operations directed at the reduction of immediate hazards, the establishment of control over the situation, and the restoration of normal activities and conditions.

▪ An Operations Section Chief activates and supervises organization elements, in accordance with the Incident or EOC Action Plan, and directs its execution.

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

❑ **Planning/Intelligence Section**

▪ The Planning/Intelligence Section is responsible for the collection, evaluation, analysis and dissemination of disaster intelligence.

▪ This section maintains information on the current and forecasted situation and on the status of assigned resources.

▪ The Planning/Intelligence Section is also responsible for the preparation of the Incident Action Plan (in the field) or EOC Action Plan (in the EOC).

o Action Plans outline the objectives, tactics (in the field) or strategy (in the EOC), organization, and resources necessary to effectively mitigate an incident.

o Action Plans cover all tactical or strategic and support activities for a given Operational Period (usually 12-24 hours).

❑ **Logistics Section**

- The Logistics Section is responsible for providing all support needs to an incident, including ordering resources from off-site locations.

- The Logistics Section also provides facilities, transportation, supplies, equipment, maintenance and fueling, communications, and volunteers.

❑ **Finance/Administration Section**

- In the field, the Finance/Administration Section is usually only established for large and complex incidents. This section is responsible for all financial and cost analysis aspects of an incident, including Workers' Compensation and general liability issues.

- In the EOC, the Finance/Administration Section compiles response-related personnel and equipment costs and damage cost estimates, and facilitates disaster assistance from state and federal governments.

4.3.2   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. Each objective may have one or more strategies and performance actions associated with its achievement.

4.3.3   OPERATIONAL PERIOD

The operational period is the length of time set by Command at the field response level, and by Management at the EOC level to achieve a given set of objectives. The period may vary in length, but is typically from 12 to 24 hours, and is determined by the situation.

4.3.4   ACTION PLANS

There are two types of Action Plans in SEMS: Incident Action Plans at the field level and EOC Action Plans at all EOC levels. The Incident Action Plan (IAP) can be written or verbal. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at local government, operational area, region, and state EOC levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans not only provide direction, but also serve as a basis for measuring attainment of objectives and overall performance. The initial EOC Action Plan may be verbal; all subsequent plans are written and are distributed to all EOC staff and City Department Heads, and involved external agencies.

4.3.5   ORGANIZATIONAL FLEXIBILITY – A MODULAR ORGANIZATION

The intent of this feature is that at each SEMS level, only those functions required to meet current objectives need to be activated. The duties of any non-activated function are the responsibility of the next highest function in the organization. Each activated function must have a person in charge of it; however, one supervisor may oversee more than one function.

4.3.6   ORGANIZATIONAL UNITY AND HIERARCHY OF COMMAND/MANAGEMENT

Organizational unity means that every individual within the 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.

4.3.7   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 ranges. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

4.3.8   PERSONNEL ACCOUNTABILITY

An important feature at 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-keeping systems. 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.

4.3.9   COMMON TERMINOLOGY

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

4.3.10   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 is employed for any emergency. At and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow and management are accomplished in an effective manner.

5.0   NATIONAL INCIDENT MANAGEMENT SYSTEM

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5), which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). Like SEMS, NIMS is based on ICS and is intended to ensure a fully coordinated response by all levels of government and the private sector to major incidents.

State and local jurisdictions must comply with NIMS requirements in order to be eligible to receive federal disaster grant funds. Fresno City adopted the use of NIMS on June 06, 2006 (Resolution # 2006-184).

5.1   Definition

Similar to SEMS on the state level, NIMS is a comprehensive national approach to incident management that is based on ICS and is applicable at all jurisdictional levels and across all functional disciplines. NIMS enables all government, private-sector, and non-governmental organizations to work together during domestic incidents.

The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity; and

- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

5.2   Components

NIMS is comprised of several components that work as an integrated system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

Each of these NIMS components is addressed to some degree in the Fresno City emergency management program and this EOP. As additional SEMS and NIMS standards and guidance is issued, the City's Emergency Services Manager will ensure that the City's emergency management program is upgraded.

5.3   Management Structures

NIMS employs two levels of incident management structures, depending on the nature of the incident:

1. The **Incident Command System**: A standardized, on-scene, all-hazard incident management system that allows users to adopt an integrated organizational structure to match the needs of the incident.

2. **Multi-agency Coordination System**: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common network for coordinating and supporting incident management.

Multi-agency coordination systems, including Emergency Operations Centers, are tasked with:

- Facilitating logistical support and resource tracking;

- Making resource allocation decisions based on incident management priorities;

- Coordinating incident-related information; and

- Coordinating interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

Direct tactical and operational responsibility for the conduct of incident management activities rests with the on-scene Incident Commander.

6.0   FRESNO CITY MUNICIPAL CODE CHAPTER 2 ARTICLE 5 Emergency Services Ordinance

6.1   Organization

In accordance with the California Emergency Services Act (CGC Section 8550 et seq.), Chapter 2-505 of the Fresno City Code legislates the creation of the Office of Emergency Services and the following organization:

o   The City Manager, who shall be Director of Emergency Services pursuant to Fresno Municipal Code Section 2 Article 5. If the City Manager is unavailable, as defined herein, an Assistant City Manager shall assume the powers and duties of the City Manager as Director of Emergency Services.

o   Fire Chief, who shall be assistant Director of Emergency Services. In addition, Assistant directors, designated by the City Manager in successive order, who shall be Assistant City Managers and/or City Department Directors. In the absence of, or at the direction of, the Director and Assistant Director, the first available succeeding Assistant Director shall act on all matters within the purview of this article.

o   The City of Fresno Emergency Preparedness Officer shall be the Emergency Services Coordinator, who shall have the responsibility to:

   o   *Coordinate the City's Emergency Services Program in accordance with applicable State and Federal guidelines;*

   o   *Coordinate the development of the City's Emergency Operations Plan;*

   o   *Provide advisory assistance to responsible City departments concerning assigned operations during emergency situations; and*

   o   *Interact with the news media, the medical community, other public agencies, and the general public to promote disaster preparedness and mitigation activities.*

o   Such directors, heads, and chiefs of operating City departments, divisions, sections, or services as may be directed or required to render services connected with Emergency Services.

o   Such representatives of civic, business, labor, veterans, professional, or other organizations having an official group or organization Emergency Service responsibility as may be appointed by the Director with the advice and consent or ratification of the Emergency Services Council.

o   All officers and employees of this City, together with those volunteer forces enrolled to aid them during a disaster or emergency, and all groups, organizations, and persons, pressed into service under the provisions of this article, who by agreement or operation of law may be charged with duties incident to the protection of life and property in this City during a disaster or emergency.

6.2   Emergency Council

The Council of the City of Fresno shall serve as the Emergency Services Council for the City of Fresno. The Emergency Services Council shall be a disaster council as described in Article 10, Section 8610 of the Government Code, upon proper certification. The Council shall provide for continuity of government to ensure the proper performance of its duties as the Emergency Services Council and may reconstruct itself pursuant to Government Code Section 8643. Vacancies filled in such manner shall be for the sole purpose of serving as Emergency Service Council and only until vacancies are filled as required by the Charter

In addition to the Emergency Council, the Office of Emergency Services (OES) may from time to time convene ad hoc groups or committees to create emergency procedures and hazard-specific contingency plans, and/or to review and suggest revisions to existing emergency policies, plans and procedures.

6.3   Director of Emergency Services/EOC Director

The City Manager serves as the Director of Emergency Services. In the event that the assigned Director of Emergency Services/EOC Director is out of the city or incapacitated and unable to perform his duties at the time of a disaster, the Assistant City Manager will assume the Emergency Services/EOC Director role, including all powers and duties. The role shall be relinquished upon the return of the pre-assigned staff, the availability of someone higher in the line of succession or the appointment of a successor by the Emergency Council

In the absence of the Assistant City Manager, the Fire Chief is empowered to proclaim the existence or threatened existence of a Local Emergency and to request the Mayor to proclaim a State of Emergency. These actions shall become void if not ratified by the City Council within seven (7) days.

6.3.1   Duties of the Director of Emergency Services

- o   In the event of the proclamation of a disaster or emergency as herein provided or by the proclamation of a state of emergency by the Governor or the State Director of Emergency Services, the Director is hereby empowered to:

- o   Control and direct the effort and personnel of the Emergency Services Organization of this City for the accomplishment of the purposes of this article and to make and issue rules and regulations on matters reasonably related to the protection of life and property of the public;

- o   Direct coordination and cooperation between divisions, services, and staff of the Emergency Services Organization of this City, and to resolve questions of authority and responsibility that may arise between them;

- o   Request, contract for, receive, and implement State and Federal aid of all types, including measures available under California Emergency Services Act relating to disaster preparedness and relief;

- o   Order the opening or closing of any building or premises owned or controlled by the City, as in his discretion he may determine to be in the public interest;

o   The powers granted under subsection (d) above may be so exercised as to any public building or premises when the agency in control thereof requests or allows such action;

o   Establish at some central, safe, and enclosed place in this City, a room or rooms, which shall be in use in times of imminent public danger as the center from which the Emergency Services Organization shall be directed and coordinated. The Director shall establish one or more alternate control centers for use in case the primary control center is damaged, destroyed, or otherwise unusable;

o   Designate, and have marked, as necessary, highway evacuation routes for use in connection with regional and state disaster plans;

o   Represent the Emergency Services Organization of this City in all dealings with public or private agencies pertaining to disaster or emergency services.

o   Make and issue rules, regulations, and proclamations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, proclamations must be confirmed at the earliest practicable time by the Emergency Services Council;

o   Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property of the people, and bind the City for the fair value thereof, and if required immediately, to commandeer the same for public use. Any expenditures made in such connection with emergency service activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City;

o   Command the aid of as many citizens of this community as he or she thinks necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency service worker volunteers;

o   Require emergency service of any City officer or employee and require any City officer or employee to remain available on a standby basis, for regular and emergency service, but without compensation for remaining so available, notwithstanding any salary resolution or other form of ordinance to the contrary;

o   Order a general curfew applicable to such geographical areas of the City or to the City as a whole, as he or she deems advisable and applicable during such hours of the day or night as he or she deems necessary in the interest of the public safety and welfare, and reasonably calculated to avoid damage or injuries to persons, property, or the public peace; the curfew is defined as, and shall be when so declared, a prohibition against any person or persons being or remaining in any alley, street, highway, public property or vacant premises within the curfew area;

o   Make in the interest of public safety and welfare any or all of the following orders:

    o   Order the closing of all retail liquor stores;

    o   Order the closing of all beer taverns;

o   Order the closing of all private clubs or portions thereof wherein the consumption of intoxicating liquor or beer is permitted;

o   Order the discontinuance of the sale of beer and liquor;

o   Order the discontinuance of selling, distributing, or giving away gasoline or other flammable liquid, flammable or combustible products in any container, other than a gasoline tank properly affixed to a motor vehicle;

o   Order the closing of gasoline stations and other establishments, the chief activity of which is the sale, distribution, or giving away of firearms, ammunition, or explosives of any character whatsoever;

o   Order the discontinuance of selling, distributing, dispensing, or giving away of firearms, ammunition or explosive of any character whatsoever;

o   Order the closing of any and all establishments or portions thereof, the chief activity of which is the sale, distribution, dispensing, or giving away of firearms or ammunition;

o   Order the closing of any and all establishments and premises where crowds gather or tend to gather, including, but not limited to, theaters, stadiums, dance halls, gymnasiums, amusement areas, etc.;

o   Issue other orders relating to the closing of businesses or areas or portions thereof or restricting the activity of similar establishments, which might be special targets of, or supply depots for, unruly persons; and

o   Order a price or rate freeze on consumer goods or lodging facilities which may have limited availability as a result of an emergency or disaster situation; and

6.4   Emergency Preparedness Officer

The Emergency Preparedness Officer, under the direction of the Director of Emergency Services, is responsible to oversee the Office of Emergency Services (OES), advise executive staff and provide support to city staff to execute the administrative functions of the emergency organization.

6.5   Operational Area

The OA shall coordinate emergency activities between the City, incorporated cities, and special districts that have been impacted by an incident. Mutual aid requests that cannot be filled at the OA level will be forwarded to the OES Region for action.

6.6   Emergency Public Information

In order to preclude conflicting information, misinformation, and the initiation of rumors, all emergency information, press releases, and public statements will be coordinated through a single entity. The Emergency Public Information (EPI) function will be the responsibility of the primary response agency, as appropriate to the type of emergency/disaster situation confronting the City, until activation of the Emergency Operations Center (EOC). At that time, the Fresno City Public Affairs Officer (PAO) shall assume responsibility for overall public information releases and media briefings. Other City departments shall support the designated PAO and channel all such activities to that individual.

7.0   CITY EMERGENCY MANAGEMENT ORGANIZATION

At the time of a significant emergency, the City's day-to-day organizational structure shifts to an emergency management organization based on the nationally-recognized Incident Command System (ICS), the state-mandated Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).   Under the OES, clearly defined roles and responsibilities and lines of authority, reporting and coordination are established, and areas of responsibility are grouped by function. The size and scope of the organization may be expanded or contracted, based on the demands of the incident and the availability of personnel.

Utilization of this standardized system of response allows for the flexibility necessary to accommodate various staffing levels on a 24-hour basis, provides for effective coordination and communication between City departments, with other local government jurisdictions (e.g., cities and special districts), and with state and federal agencies, and facilitates the establishment of a Unified Command structure, when indicated.

The Fresno City Office of Emergency Services (OES) is comprised of the following:
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- FIELD RESPONSE UNITS, including Law Enforcement, Fire and Rescue, Hazardous Materials (Hazmat),Urban Search and Rescue (USAR), Public Works (Roads, Engineering and Survey Services, Building Inspection), Waste Management and Utilities personnel from the city, special districts and utility companies, assess, secure and mitigate the effects of the incident.

- EMERGENCY MANAGEMENT GROUP   (EMG), consisting of the members of the Office of Emergency Services (as defined by Fresno City Code Chapter 2-504), together with other pre-assigned personnel staffs the City emergency operations center (EOC) and coordinates response to the incident by all local units and jurisdictions.

- SUPPORT AGENCIES, including schools, non-government organizations (NGOs), such as the American Red Cross (ARC), Salvation Army (SA), Deaf and Hard of Hearing Service Center, Resources for Independent Living, and similar agencies, provide critical support services to the City OES.

- VOLUNTEER AGENCIES/GROUPS, including agencies and organized groups (e.g., Radio Amateur Civil Emergency Services [RACES], Amateur Radio Emergency Services [ARES] radio operators, Volunteer Organizations Active in Disasters [VOAD], Community Emergency Response Teams [CERTs]), as well as non-affiliated convergent volunteers provide support to various OES levels.

7.1   OES Levels of Response

As depicted in Figure 3, the Fresno City OES constitutes two of the five SEMS levels of response – Field and Local Government (EOC). The City EOC reports to and coordinates directly with the third SEMS level - the Operational Area EOC, and, through the REOC, with the State and Federal response levels. Consistent with the SEMS concept of operations the level of the City OES is activated only to the extent necessary to address the incident, and the organizational structure at each level of response is comprised of the same five ICS/SEMS functions – Command (in the field) and Management (in the Department Operational Center [DOC] and EOC), Operations, Planning/Intelligence, Logistics and Finance/Administration.

7.2   Field Level

At the field level, Fresno City departments listed in Figure 3 respond to emergency incidents within City incorporated areas. Some of these departments, including Fire, Police and provide services on a citywide basis and, therefore, respond to emergency incidents in incorporated areas. City field response units report to their respective DOC directly, or through a discipline-specific or assigned Communications/Dispatch Center.

The Fresno City Fire Department provides contract services to a number of incorporated cities and responds within those jurisdictions, including Fig Garden and North Central Fire Protection District. In such cases, these City departments continue to report to the assigned DOC, but also report to the City EOC via the Incident Commander.

Depending on the nature, scope and location of the incident, multiple disciplines and jurisdictions may respond to an incident at the field level and all utilize the Incident Command System (ICS). The response agencies are organized under an integrated Incident Command System (ICS) structure comprised of the five ICS/SEMS functions – Command, Operations, Planning/Intelligence, Logistics and Finance/Administration. The appropriate jurisdiction and discipline assumes the Incident Commander (IC) role, or a Unified Command (UC) structure may be established, including representatives from those jurisdictions and disciplines having some primary responsibility for the incident.

7.2.1   STATE AND FEDERAL FIELD RESPONSE

When federal agencies are involved in field operations, coordination will be established with the appropriate County EOC and the City EOC where the incident occurs, in accordance with normal ICS principles. In the field, state and federal agencies may be found in any ICS Section, Branch or Unit; or may be part of Unified Command. Their location in the local OES will be determined by the nature and location of the specific incident and the type of assistance being provided.

Federal agencies may respond at the field level for flood disasters, oil spills, hazardous materials incidents or other hazard scenarios. Federal agency field response could occur for similar scenarios or for a civilian or military aircraft accident. For a civilian aircraft accident, local agencies will typically serve as the IC during the immediate emergency response phase and federal agencies, such as the National Transportation Safety Board (NTSB), will assume the IC role during the investigation and recovery phases. For military aircraft incidents, military authorities will assume the IC role for all response phases.

Figure 3. Fresno Emergency Management Organization
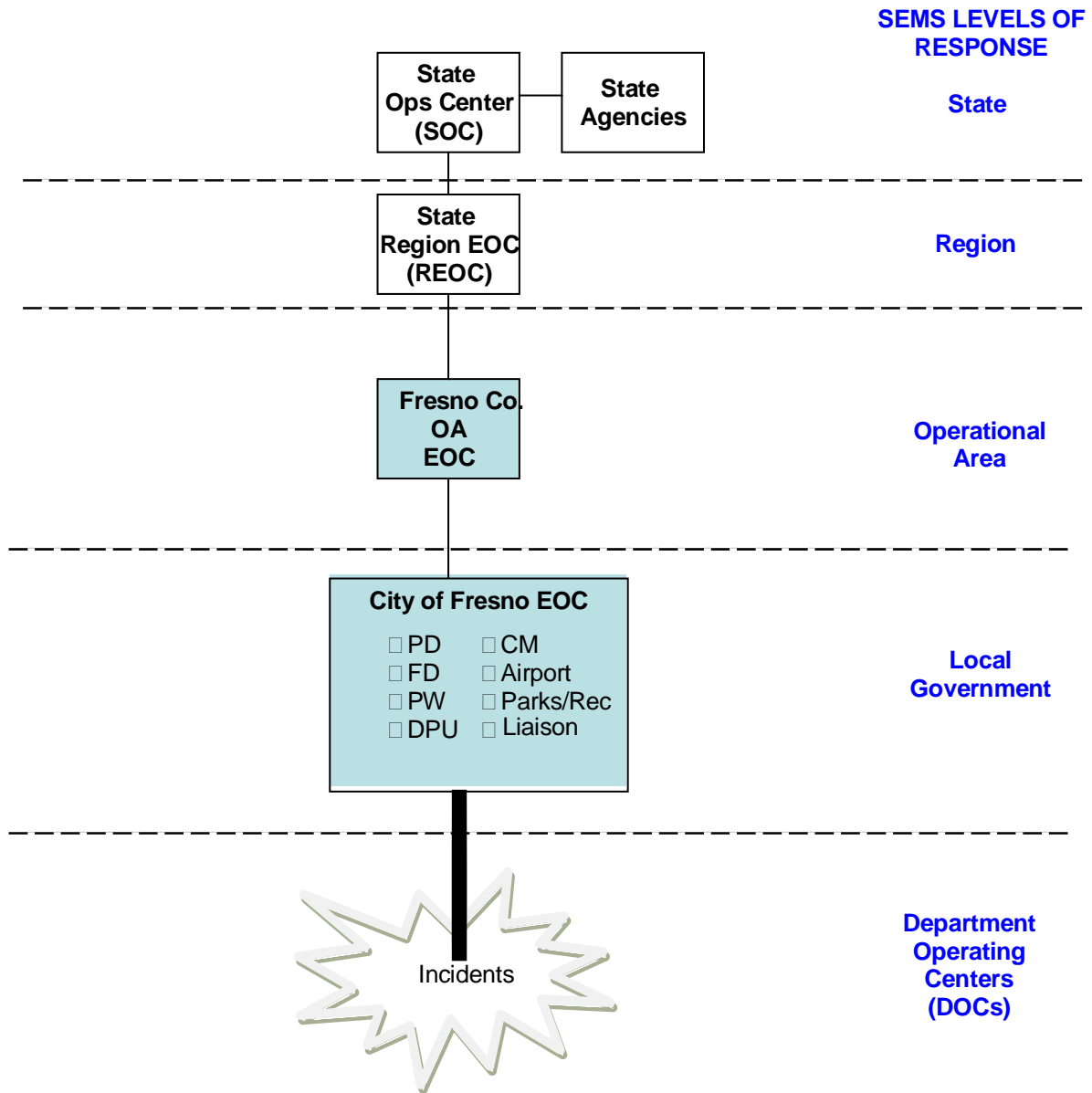
7.3   Local Government Level

Fresno City emergency management includes City Department Operations Centers (DOCs) which deploy and direct their respective resources in accordance with their individual needs and priorities units are deployed based on Citywide needs and priorities.

7.3.1   CITY DEPARTMENT OPERATIONS CENTERS

At the time of a major emergency or disaster, Fresno City departments that respond at the field level may establish a Department Operations Center (DOC) remote from the incident site. The DOC serves as a central department location from which pre-assigned staff, organized consistent with the five ICS/SEMS management functions, coordinates and supports response by the department's field units. The DOC reports to the City EOC, when activated and may communicate and coordinate directly with its field units, or via its department or discipline Communications/Dispatch Center.

The DOC may communicate directly with another City DOC or department when necessary to request assistance (e.g., the Fire DOC may contact the Public Works DOC to request traffic barricades). However, most requests for supplies and equipment not available in the department will be made to the City EOC whenever the EOC is activated. An exception to this is requests for mutual aid by Fire and/or Law Enforcement functions, which are made on a daily basis directly from the appropriate DOC to the external agency/department and the appropriate EOC Operations Branch is advised of the request.

It should be noted that a DOC may be activated for an event in which the City EOC is not activated. For example, the FFD may activate its DOC in a major fire to coordinate and support its field response units. In this case, the line of reporting would be consistent with the normal day-to-day organization. In addition, while DOCs are typically single discipline-based, two or more disciplines may operate from a single DOC.

7.3.2   CITY EMERGENCY OPERATION CENTER (EOC)

The City may activate the EOC to coordinate and support response to a significant emergency within its jurisdiction, and, if warranted, may proclaim a Local Emergency.

Depending upon the location, nature and scope of the incident, the number of cities and special districts impacted, and the availability of personnel, each city and special district may assign an Agency Representative to physically report to the City EOC to serve as a direct link for communications and coordination. More often, due to the large number of agencies and special districts in the City, more information on EOC operations can be found in Park III of this EOP.

7.4   Operational Area (OA) Level

The OA is the level where the Inter– and Multi-Agency Coordination System (MACS) concept of SEMS is performed and Fresno County serves as the OA Lead Agency. As such, in addition to the County DOCs, local government EOCs (including Fresno City) are represented in the County EOC, either through the physical presence of Agency Representatives, or via coordination and communication links between the County EOC Liaison, City and Special District Liaisons.

While each local government continues to maintain its autonomy and control over its personnel and equipment resources under a Local Emergency proclamation, the City EOC level of the EMO plays a pivotal role in:

▪ Coordinating information, resources and priorities among the local governments within the OA, and between the OA and the state Regional EOC (REOC);

▪ Receiving and processing requests for mutual aid from local jurisdictions (fire, law enforcement, health and medical, have discipline-based mutual aid systems with a designated City Mutual Aid Coordinator) and, when unable to fill a request using local resources, forwarding the request to the appropriate discipline-specific Regional Mutual Aid Coordinator or the REOC; and

▪ Using multi-agency or inter-agency coordination to facilitate citywide response and recovery efforts with state and federal government agencies.

7.5   Region Level

The State of California is divided into three administrative regions (Coastal, Inland and Southern) and six mutual aid regions. Fresno City is in the Inland (administrative) Region and Mutual Aid Region V (Attachment 6). State Regional EOCs (REOCs) are established within the administrative regions, when necessary, to coordinate mutual aid and/or provide other support to one or more Operational Areas. The Operational Area then coordinates jurisdictions within its area. City requests for resources outside of its jurisdiction will be coordinated at the Fresno County Operational Area.

The Inland REOC will be activated when the Fresno County EOC or another OA EOC within the region is activated, the Governor proclaims a State of Emergency within the region, or the Governor proclaims an earthquake or volcanic prediction within the region. The REOC, organized around the five SEMS major management functions and using multi-agency or inter-agency coordination, provides support to all local governments within Fresno County through communications and coordination with the Fresno City EOC.   In addition to statewide resources, the Inland REOC serves as Fresno City's link to federal and military resources once a Presidential Disaster has been declared.

Mutual Aid Region V, similar to the other mutual aid regions, has pre-assigned Regional Mutual Aid Coordinators for Fire, Law, Coroner and Health and Medical. Other Mutual Aid Coordinators (e.g., Public Works) are designated on a statewide basis. When a Fresno County Mutual Aid Coordinator is unable to fill a request for resources from within the city, the request is forwarded to the appropriate (e.g., discipline) Regional or Statewide Mutual Aid Coordinator for action.

The Fresno County EOC establishes and maintains a coordination and communications link with the Inland REOC via telephone, facsimile, web-based Response Information Management System (RIMS), and/or Operational Area Satellite Information System (OASIS). In addition, or alternatively, the REOC may deploy a field representative to the City EOC to establish a direct coordination link.

7.6   State Level

The State level coordinates statewide operations, including providing mutual aid and support to local governments and using multi-agency or inter-agency coordination to facilitate decisions regarding overall statewide emergency response activities.   When necessary, the state redirects essential supplies and other resources to priority areas.

The State Operations Center (SOC) is activated when an REOC is activated, upon the Governor's proclamation of a State of Emergency, or upon the Governor's proclamation of an earthquake or volcanic prediction.   The State OES Director, other OES staff, and representatives from state agencies, staff the SOC, which is organized consistent with the five SEMS major management functions, similar to all other levels of the EMO.

The SOC establishes communications and coordination links with the activated REOCs, state level DOCs, and, when required by the nature and scope of the emergency, with other states and federal agencies. Access to state assistance by the Fresno County EOC is via the Inland REOC.

7.7   Federal Level

A federal Joint Field Office (JFO) may be established locally to provide a central location for federal, state and local representatives with responsibility for incident oversight, direction and/or assistance to coordinate the efforts of their respective agencies/jurisdictions. In addition, a Joint Information Center (JIC), may be established to provide one location from which public information officials from all participating agencies and jurisdictions can coordinate all incident-related public information efforts.

The Governor may request a Presidential Disaster Declaration when the scope of the incident is of such a magnitude that federal resources are needed to supplement local and state resources. The State Operations Center (SOC) coordinates and communicates with the Federal Emergency Management Agency (FEMA) and/or Department of Homeland Security (DHS) to request emergency response assistance from federal agencies and/or military assets.

Depending on the nature of the incident, the type of assistance provided by federal agencies, and the level of response at which such assistance is provided, federal resources will be integrated into the local ICS-based organization, consistent with SEMS and the National Incident Management System (NIMS).   Military assets will remain under the direction and control of the military.

7.8   Non-Governmental Organizations

A number of external non-governmental agencies are involved in the response effort at the City level, including the American Red Cross (ARC), Salvation Army (SA) and Radio Amateur Civil Emergency Services (RACES) radio operators, among others. Given the key roles that these three agencies play in providing direct, hands-on support within the City and OA, each has one or more Agency Representatives pre-assigned to physically report to the City EOC, or the appropriate City DOC as the incident requires, to coordinate response and recovery efforts with City EOC Operations Section staff.

If the agency/group supports a particular function (e.g., the Red Cross provides Mass Care & Shelter), its representative will be assigned to that function, together with assigned City staff.

7.8.1   AMERICAN RED CROSS

The American Red Cross   (ARC), a national, non-profit, volunteer-based humanitarian organization, plays a unique role in disaster preparedness and response, based on a Congressional Charter (Federal Law 36-USC-3) to provide relief for persons affected by disaster and to assist individuals to prevent, prepare for and respond to emergencies.

The ARC is closely associated with the government in the promotion of its humanitarian mission, but is an independent agency financially supported by voluntary public contributions and cost reimbursement charges. Given its unique status and mission, the ARC has no counterpart in other humanitarian or charitable organizations in the United States.

The role of the ARC in day-to-day emergencies and disasters includes:

- Provide relief for persons affected by disaster, including serious hazardous materials emergencies:
  o Food, clothing, and lodging
  o Supplemental medical and nursing assistance
  o Family services
  o Rehabilitation services

- Assist local government with damage surveys, warning and protective actions (evacuation and shelter-in-place operations), as requested.

The ARC representative to the City EOC is assigned to the Care & Shelter Branch in the Operations Section, together with assigned Fresno City EOC personnel. The ARC and EOC staff coordinates the establishment of shelters for displaced individuals and families in all impacted cities and unincorporated areas of Fresno City. The roles and responsibilities of the ARC and EOC staff are detailed in The EOC Manual, Annex B-8.

7.8.2   SALVATION ARMY

The Salvation Army (SA) is an international nonprofit agency, which provides religious and social services, with programs adapted to local community needs. In Fresno City, the SA's pre-assigned role is to provide Feeding Services at designated shelter sites, using a combination of paid staff and unpaid volunteers.

In a disaster or major emergency, SA has the capability to provide a range of services, based upon a request from a governmental agency, including police, sheriff, fire, emergency dispatch (911), Fresno County OES or Cal-EMA, or the Federal Emergency Management Agency (FEMA). The disaster-related services available in Fresno City include:

- **Food Services**

  - o Canteens - mobile feeding units that can provide food or hydration for small or large groups (e.g., five to 500).
  - o Mobile Kitchens - larger food preparation and feeding units that can provide larger volumes and for more extended periods of time.

- **Counseling and Emotional and Spiritual Care**

  - o Counsel - Trained Salvation Army Officers and staff provide counsel, Critical Incident Stress Management and, when appropriate, emotional and spiritual care counseling for victims, disaster workers and first responders.
  - o Training - Trainers for Critical Incident Stress Management (CISM) provide expertise in specialized training for members of fire, police, mental health, medical, health and hospital staff and others that need to be ready for individual CISM applications for peer-to-peer use.

- **Disaster Communications**

  - o Salvation Army Team Emergency Radio Network (SATERN) amateur radio communications provides a victim location and communication function to connect victims that cannot be located by loved ones with their concerned family.
  - o SATERN radio volunteers are available to provide support to ARES/RACES radio operators.

The SA representative to the City EOC is assigned to the Care & Shelter Branch in the Operations Section, together with the assigned Fresno City EOC and ARC personnel. The SA and DHS EOC staff coordinates feeding services in designated shelters for displaced individuals and families in impacted areas of Fresno City. The roles and responsibilities of the SA and EOC staff are detailed in EOC Manual , Annex B-7.

7.8.3   RADIO AMATEUR CIVIL EMERGENCY SERVICES

Radio Amateur Civil Emergency Services (RACES) volunteers supplement the City's emergency communications with amateur radio systems and operators. In addition to radio communications, the RACES volunteers can establish digital, video and Internet communications links with otherwise inaccessible areas of the city.

A number of RACES radio operators are pre-assigned to report to the Logistics Section of the City EOC when it is activated following a disaster. Additional volunteers can report to City Department Operations Centers (DOCs) and special district EOCs. In addition, at the time of a disaster, the RACES Net Coordinator in the City EOC can ask for other available amateur radio operators to report to specific locations in the city (e.g., hospitals, shelters, etc.) in need of emergency communications.

7.9   Volunteers

There are two categories of individual volunteers who may respond to support the Fresno City OES following a disaster: 1) those who are part of an established volunteer program, and 2) those who emerge at the time of a disaster. Although those in the first category may be pre-assigned to an emergency function, and, therefore, easily incorporated into OES, the emergent volunteers may also provide valuable support to OES following a quick orientation.

The City Personnel Department staffs a Volunteer Coordinator function in the City EOC Logistics Section and a local nonprofit group – Fresno Volunteer Organizations Active in Disasters (VOAD) – provides support to the Personnel Department in performing this function. The Volunteer Coordinator is responsible for checking-in, assigning and orienting volunteers and for ensuring that each volunteer is registered as a Disaster Service Worker before being assigned to support an emergency function or location.

8.0   CONCEPT OF CITYWIDE EMERGENCY OPERATIONS

The information contained in this section provides a summary overview of the Fresno City and SEMS/NIMS approach to managing major emergencies.   More detailed information can be found in Part 2 - OES Procedures and Part 3 – EOC Manual.

8.1   Levels of Emergency

State OES divides significant emergencies into three levels classified as Moderate (Level 1), Major (Level II) and Catastrophic (Level III). The purpose for this classification is to provide a standard for identifying the magnitude and scope of the event and the extent to which the statewide emergency management system should be activated.

- **Level 1** (Moderate) – A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed.

- **Level II** (Major) – A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or statewide basis. A local Emergency will be proclaimed and a State of Emergency may also be proclaimed.

- **Level III** (Catastrophic) – A major disaster wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential declaration of Emergency or Major Disaster will be requested.

8.2   Response Priorities

The priorities to be implemented for a given emergency will be established at the time of the event.   Some of these priorities will be addressed simultaneously, depending on the type of incident, the nature and location of the problems, the type and extent of damages, accessibility to the site(s), and the number and classification of personnel available for emergency response.   Nonetheless, there will undoubtedly be situations in which competition for limited resources will exist.   Under such circumstances, the following priorities should serve as a guide for the distribution of available resources:

- Meeting the immediate needs of people (rescue, medical care, food, shelter, clothing);

- Temporary restoration of facilities essential to protecting health and safety, whether publicly or privately owned (sanitation, water, electricity, road, street and highway repairs); and

- Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).

8.3   City Roles

Fresno City has two major roles to play in responding to disasters, both of which are performed from the Fresno City Emergency Operations Center (EOC):

1. Assessing the situation and mitigating the effects of the incident on the incorporated areas of the City; and

2. Compiling, processing and exchanging intelligence; requesting and allocating mutual aid resources; and serving as the communications and coordination link between the City and County Operational Area

8.4   Department Roles

During the preparedness phase, City departments   are responsible for developing and maintaining the Standard Operating Procedures (SOPs) and Continuity of Operations Plans (COOP) necessary to perform the functions assigned in this plan. Plans must comply with this EOP and its Annexes and should be reviewed and approved by the assigned Department Head. During an emergency, DOCs are implemented and manage the emergency according to the department COOP plan. DOC Directors coordinate with the City EOC.

8.5   Activation

There are three activation levels for the Fresno City EOC and emergency management organization. Depending on the nature and scope of the event, activation may range from placing some or all of the City EOC staff on standby (Level 1), to partial (Level II) or full (Level III) EOC activation.

The Director of Emergency Services/EOC Director and the Emergency Preparedness Officer may authorize Level 1 activation; however, only the Director of Emergency Services/EOC Director or his designated successor(s) may authorize Levels II and III activation.

8.6   Notification and Recall

Citywide notification and recall procedures are detailed in Part II and III of the EOP.

In the event of wide-scale damage to the City's communications infrastructure, local radio and television stations may be used to notify and recall City staff. For obvious emergencies, such as earthquakes, flooding, etc., staff pre-assigned to perform a Fresno City OES functions are expected to report automatically as assigned, after ensuring the safety of their families.

8.7   Reporting Locations and Work Shifts

During response to major emergencies with an extended emergency response phase, the City DOC and EOC staff may be assigned to work 12-hour shifts, as determined by the EOC Director. When assigning employees to other emergency functions, City Department Heads designate work shifts and reporting locations/duty stations for each.

When an obvious emergency (e.g., major earthquake) occurs during off-duty hours, City EOC staff and employees with emergency assignments will be recalled by the Police Emergency Communications Center (ECC) and report to the EOC. Department heads will coordinate the recall of essential personnel to the designated alternate work location identified by the department's individual Continuity of Operations Plan (COOP). If unable to reach the assigned location, employees will report to the closest City facility or other local jurisdiction and will attempt to contact the assigned work supervisor to advise of the status.

8.8   Employee Information Hotline (559-621-7413)

An employee information message line has been established to provide City employees with information and instructions at the time of an emergency. The City EOC Logistics Section Human Resources Unit Leader, in consult with the City PIO, will record messages on this hotline, as directed or approved by the EOC Director.

8.9   Initial Status and Damage Reporting

Following a major emergency, all on-duty City personnel are required to provide initial and periodic verbal status reports concerning personal status and any injuries or damages observed to the assigned supervisor. City employees who may be traveling on City-related business (conference, training, meeting, etc.) at the time of a significant emergency at the travel location must contact the assigned City supervisor as soon as possible and provide a personal welfare/status report.

Supervisors will compile reports from assigned employees and will provide the Department Head with a summary status report. As soon as possible following an event that occurs during normal business hours, all Department Heads will submit a standard Status Report to the EOC Director (See Citywide Employee Disaster/Emergency Procedures Manual – Section 4.0). Updated reports will be submitted as needed, or as directed by the EOC Director.

8.10   Resource Management

During response to significant emergencies, multiple requests for similar and/or scarce resources require close coordination between city departments and the City EOC. Whenever the City EOC is activated, requests for personnel and equipment resources from Incident Command Posts(ICP) and Special Districts will be made to the City EOC. Any action which involves financial outlay by Fresno City or a request for military assistance, must be authorized by the EOC Director. If the situation dictates, State OES will coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated and dispatched to support operations in the affected area(s).

8.11   Staging Areas

Staging Areas are locations established at the time of an incident where non-assigned City staff, volunteers, vehicles and emergency equipment can be assembled for deployment to an incident location.   A Staging Area Manager, assigned by the City EOC Operations Section Chief: 1) establishes and maintains a communications and coordination link with the EOC and the Incident Command Posts (ICPs); 2) implements a check-in/check–out process for tracking personnel and equipment; and 3) deploys personnel and equipment resources, as directed by the City EOC Operations Section staff.

8.12   Assembly Areas

The Department Director whose department occupies the most space in a City-occupied facility is responsible for designating an outdoor Assembly Area.   The Assembly Area serves as a central location to which facility occupants report whenever the building is evacuated. Employees gather by department or workgroup and Department Heads or Supervisors account for all employees who were on-site when the evacuation took place.

8.13   Care & Shelter

Fresno City is responsible for working closely with its partners, the American Red Cross (ARC) and the Salvation Army (SA), to plan for, establish, staff and manage shelters for the displaced following a disaster. The Fresno ARC Chapter maintains written shelter agreements with local schools and school districts and mutual aid agreements with other ARC Chapters to provide assistance at the time of disaster.

Fresno City also coordinates with Fresno County Department of Public Health (DPH) and community organizations such as Resources for Independent Living of the Central Valley, Fresno-Madera Agency on Aging, Central Valley Regional Center to provide nursing and mental health support for the shelters as necessary. OES also works closely with the city ADA coordinator to incorporate access and functional needs into emergency planning.

9.0   PUBLIC AWARENESS AND EDUCATION

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly affect Fresno City's emergency operations and recovery efforts. Public awareness and education is accomplished through close working relationships with OES and the media.

9.1   Emergency Public Information

Emergency Public Information (EPI) is a priority of utmost importance during emergencies and disasters. The Public Information Officer (PIO) located in the EOC Manual describes the City's EPI organization and prescribes procedures for:

- The dissemination of accurate and timely instructions and information to the public during periods of emergency;
- Response to media inquiries and calls from the public;
- Establishment of a Public Information Officer function in the EOC; and
- Establishment of a 24 hour EPI point of contact.
- Ensure Public Information reaches audiences with access and functional needs. Fresno City OES coordinates with the Deaf and Hard of Hearing Service Center and the Disability Advisory Commission of Fresno City to develop and refine EPI procedures to meet this need.

9.2   EPI Assumptions

- The general public will demand information about the emergency situation and instructions on proper survival and response actions.
- The media will demand information about the emergency.
  - o The local media, particularly radio, will perform an essential role in providing emergency instructions and periodic updates to the public.
  - o Depending on the severity of the emergency, or the media's perception of the severity, regional and national media may also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.
  - o Depending on the severity of the emergency, telephone communications may be sporadic or impossible.
- Local and regional radio/television stations without emergency power may also be off the air.
- Telephones may be inoperative.
- The emergency organization will become overwhelmed by the demand for information if a sufficient number of trained staff is not available.

10.0   RECOVERY OPERATIONS

There is no clearly defined separation between response and recovery. As the threat to life, property and the environment dissipates, the attention and efforts of the EOC Director will focus on recovery issues. Recovery occurs in two phases - short-term and long-term, and addresses both public and private damages. Annex F in the OES Procedures Manual provides more detailed recovery information and procedures.

10.1   Short Term Recovery

Short-term recovery operations will begin during the response phase of the emergency. The goal of short-term recovery is to restore the city and community to at least a minimal capacity, including:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establishment of the City government operations;
- Transportation routes access;
- Debris removal;
- Cleanup operations;
- Abatement and demolition of hazardous structures; and
- Initiate procedures to segregate and track response costs to support effective cost recovery.

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. The Fresno City Mental Health System of Care may coordinate and conduct Critical Incident Stress Debriefings for emergency response personnel and victims of the disaster.

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

The City will ensure that debris removal and cleanup operations are expedited. On the basis of damage assessment conducted by City building and engineering staff, structures that pose a public safety concern will be demolished.

10.2   Long Term Recovery

The major objectives of long-term recovery operations include:

- Coordinate delivery of social and health services;
- Improve land use planning;
- Restore local economy to pre-disaster levels;
- Recover disaster response costs; and
- Integrate mitigation strategies into recovery planning and operations.

The goal of long-term recovery is to restore the community to its pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of damaged public and private facilities, and disaster response cost recovery. The City will be responsible for its own approach to mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning measures. The City's redevelopment agency will play a vital role in rebuilding commercial areas of the City.

11.0   AFTER ACTION REPORTING

The California Emergency Services Act and SEMS regulations require an After Action Report (AAR) from involved State and local agencies within 90 days after each declared disaster. This requirement applies only to state and local government agencies seeking reimbursement from the State for personnel-related response costs.

The SEMS statute and implementing regulations are written broadly enough to encompass the National Incident Management System (NIMS) requirements for a Corrective Action Plan (CAP) without any additional SEMS regulatory changes. Therefore, the SEMS Guidelines will serve as the primary resource for developing AARs and the CAP.

The After-Action Report will provide, at a minimum:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs;
- Recovery activities to date; and
- Improvement (Corrective Action) Plan.

1 A - ACRONYMS

AAR	After Action Report
AFB	Air Force Base
ALS	Advanced Life Support
ARC	American Red Cross
ATC-20-2	Applied Technology Council (20-2 refers to the training course for building inspectors)
BLS	Basic Life Support
CALCORD	California Coordination (radio frequency)
CAO	County Administrative Officer
CAP	Corrective Action Plan
Caltrans	California Department of Transportation
CBRNE	Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive
CC	Coordination Center
CCADT	Central California Animal Disaster Team
CCR	California Code of Regulations
CDC	Centers for Disease Control and Prevention
CDHS	California Department of Health Services
CERT	Community Emergency Response Team
CGC	California Government Code
CHEMTREC	Chemical Transportation Emergency Center
CISD	Critical Incident Stress Debriefing
CLETS	California Law Enforcement Telecommunication System
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government
COO	Continuity of Operations
DAP	Disaster Assistance Program
DAT	Disaster Assistance Teams
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAC	Disaster Management Area Coordinator
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPH	Department of Public Health
DPP	Domestic Preparedness Program
DPW	Department of Public Works
DRC	Disaster Recovery Center
DSW	Disaster Service Workers
DWI	Disaster Welfare Inquiry
EAP	EOC Action Plan
EAS	Emergency Alert System (state)
EBS	Emergency Broadcast System (federal)
ECC	Emergency Coordination Center
EDIS	Emergency Digital Information System
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMIS	Emergency Management Information System
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority (State)
ENN	Electronic News Network

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ESA	Emergency Services Act (California)
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FAR	Federal Aviation/Administration Regulation
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
FTS	Field Treatment Site
GIS	Geographic Information System
HazMat	Hazardous Material(s)
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
IED	Improvised Explosive Device
IMT	Incident Management Team
IST	Incident Support Team
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JDIC	Justice Data Interface Controller
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LAC	Local Assistance Center
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LP	Local Provider
MACS	Multi-Agency Coordination System
MBO	Management By Objectives
MCI	Multi-Casualty Incident
MERS	Mobile Emergency Response Support
MMRS	Metropolitan Medical Response System
MOU	Memorandum of Understanding
MSA	Multi-purpose Staging Areas
NAWAS	National Warning System
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team

NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service (National Oceanic and Atmospheric Administration)
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
ODP	Office for Domestic Preparedness (DOJ)
OEM	Office of Emergency Management
OEP	Office of Emergency Preparedness
OES	Office of Emergency Services
OHS	Office of Homeland Security
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PC	Penal Code
PDD	Presidential Decision Directive
PHS	Public Health Service
PIO	Public Information Officer
PL	Public Law (federal)
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
PSO	Public Safety Officer
PVO	Private Voluntary Organizations
RACES	Radio Amateur Civil Emergency Services
R&D	Research and Development
RAP	Radiological Assistance Program
RDD	Radiological Dispersion Device
REOC	Region Emergency Operations Center
RESTAT	Resources Status
RIMS	Response Information Management System
ROC	Regional Operations Center
RRT	Regional Response Team
S&R	Search and Rescue
SA	Salvation Army
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SCBA	Self-Contained Breathing Apparatus
SEMS	Standardized Emergency Management System
SIOC	Strategic Information and Operations Center (FBI HQ)
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
TCP	Terrorism Contingency Plan
UC	Unified Command
UCS	Unified Command System
US&R	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
USFS	U.S. Forest Service
USGS	United States Geological Survey
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team

1 B - GLOSSARY

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. See also Incident Action Plan.

Administrative Command Post (ACP): A remove operations center functioning as a field extension of the Emergency Operations Center.

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

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

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

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

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

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

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

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

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

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

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

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

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

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

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

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

Casualty Staging Area (CSA): A location which is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

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

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

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Contingency Plans: Plans addressing specific geographical areas and/or specific hazards.

Control: To direct or guide an action, activity or program.

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

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

Decontamination/Contamination Control:

Radioactive Materials: The reduction (normally by removal) of contaminating radioactive material from a structure, area, person or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

Other Hazardous Materials: Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of doffing personnel protective equipment and the use of site work zones minimizes cross contamination from protective clothing to wearer, equipment to personnel and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

Department Operations Center: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Public Health. Department Operations enters may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

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

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 <u>direction</u> of field forces or the <u>coordination</u> of joint efforts of governmental and private agencies in supporting such operations.

Disaster Application Center (DAC): A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. It will usually be staffed by representatives of local, State and Federal governmental agencies, private service organizations and certain representatives of the private sector.

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

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

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

Disaster Welfare Inquiry (DWI): A service, normally provided by the American Red Cross, that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

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

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Electromagnetic Pulse (EMP): A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electrical or electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios and battery-operated portable transistor radios.

Emergency (State Definition - Also see 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): 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: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Broadcast System (EBS): A system that enables the President and Federal, State and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EBS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission.

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

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

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Organization: Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers and persons impressed into service.

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

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

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

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

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

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

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

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

Fallout Shelter: A habitable structure or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

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

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

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

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

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

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

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

Governor's Authorized Representative (Federal Definition): The person named by the Governor in a Federal/State Agreement to execute, on behalf of the State, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

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

Hazard Area: A geographically identifiable area in which a specific hazard presents a potential threat.

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

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

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

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

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

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

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

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

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

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

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

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

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

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

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

Landing Zone: (See Helispot.)

Lead Agency: Shall have the meaning of lead agency used in Title 19, Section 2409(d) of the California Code of Regulations. (Ord. G-6202 § 2, 1995; Ord. G-5217 § 2 (part), 1990).

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 drought, sudden severe energy shortage, plant or animal infestation or disease, 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 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.

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

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident. A component of the Incident Command System (ICS).

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

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

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

Mass Care Facility (Shelter): A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

Master Mutual Aid Agreement (State Definition): The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and between the State of California, its various departments and agencies and the various political subdivisions of the State.

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

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard- related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

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

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

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

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 (State Definition): A subdivision of the State emergency services organization, established to facilitate coordination of mutual aid and other emergency operations within an area of the State consisting of two or more counties (operational areas).

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

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

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

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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

Operational Area Satellite Information System (OASIS): A statewide satellite based communications systems linking all Operational Areas with State Office of Emergency Services Emergency Operations Centers, Regional offices and other key state agencies.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually 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 levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

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

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

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

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

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

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

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

Public Information Officer (PIO): An individual responsible for releasing accurate official information to the public through the news media.

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

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

Radioactive Fallout: The process or phenomenon of the gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles which reach the earth within 24 hours after a nuclear explosion. Delayed (world wide) fallout consists of the smaller particles which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all parts of the earth.

Radiological Officer (RO): An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

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

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Reception and Care Center: A facility established in a low risk area to receive and process incoming relocatees and assign them to lodging facilities and provide them with information on feeding, medical care and other essential services.

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

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

Regional Emergency Operations Center (REOC): A regionalized sub-component of the State Operations Center (SOC).

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

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

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

Rescue, Heavy: Rescue requiring heavy lifting, prying or cutting and/or consisting of several tasks which require involvement of two or more teams working concurrently.

Rescue, Light: Rescue not requiring use of heavy lifting, prying or cutting operations and not more than one rescue team to accomplish in one hour.

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

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

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

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

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

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

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

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

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

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

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

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

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standardized Emergency Management System (SEMS): A multiple level emergency response system that uses standardized principles and components of management including the Incident Command System (ICS), Multi-Agency Coordination System (MACS), mutual aid and the operational area concept as required by Government Code Section 8607(a).

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 without loss of effectiveness.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

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

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

State of Emergency (State Definition): 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, 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 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.

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

State Operations Center (SOC): A facility established by the State Office of Emergency Services, headquartered in Sacramento, for the purpose of coordinating and supporting operations within a disaster area and controlling the response efforts of State and Federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of State and Federal agencies and private organizations and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area.

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

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

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

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

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

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

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

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

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

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

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

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

2 - BASIC PLAN DISTRIBUTION

Fresno City Departments

Mayor	Planning and Development
City Manager	FAX
City Council	Parks and Recreation
City Attorney	Airports
Public Works	Public Utilities
Human Resources	City Clerk
ADA Coordinator	

Government Organizations

Governors OES Inland Region	Fresno County OES
Fresno Unified School District	Central Unified School District
Clovis Unified School District	City of Clovis
Bureau of Reclamation (Friant Dam)	Fresno Metropolitan Flood Control District
Fresno City College	Cal State Fresno

Non-Government Organizations

American Red Cross	Deaf and Hard of Hearing Service Center
Salvation Army	Fresno CERT
Resources for Independent Living Central Valley	
RACES/ARES	

3 - HAZARDS SUMMARY

This attachment summarizes the principal hazards that have or are potentially threatening to the Coty of Fresno. Most of the natural hazards information is summarized from the applicable sections of the *Fresno County, California, Multi-Jurisdictional Hazard Mitigation Plan* (January 2009), and other hazards information was taken from earlier plans, contingency plans, and other documents. The *Mitigation Plan* summarizes only Presidential major disaster declarations since 1950. Most likely, there have been many other localized emergencies that may have been declared by local authorities or the Governor of California.

Hazard	Likelihood of Event/Frequency	Hazard Extent	Potential Magnitude	Significance
Civil Unrest	Likely**	Significant	Catastrophic	High
Dam Failures	Unlikely	Significant	Catastrophic	High
Droughts	Likely	Extensive	Critical	High
Earthquakes	Occasional	Extensive	Catastrophic	High
Floods	Likely	Significant	Critical	High
Landslides	Occasional	Limited	Negligible	Low
Public Health Hazards	Highly Likely	Extensive	Limited	Medium
Severe Weather Hazards*	Likely	Extensive	Critical	Medium
Soil Failure Hazards	Highly Likely	Limited	Critical	Medium
Volcanic Hazards	Unlikely	Limited	Limited	Low
Wildland Fires	Unlikely	Significant	Critical	High
Insect Hazards	Likely	Limited	Limited	Low
Hazardous Materials Hazards	Highly Likely	Extensive	Critical	High
Terrorism and Weapons of Mass Destruction(WMD) Incidents	Likely**	Significant	Catastrophic	High

*   Severe Weather includes dust storms, extreme temperatures, fogs, hail storms, heavy rains, lightning, tornadoes, windstorms, and severe winter storms.

** Lack of experience with this hazard in the County provides unreliable data on which to base further analyses.

Definitions

Frequency of Occurrence:
Highly Likely: Near 100% chance of occurrence in the next year.
Likely: Between 10 and 100% chance of occurrence in the next year.
Occasional: Between 1 and 10% chance of occurrence in the next year.
Unlikely: Less than 1% chance of occurrence in the next year.

Potential Magnitude
Catastrophic: More than 50% of area affected
Critical: 25 to 50%
Limited: 10 to 25%
Negligible: Less than 10%

Spatial Extent
Limited: Less than 10% of planning area
Significant: 10-50% of planning area
Extensive: 50-100% of planning area

Significance
Low: minimal potential impact
Medium: moderate potential impact
High: widespread potential impact

HAZARD	HAZARDOUS MATERIALS INCIDENTS
Likelihood of Occurrence	Hazardous Materials require special care and handling because of the hazards they pose to the public's health and safety, and the environment. For this special care the City has a fully developed Hazardous Materials Response Team (HMRT). This team is staffed by City of Fresno Fire Department personnel and on call environmental health personnel. The City of Fresno Area Plan has been developed to more specifically address hazardous materials response. Hazardous materials incidents in the City of Fresno would most likely occur on the transportation routes or at fixed hazardous materials facilities. Hazardous materials are often transported through the Fresno area on State Route Highways 41, 99,168, and 180; the Southern Pacific and Burlington Northern Santa Fe Railroads. Surface streets are also used for the local transportation of hazardous materials. Several large gas and cloud ____ transmission lines are buried throughout the city. Agriculture is one of the City's major industries. The potential for hazardous materials incidents are heightened. Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to the public's health, safety, and the environment. Illegal manufacturing of drugs in clandestine laboratories has become another potential for a hazardous materials incident. The residue and hazardous waste from these laboratories are illegally dumped, posing a threat to public health, safety, and the environment. In recent years, clandestine laboratories have become an increasingly familiar problem to the central valley, particularly in the City of Fresno.
Potential Impacts	Hazardous materials emergency incidents occur frequently, and while most are handled easily, potentially greater impacts include: • Life loss and injury • Transportation systems disruption • Air, ground, and water contamination and environmental damage • Economic loss • Livestock and agricultural losses
Planning Issues	Typical planning issues include: • Incident notification and public warning • Site control and response, including mutual aid • Evacuation and sheltering • Emergency medical services and decontamination • Intergovernmental and public-private coordination • Recovery assistance

HAZARD	TERRORISM AND WEAPONS OF MASS DESTRUCTION (WMD) INCIDENTS
Likelihood of Occurrence	Likely, but lack of experience with this threat within the City provides unreliable data. Fresno City is home to numerous activities that could be attractive targets for WMD devices. These include military, petroleum, agricultural, transportation, and utilities systems. The devices could include Chemical, Biological, Radiological, Nuclear and Explosive (CBNRE) agents, some of which can be combined for greater effects. Others include cyber-terrorism and agri-terrorism. More than one incident could occur.
Potential Impacts	Depending on the nature of the weapon(s) used and the method(s) of delivery, the impacts could vary from serious but highly localized to catastrophic and widespread. Some typical impacts could include: • Life loss and injury, including contamination • Extensive damage to or destruction of key facilities and networks • Immediate and long-term local and national economic consequences • Disruption of services, transportation, and utilities • Extensive damage to buildings, housing, and commercial structures
Planning Issues	Typical planning issues include: • Continuing intelligence gathering and monitoring • Interagency, intergovernmental, and public-private coordination • Mass casualty response, decontamination and treatment, and body disposal • Warning methods and systems • Public information • Evacuation, emergency sheltering, and temporary housing • Restoration of key services • Protection and security of affected areas and facilities • Fire suppression and hazardous materials response • Continuity of Government and Continuity of Operations procedures

HAZARD	DAM FAILURE[1]
Likelihood of Occurrence	There are three major dams adjacent to the City of Fresno with known populations in their respective inundation areas. Virtually no urban area in the City is free from flooding in the event of dam failure. The probability of dam failure is heightened by seismic activity in the vicinity of major fault zones. A failure of Friant Dam could result in 520,000-acre feet of water being released. The flood plain resulting from such a release would place residents of Clovis and Fresno areas in imminent danger. In 1997, severe release of water from Friant Dam resulted in major flooding and damage to properties near the San Joaquin River including Wildwood Mobile Home Park It is necessary to consider the potential for seiches in the event of a major earthquake near Friant Dam. Seiches are an oscillation of the water in a lake, bay, etc. caused by changes in atmospheric pressure, seismic disturbances, winds, or waves. After any earthquake, there will be a loss of income. Individuals can lose wages due to businesses inability to function because of damaged goods or facilities. Due to business losses, the City of Fresno and the cities in the County of Fresno will lose revenue. Economic recovery from even a minor earthquake is critical to these communities.
Potential Impacts	Potentially catastrophic because of the downstream population. Principal impacts could include: • Life loss and injury • Property damage • Economic loss • Service interruption • Environmental damage
Planning Issues	The County and Bureau of Reclamation have inundation maps and a flood evacuation contingency plan that can be used as a basis for detailed contingency planning. Issues include: • Warning methods and systems • Coordination with Bureau of Reclamation • Evacuation plans and procedures • Independent technical review and consultation • Reservoir drawn down to reduce flooding • Emergency sheltering and temporary housing • Recovery assistance

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[1] To be revised per Army Corps of Engineers' (ACOE) summary, when available.

HAZARD	DROUGHT
Likelihood of Occurrence	Droughts are a significant likely threat and extensive throughout the Fresno County, given the history of this hazard in the southwestern US.
Potential Impacts	Potentially catastrophic, especially because of agricultural and livestock losses. Principal impacts could include: • Severe water restrictions and increased costs • Agricultural and livestock losses • Widespread economic and employment losses • Increased wild and fire potential • Increased insect infestations • Increased land subsidence from groundwater pumping
Planning Issues	Typical planning issues include: • Monitor U.S. Seasonal Drought Outlook • Store water and limit uses • Water conservation measures • Drought resistant agricultural practices • Procedures for providing emergency water supplies

HAZARD	EARTHQUAKE
Likelihood of Occurrence	Although the City of Fresno is not known for its seismic activity, there are many earthquake faults in California. Depending on the magnitude and epicenter, there is a potential that the City of Fresno may be affected. These faults are discussed here: . The Central Valley Coast Range Blind Thrust Fault is located parallel to Interstate-5 along the topographic break in slope between the Diablo Range and the San Joaquin Valley. This fault system is seismically active; it increases the design earthquake ground motion for Gustine, Santa Nella, and Los Banos. This fault is the cause of the 1983 Coalinga earthquake. The maximum earthquake magnitude measured on this fault was 6.8 Mw. The San Andreas Fault is the largest and most active fault in California and is located about 24 miles west of Pacheco Pass. Earthquakes on this fault will be the source of long duration but distant ground motion felt within the City of Fresno. The maximum earthquake magnitude measured on this fault was a 7.9 Mw. While there is no record of any seismic activity originating in the city, other than tremors on the west side close to the San Andreas Fault, the City of Fresno has been shaken by earthquakes originating elsewhere. There is documented evidence of six earthquakes that shook the area in 1872, 1906, 1952, 1966, 1984, and 2004.
Potential Impacts	Potentially catastrophic impacts could include: • Life losses and extensive injuries • Widespread damage to buildings • Utility, irrigation, and transportation disruptions • Communications disruptions • Industrial and commercial losses and closures • Displaced residents and losses of employment • Victim mental health problems • Secondary impacts (e.g., flooding, wildland fires, seiches, landslides, subsidence)
Planning Issues	Typical planning issues include: • Earthquake response contingency training • Seismic Building Code Requirements • Functional EOC • Mobilization of mutual aid response • Emergency building inspection • Victim care, treatment, and counseling • Damage assessment and reporting • Recovery assistance.

HAZARD	FLOODS
Likelihood of Occurrence	There is some risk of flooding to the City from the San Joaquin River and dam failure inundation; however the more common flood risk is that of shallow "sheet" flooding from major precipitation events. Streams in the Fresno-Clovis metropolitan area generally originate in the Eastern Sierra foothills and extend into the valley floor by way of dual-use irrigation and storm runoff canals. Overflow from canals and urban storm water is sent back to the San Joaquin River or farmland southwest of Fresno via spillway channels. In the City of Fresno, these canals and channels are under control of the Fresno Irrigation District but their use during storm events is shared with the Fresno Metropolitan Flood Control District (FMFCD). FMFCD was created to develop flood control facilities to prevent further repetitive losses created by the Fresno Stream Group and to provide an urban drainage network. The City's municipal code supports FMFCD efforts by including a Drainage Fee Ordinance to ensure grading and development comply with FMFCD's master plan. The City's floodplain ordinance further supports FMFCD's efforts and the 2025 General Plan Safety Element policies require conformance to FEMA floodplain management policies. In areas not completely developed and connected to the urban drainage network or in areas where the network has been blocked due to debris on storm drains localized flooding has occurred during intense runoff events.
Potential Impacts	Principal impacts could include: • Flooding of dwellings, businesses, schools and other institutions • Losses of bridges, abutments, approaches, and roadways • Damages to flood protection and control facilities • Agricultural production and processing losses • Infrastructure damages (e.g., water and wastewater treatment lines and facilities) • Health hazards due to mold and mildew • Interruption of essential services
Planning Issues	Typical planning issues include: • Monitoring flood information sources • Evacuation of people from floodplains • Flood response contingency planning • Emergency and temporary shelter • Search and rescue • Damage assessment and reporting • Recovery assistance

HAZARD	INSECT HAZARDS
Likelihood of Occurrence	Likely and possibly locally severe occurrences in some parts of the County, which could also effect the City. Several problem insects have been identified: Africanized Honey Bee colonized throughout the County; mosquitoes as disease transmitters (see Health Hazards); Pine Bark Beetle infestations in wooded wildland areas; Grassy-Winged Sharpshooter, especially in grape-growing areas of the County; and the Red Imported Fire Ant.
Potential Impacts	Principal impacts could include: • Multiple bee stings have lead to human and livestock deaths • Mosquito bites can transmit diseases (e.g., West Nile Virus, Encephalitis, Dengue Fever) • Park Bark Beetles infestations kill trees and increase wildland-urban interface fire risk • Grassy-Winged Sharpshooters transmit Pierce's disease, which kills grapevines • Red Imported Fire Ants' venom is sensitive to humans, livestock, and wildlife, with 32 deaths reported in 1988.
Planning Issues	Typical planning issues include: • Monitoring reporting data sources • Contingency planning and response procedures • Public health warnings and protection information • Inoculations and medical care • Emergency eradication measures

HAZARD	PUBLIC HEALTH HAZARDS
Likelihood of Occurrence	Overall, the combination of hazards included in this topic leads to the possibilities of highly likely occurrences capable of extending throughout the City. However, most are considered to be of limited magnitude and moderate significance at any given time. Example hazards include West Nile Virus, California Encephalitis, Valley Fever, Plague, and Hanta Virus. Attention recently is being given to deliberately induced biochemical agent hazards and consequences of pesticides drifting from agricultural to nearby inhabited areas.
Potential Impacts	Impacts can vary greatly with the nature of the specific hazard, seasonal and climatic variations, location, duration, and methods of disbursal. Principal impacts could include: - Fatalities and varying degrees of illness - Secondary impacts (e.g., meningitis, economic losses, etc.) - Livestock losses
Planning Issues	Planning issues include: - Monitoring public health technical and warning information - Public information - Testing and inoculations - Treatment of insect habitats and carrier populations - Special treatments for most vulnerable population groups - Decontamination - Continuity of Government/Continuity of Operations procedures - Mass Casualty and mass fatality response

HAZARD	SEVERE WEATHER
Likelihood of Occurrence	Highly likely to occur, with seasonal variations. The City of Fresno was certified by the National Weather Service as a "Storm Ready" community in 2007. "Storm Ready" communities are better prepared to save lives from the onslaught of severe weather through better planning, education, and awareness. The City of Fresno is susceptible to extreme weather/storm conditions. Extreme weather conditions is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a drought can have long-term economic repercussions.
Potential Impacts	Overall, moderate impacts can be expected, but depending on the event and areas involved, the impacts could be severe and of long duration. Typical principal impacts could include: • Fatalities and injuries, particularly from fogs, dust storms, and wildfires • Agricultural and livestock losses • Business interruptions and production and commercial losses • Fires (from arcing power lines) and other secondary results • Power losses due to fallen wires, poles, and trees • Public health issues due to extreme heat • Communications systems disruptions • School and other institutional closures
Planning Issues	Some vary with cause, but overall planning issues include: • Monitoring weather reporting and alerting systems • Effective public notification and alerting methods • Pre-impact mobilization of potentially needed resources • Emergency sheltering and feeding • Emergency communications • Recovery assistance

HAZARD	VOLCANOES
Likelihood of Occurrence	Considered highly unlikely. The Fresno County General Plan Background Report identifies the Mono Lake-Long Valley area, located adjacent to the north and east of the northernmost areas of Fresno County, as the only known volcanic hazard. If an eruption coincided with an easterly wind (Santa Ana), volcanic ashfalls could be expected especially in Fresno City.
Potential Impacts	Limited, but typical impacts could include: • Ashfalls that interrupt traffic and mobility • Respiratory ailments associated with ashfalls • Difficulty in supplying/servicing impacted areas • Potential wildfires in forested areas
Planning Issues	Planning issues include: • Monitoring volcano hazard and alert information • Evacuation of selected areas • Providing emergency instructions to residents likely to be affected (e.g., remain indoors, do not drive, close all outside egresses)

HAZARD	WILDLAND FIRES
Likelihood of Occurrence	Wildland fires continue to be a significant, frequent, and critical seasonal hazard in large portions of the County. Urban-rural interface fires can be especially damaging to structures and contents. The City has areas along the San Joaquin River and occasional fields and agricultural areas which interface with urban neighborhoods. In 2010, a massive fire along the San Joaquin River consumed vegetation and destroyed several homes.
Potential Impacts	Principal impacts could include: • Damage to watersheds and resulting sedimentation • Losses to properties and contents • Reduced air and water quality • Increased flooding potential • Commercial and business losses
Planning Issues	Planning issues include: • Detection and public notification • Evacuation and emergency shelter • Resource mobilization and support • Traffic control • Emergency health measures • Recovery assistance

4 - PRESERVATION OF ESSENTIAL RECORDS

Definition

Essential records are defined as those records that are vital to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.

- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.

- Re-establish normal governmental functions and protect the rights and interests of government. Examples include constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Preservation Methods

In the City of Fresno, the City Clerk's Office is responsible for the preservation and protection of vital records. Each department within the City will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of The City of Fresno.

Security Measures Used to Protect Essential Records

Vital records of The City of Fresno are routinely stored offsite in a secure location.

5 - DEPARTMENT SEMS ASSIGNMENTS

The following table identifies which department has the primary (P) or support (S) responsibilities to fulfill the functions assigned in the Emergency Operations Plan (EOP). Specific individuals assigned a duty in the Emergency Operations Center and EOP are listed in Attachment 8.

P = Primary Responsibility   **S = Support Responsibility**

SEMS FUNCTIONS / City of Fresno Departments	MGMT Section				Operations Section								Planning Section						Logistics Section						Finance Section		
	Management	Public Information	Liaison	Safety	Law Enforcement	Fire Rescue Hazmat	Health & Medical	Care and Shelter	Construction & Engineering	Evacuation	Debris Removal	Animal Care & Shelter	Resource Status	Situation Status	Documentation	Damage Assessment	Demobilization	Technical Specialists	IS / Communications	Supply	Facilities	Transportation	Personnel	Volunteer Coordination	Procurement	Cost & Time	Comp / Claims
City Manager's Office	P	P	S																				S		S		
OES	P	P	S										S	S	P			S	S								
Police	P	P			P	S	S	S		P			S	S		S			S								
Fire	P	P			S	P	P		S	S			P	P		S			P	P	S						
PW/PU	P	P			S	S	S		P		P	S	S	S		P											
City Attorney	S		S																				S	S			S
Parks and Rec.								P				S											S				
ISD																	P										
FAX										P												P					
Airport	P	P	S																								
GSD									S											P	P	S			S	P	
Risk Management				P					S														S				S
Planning / Dev														S	S	S		S			S						
Finance																									S	P	P
Human Resources																							P	P			

SEMS FUNCTIONS / Fresno County Departments and Allied Agencies	Management	Public Information	Liaison	Safety	Law Enforcement	Fire Rescue Hazmat	Health & Medical	Care and Shelter	Construction & Engineering	Evacuation	Debris Removal	Animal Care & Shelter	Resource Status	Situation Status	Documentation	Damage Assessment	Demobilization	Technical Specialists	IS / Communications	Supply	Facilities	Transportation	Personnel	Volunteer Coordination	Procurement	Cost & Time	Comp / Claims
		MGMT Section							Operations Section						Planning Section						Logistics Section					Finance Section	
Fresno County Department of Public Health	P	P	S	S		S	P				S																
Fresno County EMS					S	S	S	S		S				S								S					
Fresno County OA		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S
Fresno County Environmental Health	P	P	S	S		S	S				S																
Fresno County Mental Health								S																			
Ag Commissioner												P															
SPCA												P															
American Red Cross			S					P																S			
CERT			S				S	S			S	S					S					S					P
Volunteer Organizations Active in Disasters (VOAD)								S												S		S	S				P

6 - CALIFORNIA ADMINISTRATIVE & MUTUAL AID REGIONS

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Administrative Regions

Coastal ~ Mutual Aid Region II

Inland ~ Mutual Aid Regions III, IV and V

Southern ~ Mutual Aid Regions I and VI

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7 – FRESNO CITY MUTUAL AID COORDINATORS

Discipline/Function	Coordinator
Care & Shelter	Fresno County OES
Coroner	Sheriff-Coroner
Debris Management	Public Works Director
Emergency Medical Services	Fresno County Emergency Medical Services Director
Fire & Rescue	Fire Chief
Health	Fresno County Department of Public Health
Law Enforcement	Police Chief

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