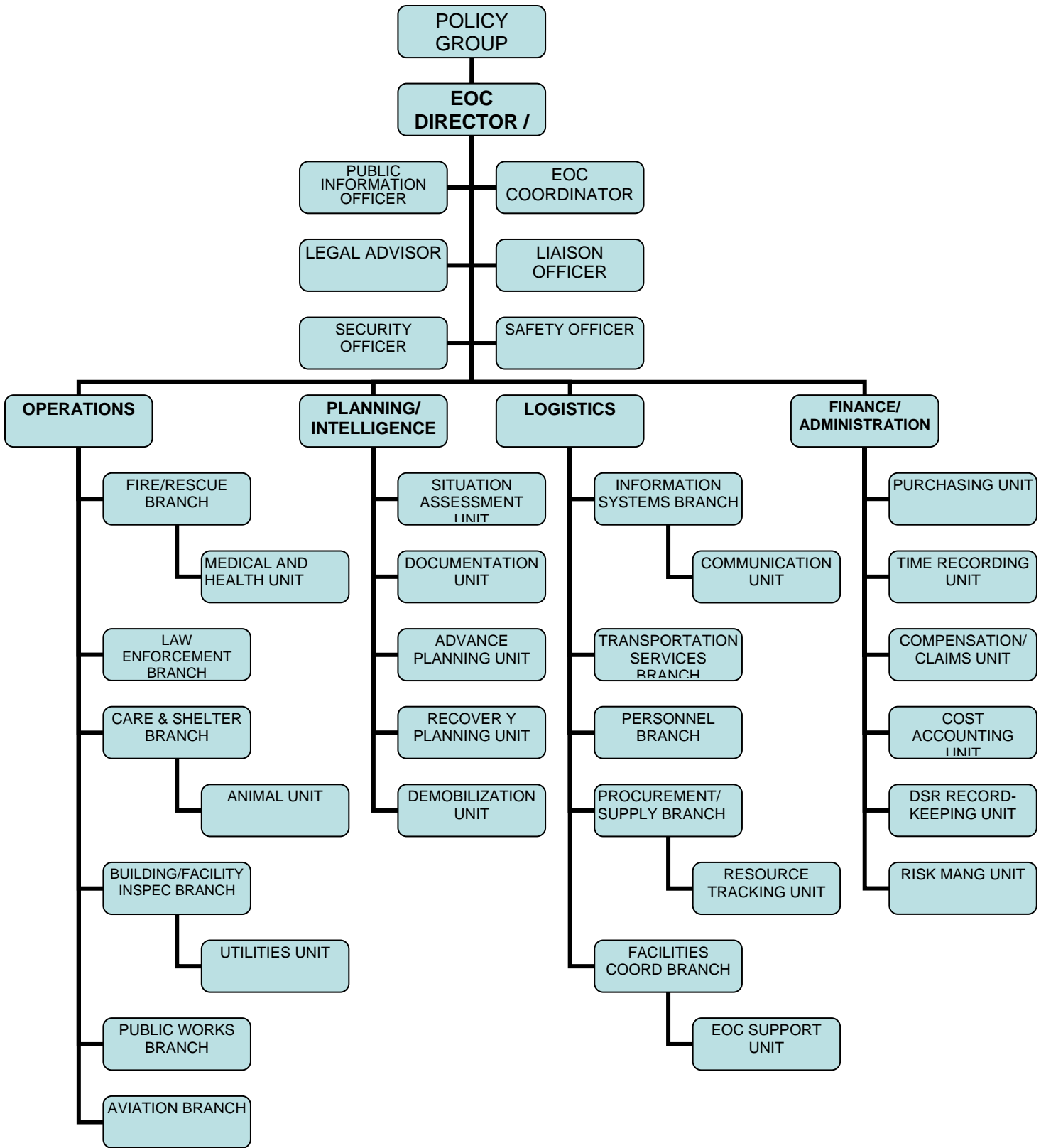




# CITY OF PALM SPRINGS



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## **ACKNOWLEDGMENTS**

This plan was prepared and edited by Wendy Milligan of Terra Firma Enterprises and edited by Blake Goetz, Fire Chief (Ret.), Scott Ventura, Fire Chief, Anjila Lebsock, Emergency Services Coordinator, and as applicable Department Heads for the City of Palm Springs. The following vital documents were used as reference information in compiling this plan:

- FEMA CPG 101: "Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans", March 2009
- FEMA SLG 101: "Guide for All-Hazard Emergency Operations Planning", September, 1996
- OES: "Local Government Emergency Planning Guidance"
- OES: "SEMS Guidelines"
- Riverside County Civil Defense Areas: "SEMS MHFP"
- City of Palm Springs General Plan, 2007
- Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan, March 2005
- OES, "California Implementation Guidelines for the National Incident Management System", April 2006

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Homeland Security Presidential Directive – 5. Although Terra Firma Enterprises stands by the quality of its products, it is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. Terra Firma Enterprises assumes no liability for deaths, injuries, or property damage resulting from a disaster.

## **INTRODUCTION**

### **FOREWORD**

This Emergency Operations Plan (EOP) is a flexible, multi-hazard document that addresses the City of Palm Springs's planned response and short-term recovery to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan does not address normal day-to-day emergencies or the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It is designed to include the City of Palm Springs as part of the Riverside County Operational Area, California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

This plan provides basic planning information. City departments must prepare standard operating procedures and, in most cases, more detailed checklists that will describe their internal operations under emergency conditions.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

### **ASSUMPTIONS:**

- The City of Palm Springs is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property.
- The City of Palm Springs will utilize SEMS and NIMS in emergency response operations.
- The Director of Emergency Services, the City Manager, will coordinate the City's disaster response in conformance with Chapter 2.20 of the Palm Springs Municipal Code.
- The City of Palm Springs will participate in the Riverside County Operational Area.
- The resources of the City of Palm Springs will be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

**EMERGENCY MANAGEMENT GOALS:**

- Provide effective life safety measures, reduce property loss and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

**ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):**

- **Part One – Basic Plan.** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards. Intended audience—EOC Management Team.
- **Part Two – Emergency Response Organization Functions.** Description of the emergency response organization, checklists and reference material. Intended audience—EOC staff.
- **Appendix** – A restricted-use document - contains the emergency organization's notification numbers and other essential numbers. Intended audience—EOC staff.

**ACTIVATION OF THE EOP:**

- On the order of the City Manager as empowered by the Palm Springs Municipal Code, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the Code.
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

**APPROVAL AND PROMULGATION:**

This EOP will be reviewed by all departments/agencies assigned a primary function in the emergency Responsibilities Matrix (**Part Two, Management Section**). Upon completion of review and written concurrence by these departments/agencies, the EOP will be submitted to the California Emergency Management Agency for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted, promulgated, and will superseded the previous version.

**EMPLOYEES AS DISASTER SERVICE WORKERS**

By State law (Government Code Section 3100), government employees are Disaster Service Workers. When a disaster occurs, each employee will be expected to perform certain duties to assist the community in returning to normal as soon as possible. This plan shall be read by, and its stipulations considered binding upon, all City employees.

**TRAINING, EXERCISING, AND MAINTENANCE OF SEMS/NIMS EOP:**

In compliance with NIMS, city personnel with roles in incident management either in the field or the EOC will receive the appropriate NIMS training as outlined by the U.S. Department of Homeland Security. The Emergency Services Coordinator is responsible for coordination and scheduling of training and exercising of this plan. The City of Palm Springs's Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The EOP will be reviewed annually in July to ensure that plan elements are valid and current. Each responsible organization or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Emergency Services Coordinator is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. The Emergency Services Coordinator will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 8 of the Introduction Section of this EOP.

The Emergency Services Coordinator will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify as necessary.

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**EMERGENCY OPERATIONS PLAN - 2012**

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Adoption Date: September 19, 2012

**LETTER OF PROMULGATION**

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY PALM SPRINGS

The preservation of life and property is an inherent responsibility of local, state, and federal government. The City of Palm Springs has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

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

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

This Emergency Operations Plan is an extension of the California Emergency Plan and the Riverside County Emergency Operations Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

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

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System, the National Incident Management System and the EOP by the City of Palm Springs. This EOP will become effective on approval by the City Council.

Steve Pougnet  
Mayor  
City of Palm Springs







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**EMERGENCY OPERATIONS PLAN - 2012**

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**DEPARTMENT CONCURRENCE \***

<b>AGENCY/DEPARTMENT</b>	<b>REPRESENTATIVE</b>	<b>TITLE</b>
City Manager	David Ready	City Manager
Assistant City Manager	Tom Wilson	Assistant City Manager
City Attorney	Douglas Holland	City Attorney
Fire Department	Scott Ventura	Fire Chief
Police Department	Al Franz	Police Chief
Public Works and Engineering	David Barakian	City Engineer
Aviation	Thomas Nolan	Director of Aviation
Planning	Craig Ewing	Director of Planning
Finance and Treasury	Geoffrey Kiehl	Director of Finance
Community and Economic Development	John Raymond	Director of Community and Economic Development
Information Technology	James Smith	Manager of Information Technology
Human Resources	Perry Madison	Director of Human Resources
Parks/Recreation	Vicki Oltean	Director of Parks and Recreation
City Clerk	James Thompson	City Clerk
Library	Tom Wilson	Assistant City Manager
Procurement and Contracting	Craig Gladders	Director of Procurement and Contracting
Building and Safety	Terry Tatum	Director of Building and Safety

\*Signature pages are on file with the Emergency Services Coordinator.

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## External Agency Review

Riverside County OES	Peter Lent	Deputy Director of Emergency Services
American Red Cross	Michelle Aleman	Disaster Response Coordinator
Cal EMA	Bill Martinez	Southern Region

\*Signature pages are on file with the Emergency Services Coordinator.

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## **SECTION ONE BASIC PLAN**

### **PURPOSE**

The Basic Plan addresses the City's planned response and recovery to emergencies or major disasters associated with natural disasters and technological incidents. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state and county entities and the City for protecting life and property and assuring the overall well-being of the population.

### **SCOPE**

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command or Unified Command whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

### **CONCEPT OF OPERATIONS**

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One, Section Six-Mutual Aid**).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

### **Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

### **Increased Readiness**

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs/EOPs, and resource listings
- Dissemination of accurate and timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Services Workers
- Mobilization of resources
- Testing warning and communications systems

### **Response Phase**

#### **Pre-Emergency**

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

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Advising the Riverside County Operational Area of the emergency
- Identifying the need for mutual aid and requesting such through the appropriate channels
- Proclamation of a Local Emergency by local authorities (see **Management Support Documentation**).

#### **Emergency Response**

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

One of the following conditions will apply to the City during this phase:

- City is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions
- Situation can be controlled without mutual aid assistance from outside the City
- Mutual aid from outside the City is required
- Evacuations of portions of the City are required due to uncontrollable immediate and ensuing threats

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Coroner operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Riverside County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the city or a request for military assistance must be authorized by the appropriate local official.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and Riverside County Operational Area will be advised. The California Emergency Management Agency (Cal EMA) Secretary may request a gubernatorial proclamation of a State of Emergency (see **Local and State Proclamations in the Management Support Documentation**). Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the Cal EMA Secretary.

Cal EMA may also activate the State Operations Center (SOC) in Sacramento to support Cal EMA Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Riverside County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288, he/she will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in support of local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

### **Sustained Emergency**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be initiated.

### **Recovery Phase**

As soon as possible, CalEMA operating through the SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Local Assistance Centers (LACs) / Disaster Assistance Centers (DACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

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

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

### **Mitigation Phase**<sup>1</sup>

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.<sup>2</sup> Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

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

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<sup>1</sup> National Fire Protection Association's Standard 1600 recommends a fifth "Prevention Phase" to prevent damage and life impacts from disasters. Federal Emergency Management Agency and Cal EMA recognizes "prevention" as a component of the Mitigation Phase.

<sup>2</sup> U.S. Department of Homeland Security, *National Incident Management System*, January 26, 2007, pg.159

- Tax levee or abatements
- Public information and community relations
- Land use planning
- Professional training
- 

### **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, 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.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. The programs the City currently has are the Community Emergency Response Team (CERT) training and presentations available upon request. Emergency Public Information procedures are addressed in **Part Two, Management Section Support Documentation.**

### **ADA CONSIDERATIONS FOR LOCAL GOVERNMENT**

Emergency preparedness, response, and recovery programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities would included but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility to mobility devices or service animals while in transit or at shelter
- Accessibility to information

**Refer to Part Two, Operations Supporting Documentation for additional issues.**

### **TRAINING AND EXERCISES**

The City's emergency/disaster management organization will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Services Coordinator is responsible for coordinating, scheduling and documenting the training and exercises.

The objective is to train and educate public officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction, drills, and exercises. All staff who may operate in the EOC during emergency/disaster response must receive appropriate SEMS/NIMS/ICS training. **Refer to Cal EMA's Training Matrix for specific SEMS/NIMS/ICS classes and target audiences.**

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

### Discussion Based Exercises

- **Seminars** are informal discussions, unconstrained by real-time portrayal of events and led by a presenter. They are generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts and ideas. Seminars provide a good starting point for entities that are developing or making major changes to their plans and procedures.
- **Workshops** differ from seminars in two important respects: participant interaction is increased, and the focus is on achieving or building a product (such as a draft plan or policy). To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.
- **Games** are a simulation of operations that often involves two or more teams and uses rules, data, and procedures to depict an actual or assumed real-life situation. A game does not require use of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players.
- **Tabletop exercises (TTX)** involve key personnel discussing hypothetical scenarios in an informal setting. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in the approach to a particular situation. TTX methods are divided into two categories: basic and advanced. In a basic TTX, the situation established by the scenario materials remains constant. In an advanced TTX, play revolves around delivery of pre-scripted messages to players that alter the original scenario. TTXs are effective for evaluating group problem solving, personnel contingencies, group message interpretation, information sharing, interagency coordination, and achievement of specific objectives. TTX are a good way to see if policies and procedures exist to handle certain issues.

### Operations Based Exercises

- **Drill** is a coordinated, supervised activity usually employed to validate a single, specific operation or function in a single agency. Typical attributes of drills include a

narrow focus, measured against established standards, immediate feedback, a realistic environment, and performance in isolation.

- **Functional exercises (FE)** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information or overall city response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

The City uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC and Department Operational Center (DOC) personnel to specific target capabilities.

### **ALERTING AND WARNING**

Warning is the process of alerting government agencies and the general public to the threat of imminent danger. Depending on the nature of the threat and the population groups at risk, warnings can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning its citizens. The City will utilize various modes to alert and warn the community. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in **Part Two, Operations Section Support Documentation**.



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## **SECTION TWO STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

### **GENERAL**

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) was adopted by resolution number 6715, July 16, 1996 by the City of Palm Springs for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

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

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Three**.

SEMS consists of five levels: field response, local government, operational areas (countywide), CAL EMA Mutual Aid Regions, and state government.

### **SEMS LEVELS**

#### **Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are: command, operations, planning/intelligence, logistics, and finance/administration.

#### **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall

direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two, Management Section**.

Cities are responsible for disaster/emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the disaster/emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

### **Operational Area**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the local government level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. On July 5, 1995, the Riverside County Board of Supervisors adopted a formal resolution establishing the Riverside County Operational Area, which includes the City of Palm Springs. County Ordinance #533.5 (revised 9/22/2005) is the current document describing disaster related processes within Riverside County. The Riverside County Office of Emergency Services (OES) is the coordinating agency for the Riverside County Operational Area. The cities and districts within Riverside County are represented on the Operational Area Planning Committee (OAPC) which meets quarterly.

When the Riverside County Operational Area EOC is activated, the Riverside County Office of Emergency Services is designated by County Ordinance; it is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The

Operational Area Coordinator and supporting staff constitutes the Operational Area Emergency Management Staff. The Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to CAL EMA Southern Region, Mutual Aid Region VI.

The Riverside County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city or the county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within an operational area.
- 6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.
- 7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

### **Regional**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

Cal EMA has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are the means by which Cal EMA maintains day-to-day contact with emergency services organizations at local, county and private sector organizations. Each Cal EMA Administrative Region is then sub-divided into Mutual Aid Regions.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

The City of Palm Springs is within Cal EMA's Southern Administrative Region and for Mutual Aid is located in Region VI.

### **State**

The state level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and

between the regional and state levels. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

## **Federal**

### **Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

### **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

## **SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS**

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

- 1) Use SEMS when
  - A local emergency is declared or proclaimed, or the local government EOC is activated
  - Establish coordination and communications with Incident Commanders directly to the EOC, when activated
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between the City of Palm Springs's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

- Fulfilling Management and coordination role of local government
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration

**CITY OF PALM SPRINGS'S RESPONSIBILITIES UNDER SEMS**

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Palm Springs with a disaster/emergency response role. The Emergency Services Coordinator has the lead staff responsibility for SEMS development, compliance and planning with responsibilities for:

- Communicating information within the City of Palm Springs on SEMS requirements and guidelines.
- Coordinating SEMS development and implementation among departments and agencies.
- Incorporating SEMS into the City of Palm Springs's plans and procedures.
- Incorporating SEMS into the City of Palm Springs's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Palm Springs. The disaster/emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have a disaster/emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of Palm Springs will participate in the Riverside County Operational Area organization and system for coordination and communication within the operational area.

All city staff who may participate in emergencies in the EOC must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

In addition to the training, the City of Palm Springs ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response and recovery activities.

**SEMS EOC ORGANIZATION**

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations** Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the local government's EOC Action Plan.

- **Planning/Intelligence** Responsible for collecting, evaluating and disseminating information; developing the City of Palm Springs's EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics** Responsible for providing facilities, services, personnel, equipment and materials.
- **Finance/ Administration** Responsible for financial activities and other administrative aspects.

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

## **MAJOR SEMS COMPONENTS**

### **Organization Flexibility - Modular Organization**

The five essential SEMS functions will be established as "sections" within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

### **Management of Personnel - Hierarchy of Command and Span-of-Control**

The position title "coordinator" refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

To assist with maintaining proper span-of-control, the EOC Director, and General Staff positions may assign Deputies. Deputies have the same authorities as the position that assigns them.

Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

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

### **EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps

required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two-Planning/Intelligence Support Documentation-Action Planning**.

## **SEMS Coordination**

### **Multi-Agency or Inter-Agency Coordination at the Local Government Level**

Emergency response is coordinated at the EOC through representatives from city departments and agencies, outside agencies, volunteer agencies and private organizations.

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

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

### **Coordination with the Field Response Level**

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major disaster/emergency, the City of Palm Springs's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.



Another scenario for the EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

#### **Coordination with Riverside County Operational Area Level**

Coordination and communications should be established between activated local government EOC's and the operational area. The communications links are telephone, satellite phone, radio, video conferencing, data and amateur radio, the Riverside County Disaster Communications Services (DCS) radio system, runner, etc.

Riverside County uses an Operational Area Multi Agency Coordinating System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

#### **Coordination with Special Districts**

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

Coordination and communications should be established among special districts who are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Emergency contacts have been identified with the school districts. Depending on the circumstances of the disaster, communications and coordination may be established by telephone or radio, by having a representative assigned to the City's EOC.

#### **Coordination with Volunteer and Private Agencies**

Depending upon the circumstances of the incident, either the City EOC or the Riverside County Operational Area EOC will be the focal point for coordination of response activities with many non-governmental agencies. The City of Palm Springs's EOC should establish communications with private and volunteer agencies providing services to the City (American Red Cross, the Gas Company, Southern California Edison, Disaster Communications Services, Community Emergency Response Teams, etc.). Depending on the circumstances of the disaster, communication and coordination may be established by telephone or radio, by having a representative assigned to the City's EOC, or by having a representative assigned to the Riverside County Operational Area EOC.

## **SECTION THREE NATIONAL INCIDENT MANAGEMENT SYSTEM**

### **GENERAL**

In addition to SEMS, the City of Palm Springs adopted the NIMS (Resolution 21683, July 19, 2006) and has incorporated the NIMS concepts into the city's EOP, training and exercises.

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

### **NIMS COMPONENTS**

Six major components make up this systems approach. The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

#### **Command and Management**

NIMS standard incident command structures are based on three key organizational systems:

- **Incident Command System (ICS)** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Multi Agency Coordination Systems (MACS)** - Provides coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.
- **Public Information Systems** - These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

#### **Preparedness**

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel

qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** - Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** - Training includes standard courses on multi agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** - Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.
- **Personnel Qualification and Certification** - Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** - Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Mutual Aid** - Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.
- **Publications Management** - Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

### **Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

### **Communications and Information Management**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** - Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision- making is better informed.

### **Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### **Ongoing Management and Maintenance**

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

### **NIMS COMPLIANCE**

The State of California's NIMS Advisory Committee issued "*California Implementation Guidelines for the National Incident Management System, 2006*" to assist state agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The City of Palm Springs is following this document in addition to the NIMS Implementation and Compliance Guidance issued by FEMA to ensure NIMS compliance.

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**SECTION FOUR  
CITY OF PALM SPRINGS  
EMERGENCY MANAGEMENT ORGANIZATION**

**GENERAL**

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Palm Springs's emergency management structure and how the emergency management team is activated.

**CONCEPT OF OPERATIONS**

City emergency/major disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

**Level One - Decentralized Coordination and Direction**

Level One activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

**Level Two - Centralized Coordination and Decentralized Direction**

Level Two activation may be a moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

**Level Three - Centralized Coordination and Direction**

Level Three activation may be a major local or regional 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 an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled.

**EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES**

The City of Palm Springs operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) which are discussed in detail under **SEMS** and **NIMS** in Sections Two and Three of this Plan. The City of Palm Springs's emergency management organization (including emergency/disaster response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council and Disaster Council per Chapter 2.20 of Palm Springs's Municipal Code. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan (EOP). While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

The Director of Emergency Services/EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC)
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the City of Palm Springs and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Providing status and other reports to the Riverside County Operational Area via City EOC (City EOC activated) or Police/Fire Communications Center (City EOC not activated)

The City of Palm Springs's EOC Organization Matrix is contained in **Chart 1**.

### **Riverside County Operational Area Organization**

If the Riverside County Operational Area is activated, the Riverside County Fire Department, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the county to Cal EMA Mutual Aid Region VI.

The City of Palm Springs requests all mutual aid (except fire and law) through the Riverside County Operational Area via the City EOC (City EOC activated) or Police/Fire Communications Center (City EOC not activated). The Riverside County Operational Area then requests law enforcement, public works, emergency managers or other mutual aid through its regular channels (**See Chart 3**). Fire mutual aid is coordinated through the designated Regional Fire Coordinator via the City's Fire Chief or On-Duty Battalion Chief or at Station 442 during a wide-scale incident. Mutual aid during local emergencies will be requested by the Fire Department Incident Commander.

The City of Palm Springs should notify the Riverside County Operational Area of its status by a variety of methods which include; telephone, faxed/emailed forms (Flash Report #10 and Situation Report #11), radio (including RACES), and through the use of the Response Information Management System (RIMS).

### **Riverside County Operational Area Provision of Assistance to Cities (See Chart 3)**

When a disaster or emergency occurs, a city will normally use its own internal assets to provide emergency services. If a city's internal assets are not sufficient to provide

required services, the city will normally make a request to an adjoining jurisdiction for pre-arranged mutual aid.

If mutual aid is not available due to a lack of communications, lack of an existing system, or the city has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area via the City Disaster Coordinator (Emergency Services Coordinator), On-Duty Battalion Chief or On-Duty Watch Commander.

The Riverside County Fire Department Office of Emergency Services (OES) will enter the request into RIMS (Resource Information Management System) and forward it to the appropriate agency or the CEOC (County Emergency Operations Center) Planning/Intelligence Section if there is a question about which agency should get the request.

CEOC staff will analyze the request and the appropriate lead department CEOC representative will forward the request over EMIS to the departmental EOC. Final resolution of the request may be handled by a lead or support department or may require that the Operational Area Mutual Aid Coordinator to go to other Operational Areas for assistance.

The furnishing department will directly inform the requesting city of the status of the request and also provide update information to the CEOC in a periodic Situation Report. Existing mutual aid agreements and financial protocols will be followed.

### **Mutual Aid Region Emergency Management Organization**

The City of Palm Springs is within Cal EMA Mutual Aid Region VI and the Cal EMA Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations, to coordinate non-law and non-fire Mutual Aid Regional response, and recovery operations through the Regional EOC (REOC).

### **State Emergency Management**

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



**CHART 1  
PALM SPRINGS EOC ORGANIZATION MATRIX**  
P=Primary S=Support

City of Palm Springs EOC Organization Matrix		Aviation	City Council	City Manager/Administration	City Attorney	City Clerk	Building	Comm. & Econ. Dev.	Communications	Finance and Treasurer	Fire	Human Resources	Information Technology	Library	Parks & Recreation	Planning	Police	Procurement	Public Works & Eng.	Utilities	Schools	Volunteer Agencies	Hospitals/Clinics
MANAGEMENT	Policy Group	S	P	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	EOC Director / Command Management			P							S						S	S					
	EOC Coordinator										P						S						
	Public Information Officer								P		S						S						
	Legal Advisor				P	S																	
	Liaison Officer					P					S						S						
	Safety Officer										S						P						
	Security Officer																P						
OPERATIONS	Operations Coordinator			P							S						S	S					
	Fire/ Rescue Branch										P						S						
	Law Enforcement Branch										S						P						
	Public Works Branch																		P	S			
	Care and Shelter Branch							S							P	P					S	S	
	Building / Facility Inspections Branch						P																
	Aviation Branch	P																					
	Utilities Unit																		S	P			
	Medical and Health Unit										P							S					
PLANNING	Plans/Intelligence Coordinator										S					P	S						
	Situation Assessment Unit										S					P	S						
	Documentation Unit															P							
	Advance Planning Unit															P							
	Recovery Planning Unit															P							
	Demobilization Unit															P		S					
LOGISTICS	Logistics Coordinator										S								P				
	Communications Unit											P					S			S			
	Personnel Branch					S					P												
	Facilities Coordination Branch																			P			
	Transportation Services																			P			
	Information Systems Branch											P					S						
	Supply / Procurement Branch								S									P					
	EOC Support Unit					P											S	S					
	Resource Tracking Unit																	S	P				



**CHART 2  
RIVERSIDE COUNTY OPERATIONAL AREA  
ORGANIZATION MATRIX<sup>3</sup>**

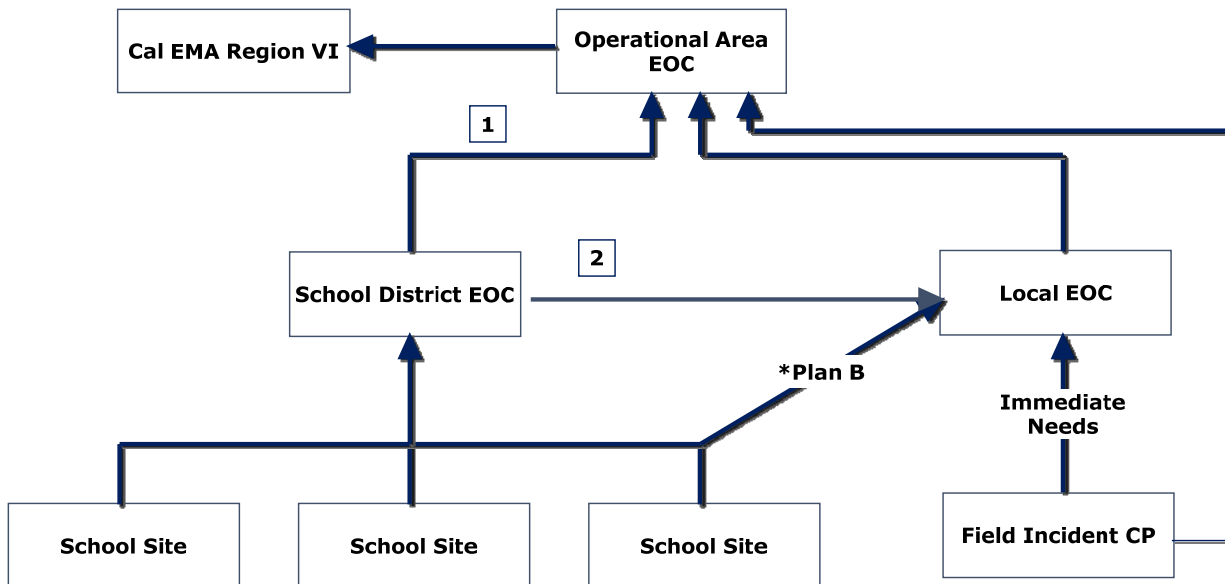
<b>COUNTY DEPARTMENT/AGENCY</b>	<b>EOC/DEPARTMENT RESPONSIBILITIES</b>
Agricultural Commissioner	Technical Staff
Assessor/County Clerk-Recorder	EOC Support Staff (4 positions) Technical Staff
Auditor/Controller	Finance and Administration Section Coordinator
Board of Supervisors	Policy Group – Chairperson Board of Supervisors
Clerk of the Board	Policy Group EOC Support Staff (2 positions)
Community Health Agency	Policy Group Operations Section Chief (Incident Specific) Planning & Intelligence Section Chief (Incident Specific) Planning & Intelligence Deputy Chief (Incident Specific) Medical & Health Branch Director Public Health Unit Leader EMS Unit Leader Environmental Health Unit Leader Animal Care Unit Leader Department Operations Center (activate and staff when needed)
County Counsel	Policy Group
District Attorney	Security Officer (6 positions)
Economic Development Agency	Recovery Planning Unit Leader Lodging Unit Leader EOC Support Staff (6 positions)
Executive Office	Policy Group EOC Director Public Information Officer (PIO) Support Staff (2 positions)
Facilities Management	Facilities Unit Leader
Fire Department	Policy Group – Fire Chief Policy Group – Deputy Director Operations Section Chief (Incident Specific) Planning & Intelligence Section Chief (Incident Specific) Planning & Intelligence Deputy Chief (Incident Specific) Fire & Rescue Branch Director Advance Planning Unit Resource Status Unit Leader Situation Unit Leader Cost Unit Leader

<sup>3</sup>Riverside County Office of Emergency Management, *Riverside County Operational Area Emergency Operations Plan*, 2006.

**EMERGENCY OPERATIONS PLAN - 2012**

<b>COUNTY DEPARTMENT/AGENCY</b>	<b>EOC/DEPARTMENT RESPONSIBILITIES</b>
Flood Control	Technical Support Department Operations Center (activate and staff when needed)
Human Resources	Policy Group – Director Policy Group – Risk Management Safety Officer Demobilization Unit Leader Personnel Unit Leader Time Unit Leader Compensation/Claims Unit Leader EOC Support Staff (4 positions)
Information Technology	Policy Group Communications Unit Leader Information Technology Unit Leader Alert and Warning Coordinator
Mental Health	Mental Health Unit Leader
Office on Aging	Parks and Facilities Unit Leader
Probation	EOC Support Staff – Security (5 positions)
Public Social Services	Policy Group Care and Shelter Branch Director EOC Support Staff (10 positions)
Purchasing	Logistics Section Coordinator Support Branch Director Service Branch Director Transportation Unit Leader Donation Management Unit Leader Procurement Unit Leader
Regional Park & Open Space District	Technical Support
Registrar of Voters	EOC Support (5 positions)
Sheriff, Riverside County	Policy Group Operations Section Chief (Incident Specific) Law Branch Planning & Intelligence Section Chief (Incident Specific) Planning & Intelligence Deputy Chief (Incident Specific) Food Unit Leader Department Operations Center (activate and staff when needed)
Transportation & Land Mgmt Agency	Policy Group Construction & Engineering Branch Director Damage & Safety Assessment Unit Leader Route Recovery Unit Leader Mapping/GIS Unit Leader
Treasurer/Tax Collector	Documentation Unit Leader
Veterans' Services	Technical Support
Waste Management	Debris Management Unit Leader

CHART 3  
RIVERSIDE COUNTY OPERATIONAL AREA CITY  
ASSISTANCE REQUEST FLOW CHART



\*Note: Plan B - If individual sites lose contact with district office, then call local EOC directly.

**CITY OF PALM SPRINGS'S EMERGENCY OPERATIONS CENTER (EOC)**

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized disaster/emergency management can be performed during a major or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific disaster/emergency situation.

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

- Managing and coordinating disaster/emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to disaster/emergency operations
- Continuing analysis and evaluation of all data pertaining to disaster/emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the disaster/emergency
- Maintaining contact and coordination with field units, support DOCs, other local government EOCs, and the Riverside County Operational Area
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary

**EOC LOCATION AND DESCRIPTION**

The City of Palm Springs EOC is located at Palm Springs City Hall, 3200 Tahquitz Way. The Alternate EOC is located at the Headquarters Fire Station #442, 300 North El Cielo Road.

**Primary EOC – City Hall**

The EOC totals 3,000 square feet and includes a management room, operations area (blue room), communications room, kitchen, conference rooms, bathrooms and office areas. Emergency power is provided by a diesel generator. The emergency fuel reserve is sufficient for seven days (1,000 gallons). Re-supply of emergency fuel will be obtained through Facilities Maintenance. Power will provide for lighting panels, selected wall circuits, telephones and radios. The Primary EOC has the capability to house and feed staff for 48 consecutive hours. On-site services include kitchen, bathrooms, food and water supply and sleeping cots.

**The Alternate EOC - Fire Station #442**

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. The alternate EOC is used routinely as the Fire Department Operating Center (DOC). When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC. The Alternate EOC is located at 300 N. El Cielo Rd. Palm Springs (Fire Department Headquarters).

**DISPLAYS**

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts, boards, and materials are stored in the back room of the EOC.

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

**COMMUNICATIONS**

Communications devices are provided in the EOC and include telephone, satellite telephone, fax, computers, disaster radio frequency, R.A.C.E.S. amateur radio, and city radios (154. VHF and 800 MHz)

Communication facilities will be continuously staffed during emergencies, either by volunteers or city staff. The Logistics Section is responsible for communications.

**EOC MANAGEMENT**

The EOC and alternate EOC facility management is the responsibility of the Emergency Services Coordinator and includes maintaining the operational readiness.

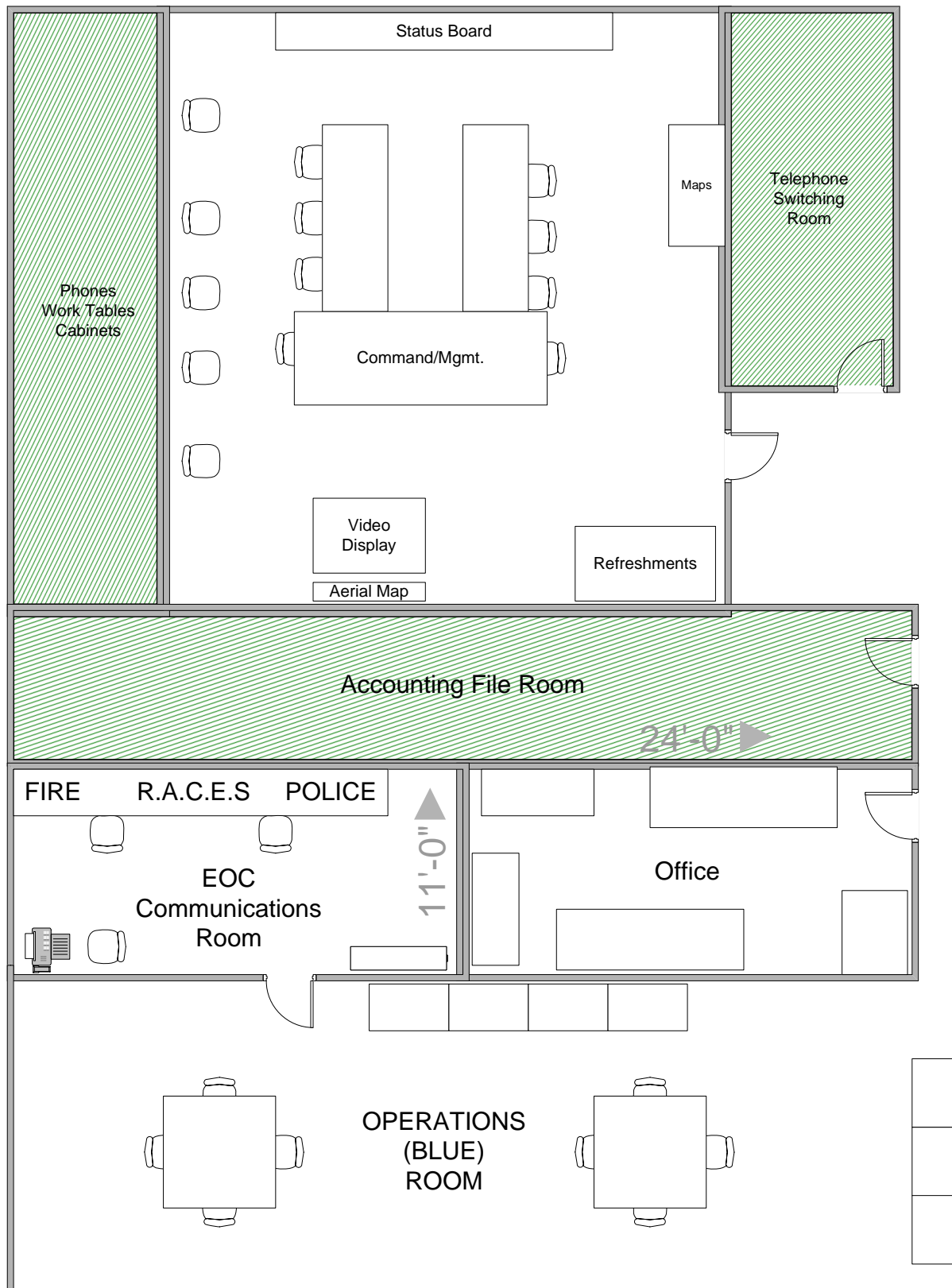
Positions assigned to the EOC will advise/brief city decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification procedures are contained in the **Appendix**.

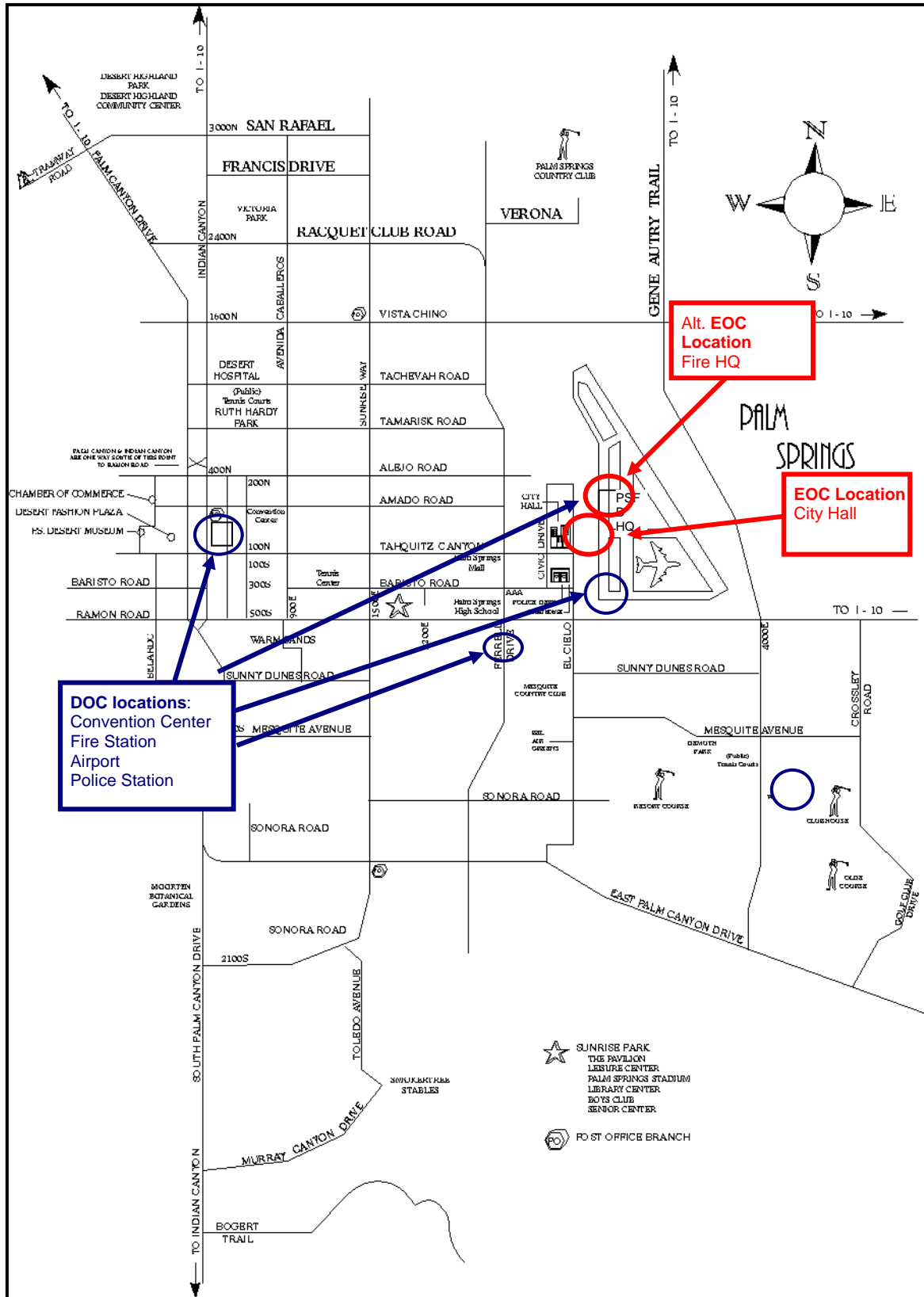
The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision.



CITY OF PALM SPRINGS  
EOC DIAGRAM



### CITY OF PALM SPRINGS ALTERNATE EOC/DOC LOCATIONS



### **CITY OF PALM SPRINGS EOC ACTIVATION POLICY**

The local government EOC level is activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Riverside County Operational Area should be notified via the City EOC or the Police/Fire Communications Center when the City of Palm Springs's EOC is activated.

#### **When to Activate:**

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include: an earthquake, brush fire, bombing, flooding, major hazardous material incident, civil disturbance, aircraft disaster, large complex structure fire, severe weather conditions, act of terrorism, large-scale school incident and special events.
- On the order of the City Manager or designee, provided that the existence or threatened existence of a Local Emergency has been proclaimed
- When the Governor has proclaimed a State of Emergency in an area which includes the City of Palm Springs
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act (**See Local and State Proclamations in the Management Support Documentation**)
- By a Presidential Declaration of a National Emergency
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation

#### **Who Can Activate:**

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part Two – Management - Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- City Manager (EOC Director of Emergency Services)
- Assistant City Manager (alternate EOC Director of Emergency Services)
- Fire Chief
- Police Chief
- Director of Aviation
- Director of Public Works/ City Engineer
- Director of Building and Safety
- City Emergency Services Coordinator

**How to Activate:**

- Contact the Police/Fire Department Communications Center
- Identify yourself and provide a call-back confirmation phone number if requested
- Designate personnel to set up the EOC
- Briefly describe the emergency/disaster situation causing this request
- Request EOC "Level Two" or "Level Three" Activation
- Request notification of EOC "Level Two" or "Level Three" staff
- Notify Riverside County EOC via Perris ECC (via City Police/Fire Communications Center) that the City EOC has been activated.

**Employee Response:**

Ultimately, all exempt and non-exempt employees must be prepared to report to the EOC if requested, provided they are physically able to do so. If the telephone system has failed and no other means of communication is available, employees shall report to EOC, if in their judgment, the emergency requires their assistance. Additionally, employees are encouraged to listen to the radio, as the City will utilize the designated Emergency Alert System (EAS) radio stations for Riverside County (KDES 98.5 FM and KFGR 95.1 FM) to broadcast information relative to Palm Springs City employees. The City also has its own radio station where information can be broadcasted to citizens. The City's station is 1690 AM.

**Deactivation**

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function.

**LOCAL GOVERNMENT EOC STAFFING GUIDE**

<b>Event/Situation</b>	<b>Activation Level</b>	<b>Minimum Staffing</b>
Unusual occurrences or advance notice of possible events that may impact the health and safety of the public and/or environment. Heightened awareness is desired.	Alert	Designated staff members. <b>The EOC will not be activated.</b>
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director  Other Designees  <i><b>Note: May be limited to Department Operations Center activation.</b></i>
Severe Weather Issuances (see <b>Operations Support Documentation -NWS</b> )		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Power outages and Stage 1 and 2 power emergencies.		
Earthquake with damage reported	Two	EOC Director  Section Coordinators, Branches and Units as appropriate to situation  Liaison/Agency representatives as appropriate.  Public Information Officer
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Large scale power outages and Stage 3 power emergencies		
Major city or regional emergency-multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage in City or adjacent cities.		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

## **SECTION FIVE CONTINUITY OF GOVERNMENT**

### **PURPOSE**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

### **RESPONSIBILITIES**

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face.

### **PRESERVATION OF LOCAL GOVERNMENT**

The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Article 15 of the California Emergency Services Act (CESA, Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

The CESA provides for the preservation of city government in the event of a peacetime or national security emergency.

## **LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES**

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

Article 15, Section 8638 of the CESA authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if they are not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3 as the case may be.

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First Alternate:      Assistant City Manager  
Second Alternate:    Fire Chief  
Third Alternate:     Police Chief

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the CESA authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.)**

Article 15, Section 8644 of the CESA establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).

- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 CESA authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

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

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

### **TEMPORARY COUNCIL MEETING LOCATION AND ALTERNATE CITY GOVERNMENT LOCATION**

Section 8642 of the CESA authorizes the City Council to meet at a place not necessarily within the City in the event of State of War Emergency, State of Emergency, or Local Emergency.

Section 54954 of the Brown Act provides that if a fire, flood, earthquake, or other emergency makes it unsafe to meet in the place designated for holding regular City Council meetings, the presiding officer of the City Council, or his or her designee, can designate the place that regular meetings will be held for the duration of the emergency. The presiding officer's designation of a meeting place under those circumstances must be:

- Made in a notice to the local media that have requested notice pursuant to Section 54956 of the Government Code, and
- By the most rapid means of communication available at the time. (Section 54954(e))

In the event that City Hall is not usable because of emergency conditions, the temporary office of city government will be as follows:

1st Alternate:	Palm Springs Corporate Yard
2nd Alternate:	Palm Springs Convention Center
3rd Alternate:	Palm Springs Library

### **PRESERVATION OF VITAL RECORDS**

In the City of Palm Springs, the City Clerk is responsible for the preservation of vital records. If the City Clerk is unavailable, the Assistant City Clerk will be responsible for the preservation of vital records.

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



- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include 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.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the City of Palm Springs are routinely stored in City Clerk's vault or as otherwise designated by City Department Directors located in the City Hall and ancillary city government buildings. Computer back-up data systems are stored off-site at the Police Department (Civic Drive).

Each department within the city identifies, maintains and protects its own essential records.

**LINES OF SUCCESSION FOR DEPARTMENT HEADS**

SERVICE/DEPARTMENT	TITLE/POSITION	
<b>City Manager</b>	1.	City Manager
<b>(Director of Emergency Services)</b>	2.	Assistant City Manager
	3.	Fire Chief
	4.	Police Chief
<b>City Attorney</b>	1.	City Attorney
	2.	Assistant City Attorney
	3.	Senior Partner
<b>City Clerk</b>	1.	City Clerk
	2.	Chief Deputy City Clerk
	3.	Deputy City Clerk
<b>Fire</b>	1.	Fire Chief
	2.	Deputy Chief
	3.	Duty Battalion Chief
<b>Police</b>	1.	Police Chief
	2.	Captain
	3.	Lieutenant
<b>Planning</b>	1.	Director of Planning Services
	2.	Principal Planner
	3.	Associate Planner
<b>Building &amp; Safety</b>	1.	Director of Building & Safety
	2.	Building Inspector Supervisor
	3.	Senior Building Inspector
<b>Public Works</b>	1.	Director of Public Works/City Engineer
	2.	Assistant Director of Public Works/ Assistant City Engineer
	3.	Associate Civil Engineer

<b>Aviation</b>	1.	Executive Director
	2.	Deputy Director, Operations
	3.	Deputy Director, Administration
<b>Procurement and Contracting</b>	1.	Procurement and Contracting Manager
	2.	Procurement Specialist II
	3.	Procurement Specialist Coordinator
<b>Finance</b>	1.	Finance Director
	2.	Assistant Director of Finance
	3.	Senior Financial Analyst
<b>Human Resources</b>	1.	Director of Human Resources
	2.	Human Resource Analyst
	3.	Human Resource Specialist II
<b>Information Technology</b>	1.	Information Technology Manager
	2.	Sr. Systems Network Administrator
	3.	Sr. PC/Systems Administrator
<b>Community &amp; Economic Development</b>	1.	Dir. of Community/Econ. Development
	2.	Redevelopment Coordinator
	3.	Administrator Community Development
<b>Parks and Recreation</b>	1.	Director of Parks and Recreation
	2.	Community Center Manager
	3.	Special Events Coordinator
<b>Library</b>	1.	Director of Library Services
	2.	Principal Librarian
	3.	Librarian III
<b>Public Information</b>	1.	Director of Communications
	2.	Fire Information Officer
	3.	Police Information Officer

## **SECTION SIX MUTUAL AID**

### **INTRODUCTION**

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works and emergency managers (EMMA). In addition to the Mutual Aid agreements that are in place within the state of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with 50 other states in a nationwide mutual aid system.

### **MUTUAL AID SYSTEM**

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Chart 1**.

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

Mutual aid may also be obtained from other states via the Emergency Management Assistance Compact.

### **MUTUAL AID REGIONS**

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of Palm Springs is within Region VI. Each mutual aid region consists of designated counties. Region VI is in the Cal EMA Southern Administrative Region (**See Chart 3**).

## **MUTUAL AID COORDINATORS**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

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

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.
- When a Cal EMA Regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist Cal EMA regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

## **PARTICIPATION OF VOLUNTEER AND PRIVATE AGENCIES**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army, Radio Amateur Civil Emergency Services (RACES), Community Emergency Response Teams (CERT),

faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster survivors. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

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

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

#### **POLICIES AND PROCEDURES**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City of Palm Springs will make mutual aid requests through the Riverside County Operational Area via the City EOC or the Police/Fire Communications Center. Requests should specify, at a minimum:
  - Number and type of personnel needed
  - Type and amount of equipment needed
  - Reporting time and location
  - Authority to whom forces should report
  - Access routes
  - Estimated duration of operations
  - Risks and hazards

All mutual aid requests will be made on the RIMS Request Form. This form is found in **Part Two, Logistics Support Documentation.**

**AUTHORITIES AND REFERENCES**

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

- California Master Mutual Aid Agreement, March 23, 1965
  - Also known as California Disaster and Civil Defense Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Fire Assistance Agreement
- California Law Enforcement Mutual Aid Plan
- Emergency Management Assistance Compact, September 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)-provides federal support to state and local disaster activities.
- California Emergency Managers Mutual Aid Agreement, November 1997
- Area E- Inter-Agency Cooperation in Major National and Man-Made Disasters
- Multi-County Public Works Mutual Aid Agreement, May 8, 1990

CHART 1  
MUTUAL AID SYSTEM FLOW CHART

MUTUAL AID CONCEPT:  
Flow of Resource Requests

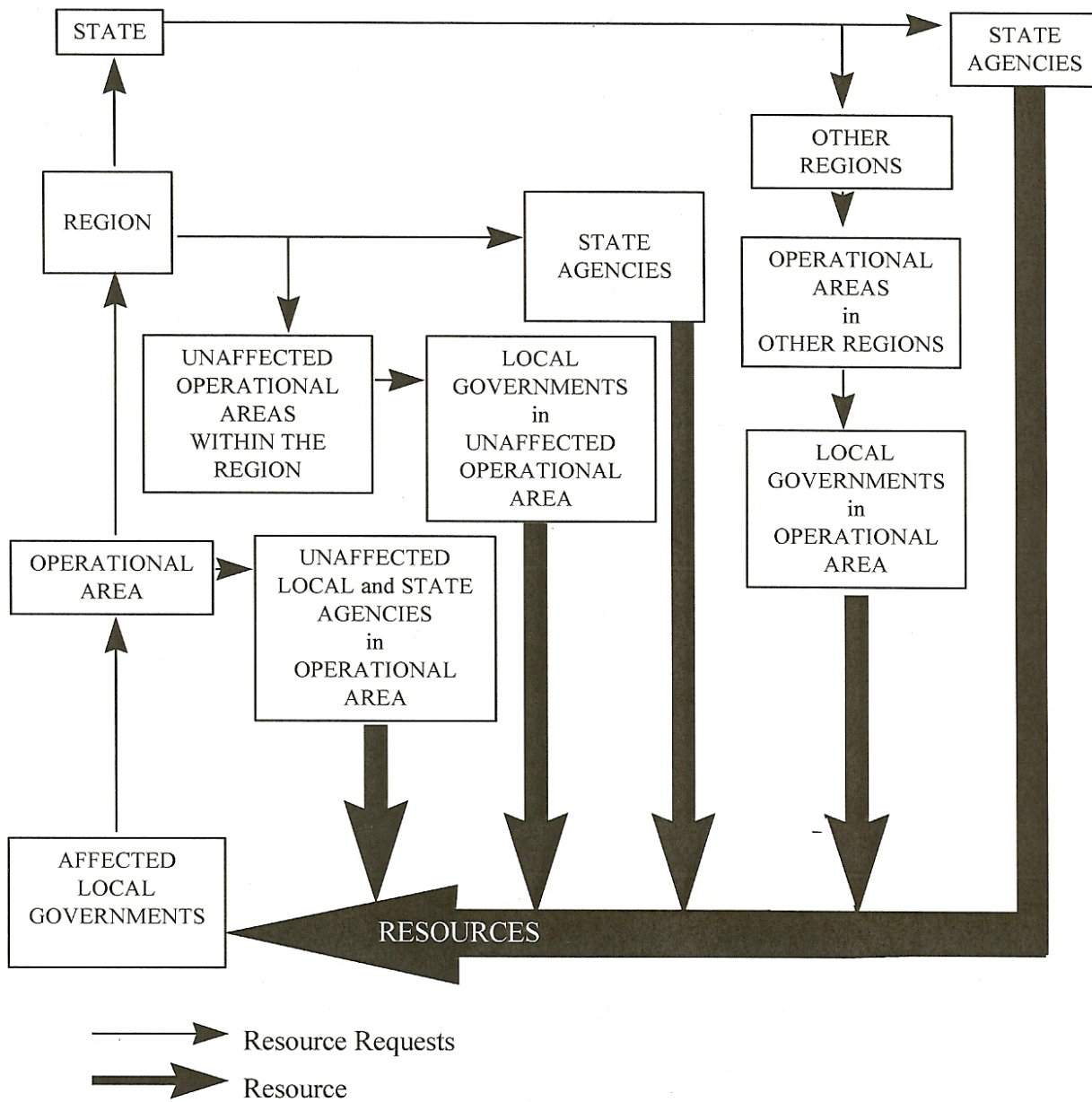
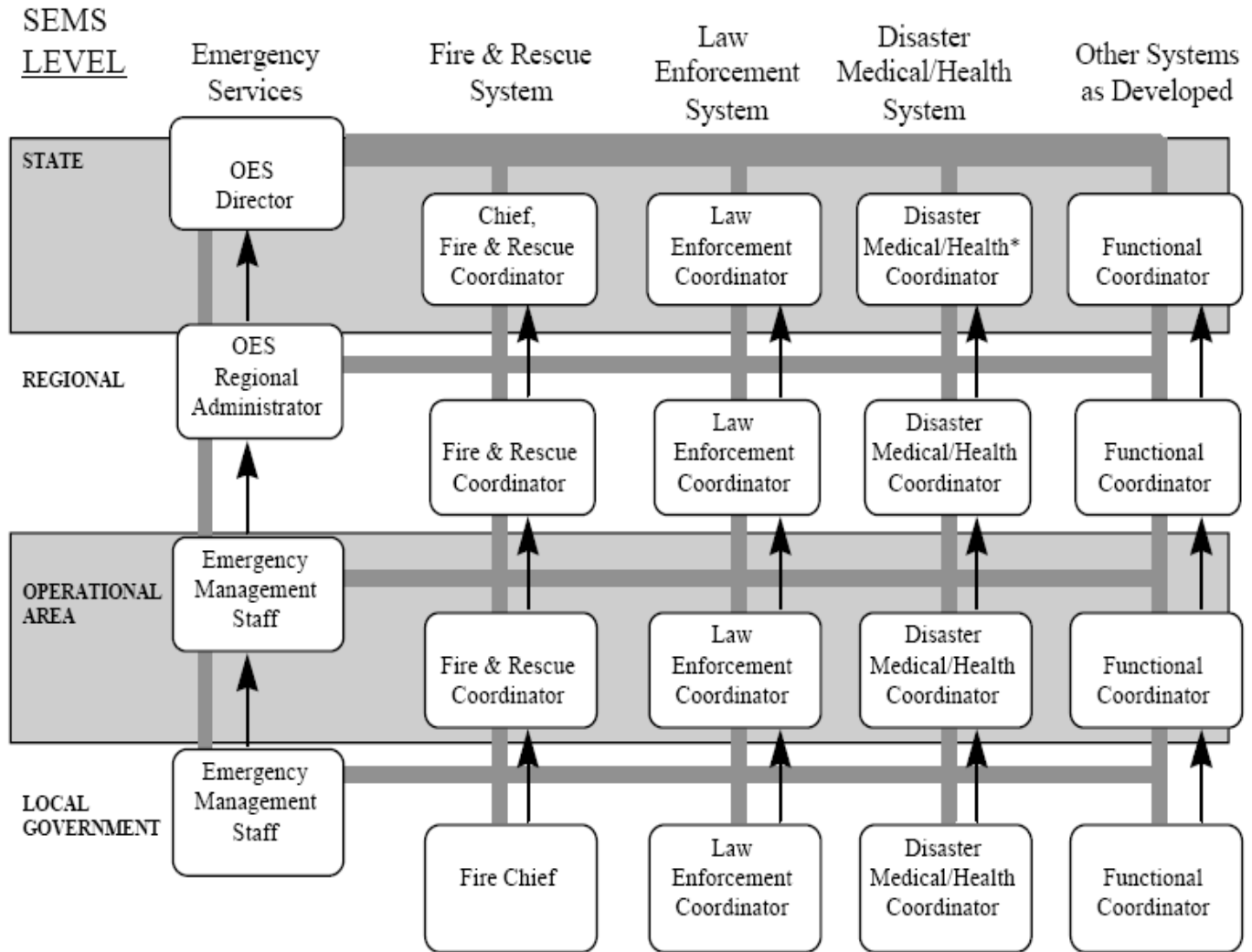




CHART 2

## MUTUAL AID CHANNELS: Discipline Specific Mutual Aid Systems



\* Includes Mental Health Mutual Aid System



Resource Requests

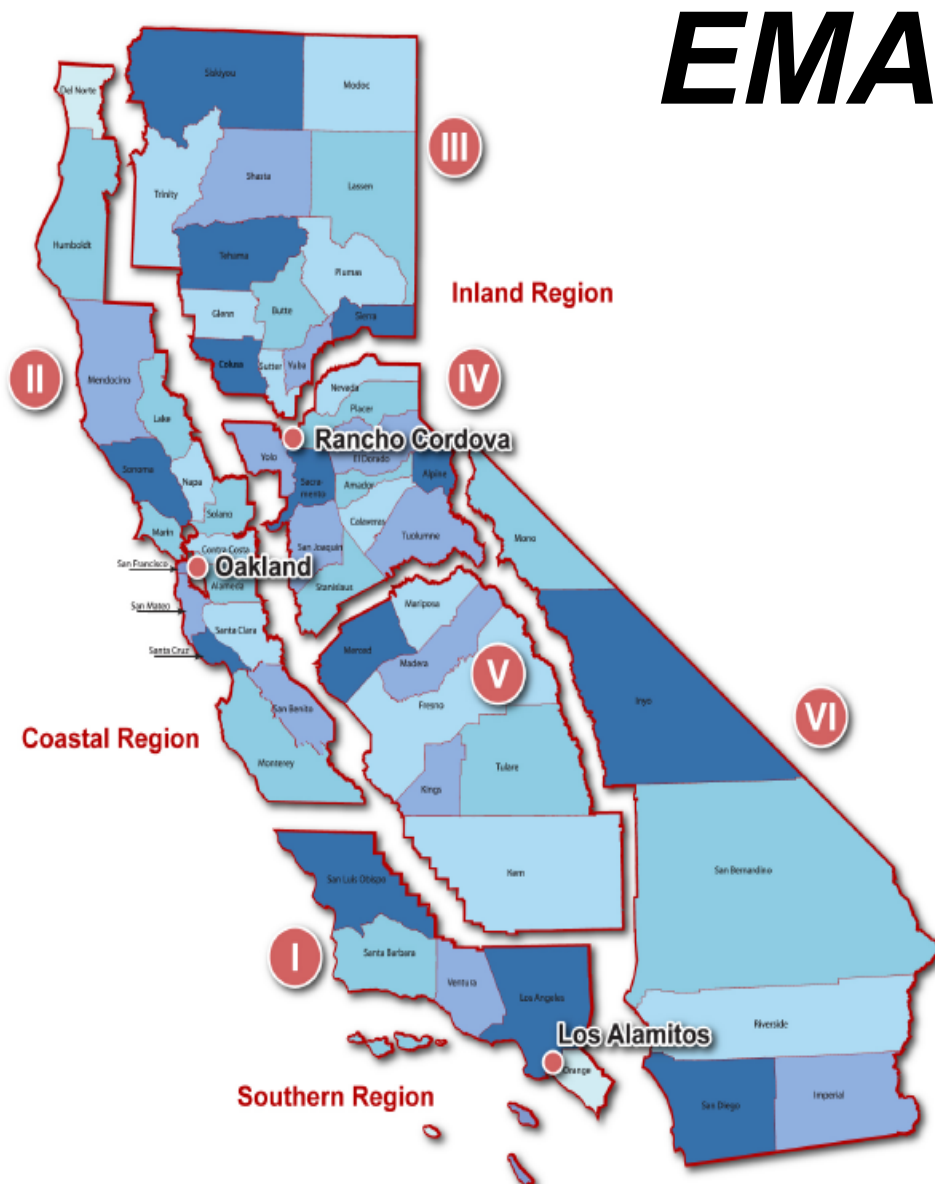


Information Flow and Coordination

CHART 3

STATE MUTUAL AID REGION MAP

The six mutual aid regions are denoted by Roman numerals.



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## **SECTION SEVEN AUTHORITIES AND REFERENCES**

### **GENERAL**

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. **(For more information on Proclamations see Local and State Proclamations in the Management Support Documentation).**

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes the SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency.

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

The National Incident Management Section, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive No. 5 and is also based on the Incident Command System and the multi-agency coordination system.

The National Response Framework (NRF) establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents and specifies how the federal government coordinates with state, local and tribal governments and the private sector to respond more effectively to any type of incident. The NRF is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

### **AUTHORITIES**

The following provides emergency authorities for conducting and/or supporting emergency operations:

**Federal**

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Pets Evacuation and Transportation Standards Act of 2006

**State**

- California Constitution
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- "Good Samaritan" Liability
- California Penal Code §409, §409.5, §409.6
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Guidelines
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

**Local**

- City of Palm Springs's Emergency Services Ordinance No. 2.20 adopted June, 1984 by the City Council.
- City of Palm Springs Resolution No. 23236 adopting the City of Palm Springs Emergency Operations Plan, 2012.

- Resolution No. 20378 adopting Worker's Compensation Benefits for Disaster Service Workers, adopted June 19, 2002.
- City of Palm Springs Resolution No. 16499, Palm Springs Fire Department Wildland Fire Resource Authorization, June 15, 1988.
- City of Palm Springs and City of Cathedral City Automatic Aid, Minute Order 4143, March 16, 1988.
- City of Palm Springs and the Bureau of Indian Affairs Assistance Agreement, Minute Order 4044, 5036 dated October 21, 1987 and July 15, 1992 respectively.
- City of Palm Springs and the USDI Bureau of Land Management Agreement 2506, dated October 21, 1987, Minute Order 4044.
- City of Palm Springs and the United States Forest Service Cooperative Agreement, dated April 4, 1984, Resolution No. 14990.
- City of Palm Springs and Riverside County Fire Department Automatic Aid adopted September 6, 1978, Resolution No. 12757
- Riverside County Operational Area Organization Agreement adopted December 1995.
- Riverside County Emergency Operations Plan, 2006.

**Other**

- Act 58-4-1905 American National Red Cross Statement of Understanding, December 30, 1985
- Mennonite Disaster Services – Agreement with FDAA 194
- Salvation Army Charter-May 12, 1974

**REFERENCES****Federal**

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

**State**

- California EMA Disaster Assistance Procedure Manual
- California Emergency Plan, adopted June 23, 2009
- California (OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

- California Master Mutual Aid Agreement

**Local**

- City of Palm Springs SEMS Emergency Operations Plan, 2008.
- City of Palm Springs, General Plan, 2007
- Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan, March, 2005.
- Riverside County Hazardous Materials Release Response Plan.
- Riverside County Emergency Operations Plan, 2006.

## **SECTION EIGHT THREAT SUMMARY FOR CITY OF PALM SPRINGS**

This section of the Basic Plan (Part One) consists of a series of threat summaries based on the City of Palm Springs's hazard analysis. This hazard analysis study is based on the Safety Element of the General Plan adopted 2007. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

**Geographic Characteristics, population at risk to each identified hazard, and potential hazard considerations on which the plan is based:** The City of Palm Springs is located within Riverside County Region VI Southern Administrative Region of the California Emergency Management Agency (Cal EMA).

The City is nestled at the base of the San Jacinto and Santa Rosa Mountains, approximately 60 miles east of Riverside. Serving as the “gateway city” for the Coachella Valley, the City of Palm Springs comprises an incorporated area that encompasses 60,440 acres, or nearly 95 square miles. Palm Springs has a residential population of approximately 44,552 (census 2010) and a seasonal population of up to 74,000 residents and guests.<sup>4</sup>

The City has a major hospital (Desert Regional Medical Center). The Medical Center is a 393-bed full service acute care facility that includes a Level II trauma center. There are four full service elementary schools, one Middle School, one High School and one alternative school within the City of Palm Springs that are administered by the Palm Springs Unified School District. The city has a regional airport (Palm Springs International Airport), numerous large and small hotels, shopping centers and commercial/industrial zones. Interstate 10 and State Hwy. 111 traverse the City as well as several main arterial roadways.

- An earthquake could impact major segments of, or the total population.
- Many major highways (and rail lines) traverse or pass near the City and transportation incidents (including hazardous material incidents) as well as pipeline ruptures or illegal dumping could affect the City. The City has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well.
- Many areas of the City may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.) The City has historically been vulnerable to tropical storms and severe winter storms.
- A transportation incident such as a major air crash, train derailment or trucking incident could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.

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<sup>4</sup> City of Palm Springs, General Plan, 2007.



- The entire Coachella Valley is considered as a risk area for a nuclear event or act of terrorism; therefore both sheltering and evacuation should be considered. Neither the City nor the County of Riverside has the capability to plan for the organized evacuation of the valley therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedited shelters will be utilized as appropriate and information will be provided to the public as the City no longer maintains public fallout shelters.
- The City of Palm Springs is not within the planned range of a radioactive plume of a nuclear power plant.

Any single incident or a combination of events could require evacuation and/or sheltering of the population.

The City has its own police and fire departments and also relies on local volunteer organizations for assistance in emergency response, communications, and other necessary emergency services.

Although City personnel have been designated to coordinate all SEMS functions, City staff may be insufficient to conduct the tasks, and the City will therefore rely on assistance from volunteers.

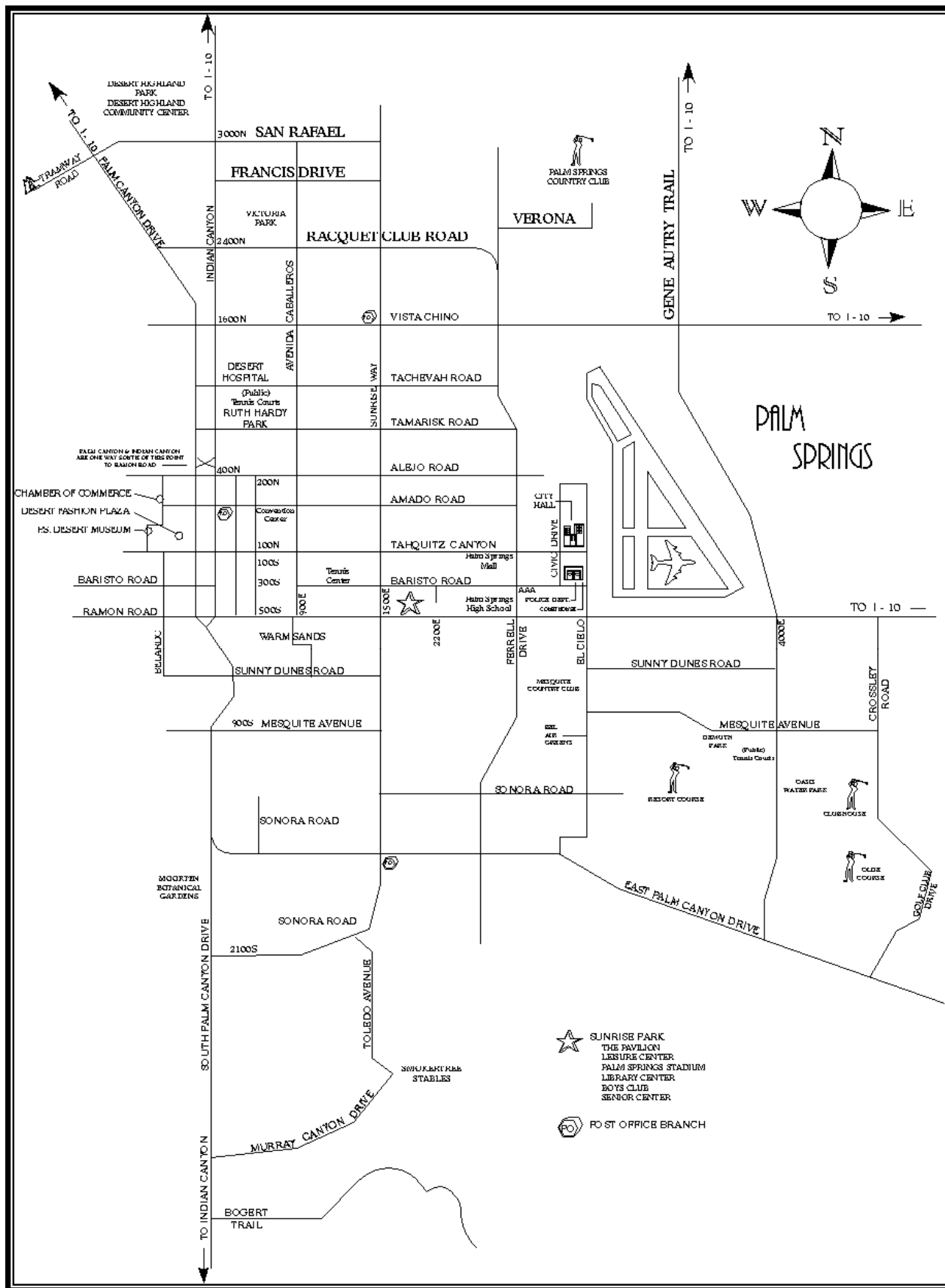
During the response phase, the City EOC or Police/Fire Communications Center is the coordination and communication point to the Riverside County Operational Area.

The following threat assessments identify and summarize the hazards that could impact the City of Palm Springs.

- Threat Assessment 1 - Major Earthquake
- Threat Assessment 2 - Hazardous Materials
- Threat Assessment 3 - Flooding
- Threat Assessment 4- Flood Control Structure Failure
- Threat Assessment 5 - Major Fire/Wildland Fire
- Threat Assessment 6 - Transportation
  - A. Major Air Crash
  - B. Train Derailment
  - C. Major Highway Incident
- Threat Assessment 7 - Civil Unrest

- Threat Assessment 8 - Terrorism
- Threat Assessment 9 - National Security Emergency
- Threat Assessment 10 - Landslide
- Threat Assessment 11 - Public Health Emergency
  - A. Pandemic
  - B. Heat Emergency
- Threat Assessment 12 - Severe Wind

CITY OF PALM SPRINGS MAP



ADJACENT JURISDICTIONS



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## **THREAT ASSESSMENT 1 MAJOR EARTHQUAKE**

The City of Palm Springs is in the vicinity of several known active and potentially active earthquake faults. At least two active faults, the Banning and Garnet Hill faults, depicted in Attachment 1, extend through portions of the City. Both fault zones are capable of causing damage to the City. Other faults in the region, such as the San Andreas, San Gorgonio Pass, and San Jacinto faults, also have the potential to produce strong seismic shaking in Palm Springs.

Historically, major temblors have struck the Coachella Valley every 150 years, on average, but for reasons no one can explain why it's been quiet for 300 years.<sup>5</sup>

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires and hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of the waterways and dams. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the individual cities, Riverside County Operational Area and the State of California Emergency Services. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

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

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

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<sup>5</sup> Kelly, David. "Coachella Valley's Quake Future is Dire Scientist Says," Los Angeles Times, 2007.

## **SPECIFIC SITUATION**

### **General**

Palm Springs shares many of the hazards associated with earthquake faults in Southern California. More recent studies of the eastern knot of the San Andreas near San Geronio Pass reveal that this area is more advanced in the cycle of strain accumulation than the western knot at the Cajon Pass. A growing body of geologic evidence suggests that the south-central segment of the San Andreas fault is ruptured repeatedly by a characteristically large event such as the 1857 Fort Tejon earthquake, Richter magnitude 7.9.

Recent earthquake activity around the southern San Andreas, including the June, 1992 Landers-Big Bear quakes, have prompted scientists to increase their studies of this area. The San Andreas Fault represents the greatest threat to Palm Springs. However, the San Jacinto Fault also represents a significant threat to the City and should not be discounted.

Recently, the U.S. Geological Survey and the California Geological Survey teamed up to develop *The ShakeOut Scenario* which describes how a magnitude 7.8 Southern earthquake on the southern portion of the San Andreas Fault would impact the region, causing loss of lives and massive damage to infrastructure, including critical transportation, power, and water systems.<sup>6</sup> It could be aggravated by aftershocks and landslides, fires, hazardous material spills and explosions. An earthquake of this magnitude could directly affect all of Riverside County and most of southern California, causing a critical demand on mutual aid resources and competition for national relief.

### **Ground Shaking**

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

It is generally understood that an earthquake does not in itself present a seismic hazard, but that it becomes a hazard when it occurs in a highly urbanized area. Therefore, the significance of an earthquake's ground shaking action is directly related to the density and type of buildings and number of people exposed to its effect.

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<sup>6</sup> Jones, Lucile M., Bernknopf, Richard, Cox, Dale, Goltz, James, Hudnut, Kenneth, Mileti, Dennis, Perry, Suzanne, Ponti, Daniel, Porter, Keith, Reichle, Michael, Seligson, Hope, Shoaf, Kimberley, Treiman, Jerry, and Wein, Anne, *The ShakeOut Scenario: U.S. Geological Survey Open-File Report 2008-1150 and California Geological Survey Preliminary Report 25*, 2008.

The HAZUS (Hazards U.S) database for the 7.8 *ShakeOut Scenario* estimates for the City of Palm Springs that the long duration ground shaking will moderately or completely damage nearly 25% of the total building structures in the city<sup>7</sup>.

### **Liquefaction**

Many areas may have buildings destroyed or unusable due to the phenomenon of liquefaction. Liquefaction is a phenomenon involving the loss of shear strength of a soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake. In effect, the liquefaction soil strata behave as a heavy fluid. Buried tanks may float to the surface and objects above the liquefaction strata may sink. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. In Palm Springs the Spa Hotel and some areas downtown may be susceptible to the effects of liquefaction.

## **DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS AND FACILITIES**

### **Bed Loss in Hospitals**

Palm Springs has one major medical facility: Desert Regional Medical Center. Public service agencies and volunteer personnel would be used to assist in the care of the injured. The Hospital Status Report that accompanies the *ShakeOut Scenario* identifies the Desert Regional Medical Center as having to evacuate and needing outside assistance due to the severe building damage.

Several of the acute care hospitals in Riverside County may be lost due to structural damage. This will impair the number of beds available and create the need for several field hospitals. Most of the subscribing hospitals to the Riverside County Department of Health will be controlled by the Department as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-county facilities.

### **Communications - Telephone System**

Telephone communication systems may fail due to physical damage of equipment, facilities and support utilities. Circuits could be overloaded by telephone receivers being knocked off their cradles and/or individuals trying to call in and out of the area. There may be an immediate telephone communications blackout following the earthquake, with partial communications being restored after the first 24 to 72 hours. 9-1-1 may also be disrupted.

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<sup>7</sup> MMI Engineering, *City & County-Specific HAZUS Runs for the "ShakeOut" Scenario*, 2008



The commercial carriers will institute network control procedures to regain control of the situation as quickly as possible. Priorities have been assigned to all critical circuits transiting the key facilities, based on established criteria. Through the EOC staff, Verizon has granted "priority" restoration of phone service to key city phone systems and key city official's home residences.

### **Radio Systems**

Most two-way radio communications systems consist of a source of power, an antenna, and a radio. Emergency power failures have been the primary cause of communications shortfalls in past disasters. The presumed scarcity of propane and gasoline after an earthquake will strictly limit the viability of surviving communications sites, since these are the primary fuels for backup generators.

Frequent maintenance of equipment in installations according to approved seismic specifications could reduce the failure potential. Developing alternate power sources such as wind, solar and/or battery banks, could extend operating capabilities with a reduction in fuel consumption.

Earthquake movement has little effect on properly installed antenna systems. Most failures are due to the failure of the building or structure supporting the antenna. Repeaters, used to extend the antenna's range, are positioned on mountain tops. Antennas and related structures are expected to remain about 70% viable. Mobile relays may be 60% effective and microwave systems 30% or less.

Solid state electronics has produced communication devices which are small, lightweight and dependable. The amount of damage they sustain will depend on their location and how well they are secured. Fixed two-way public radio systems are expected to operate at about 40% effectiveness for the first 12 hours following a major earthquake.

R.A.C.E.S. may be called upon to provide support communications. However, circumstances may limit them to a 50% response of their registered members.

### **Commercial Broadcasters**

Palm Springs has commercial TV and commercial radio broadcasters within its city limits. These broadcasters provide the majority of the Coachella Valley with television and radio services.

Following the earthquake, local media will be limited in broadcasting capabilities due to the disruption of public utilities and damage to their facilities. Radio broadcasts from structurally intact stations may be transmitted using tapes and scripts prepared in advance. Subsequent transmission of information will be done using the Emergency Alert System (EAS). Even though most of the public will be relying on battery powered (including car radios), the EAS will play a key role in disseminating information.

### **Dam and Flood Control Channels**

Palm Springs has two flood control structures within its city limits: Tahchevah Creek Detention Basin and Tahquitz Creek Debris Basin. In addition, seasonal flooding with failure of the White Water Channel could cause flooding of golf courses, hotels, and homes located adjacent to the flood channels. With major disruptions in power and communications systems, warning may not be received to initiate an organized evacuation or broadcast warnings via emergency radio stations. If a credible prediction was initiated, then preparation for a damaging earthquake could begin and residents and business owners, within flood areas could be directed to assembly areas and stay there to wait for official word regarding their safe reentry. This method of direction and control could substantially reduce potential loss of life, if enough warning is available.

### **Landslides**

Landslides may constitute a life safety hazard on or near the base of the San Jacinto Mountain and in the southern hills and canyons south of the City. Landslides may also occur during aftershocks in areas already weakened by the first shock. Large boulders and/or soft soil could be jarred loose. Secondary, health problems due to resulting high concentrations of dust could cause problems for survivors and rescue workers.

### **Electrical Power**

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Loss of Southern California Edison transmission lines is possible.

### **Fire Operations**

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. The area's water supply may be greatly impacted. Connections to major water sources, water mains and storage facilities may be damaged resulting in an unstable water supply for Fire and Rescue Operations. Fire and Rescue personnel will need to complete a preliminary assessment to determine and establish response and recovery needs. In addition, Fire and Rescue Operations may take days because of the disruption to the transportation corridors. The movement of department personnel and equipment may be very difficult.

Secondary responses by the fire service after assessment will be to accomplish search and rescue of trapped people. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

### **Highways and Bridges**

Palm Springs is primarily located south of a major overland access route. Interstate 10, the principal east-west freeway extends from the Arizona border to the San Bernardino County line northwest of Beaumont. This 150 mile stretch consists of primarily divided multi-lane traffic with many overpasses and bridges.

The San Andreas fault crosses I-10 just east of Indio in the Coachella Valley and could severely limit access to the City.

Most of the lengths of I-10 are unpopulated with bridge and overpass collapses capable of isolating vehicle occupants in the arid desert regions of the Coachella Valley. Road buckling could cause traffic accidents, if not anticipated, including vehicles transporting hazardous materials. Freeway off and on ramps remaining intact may provide limited access and egress to portions of the system.

Other major transport routes and streets in Palm Springs are vulnerable to minor and moderate structural damage. Flooding and sewage discharge could cause some streets and Highway 111 to be impassable. Falling rocks along Hwy 111, trees, utility lines and poles, could not only block traffic, but damage vehicles and injure occupants. In areas with multi-story buildings, transportation access will be determined by the amount of building debris landing in the roadways and the width of the streets.

Effectiveness of road clearance operations will be determined by the access and availability of equipment to the problem areas, the availability of and access to fuel and maintenance, and the ability to communicate with and mobilize crews to staging locations. Palm Springs lacks sufficient resources to clear anything other than the most minor road blockage.

### **Natural Gas**

Natural gas is supplied to the City through facilities of the Southern California Gas Company. Analysis of the natural gas supply system can be considered in two phases: bulk supply lines from out of state and local distribution via a network consisting of underground storage and pumping stations.

Imported supplies could be interrupted by damage where two 30 inch in diameter lines cross the San Andreas in the San Gorgonio Pass. These transmission lines, running the enter width of Riverside County and crossing all three major fault traces, provide 40% of the natural gas distributed throughout Southern California with the transmission division headquarters located in Banning. Damage to these pipelines will necessitate temporary dependence upon underground storage.

Many portable LPG tanks are not properly secured and even a minor tremor could dislodge them. Once their connections are severed or if they become damaged, the potential for fire and explosion are very high.

### **Petroleum Fuels**

Most major pipelines cross the San Andreas Fault, and pipeline breakage is expected. There is a possibility of fire where pipeline failures occur. Priorities will have to be established to assure adequate fuel for emergency crews. Ruptures of numerous lines due to fault breaks on the San Andreas are most likely. Fire is a serious threat if leaking products are ignited and a considerable environmental concern if leaked into the ground.

Two high pressure liquid gas lines run near the City's northern boundary parallel to the railroad tracks. These lines are parallel to the San Andreas Fault, also. A rupture in these lines could release up to 900,000 gallons of product. This is the approximate capacity of product between the detector shutoff valves located near Banning and Thousand Palms.

### **Railroads**

Major rail transport lines near Palm Springs include the Southern Pacific, and Union Pacific Railway Companies. Rails, cars, supporting bridges, overpasses, and electrically operated switching mechanisms are susceptible to damage.

The Southern Pacific, a major Southern California supply route, enters the Coachella Valley from Imperial County along the eastern shore of the Salton Sea. It follows Highway 111 and then Interstate 10 through the Coachella Valley. Because of the close proximity of the rail lines as they parallel almost the entire length of the San Andreas Fault, particularly in the area near the City, extensive damage could occur. This may include bent rails, overturned cars (including possible carriers of hazardous materials) and damage to supporting structures.

### **Airports**

There is one major airport in the Coachella Valley, Palm Springs International Airport. The primary hazards at this site are damage to terminal, runways, air traffic control tower, hangars, and fuel storage facilities.

Palm Springs International Airport runway is expected to remain operational, with potential minor to moderate damage. Emergency actions may need to be taken to control air space, prioritize use of available air transport, and restrict access to the facility. Nearby Banning Airport is located in an area of anticipated high shaking intensity with potential moderate to major damage expected.

In addition to Palm Springs International Airport, the area hosts other smaller airfields: Thermal, Bermuda Dunes, Desert Center and Blythe Airports. Thermal Airport is located in a high potential liquefaction area. Desert Center Airport is relatively isolated in an area of sparse population to the east of the fault. Bermuda Dunes Airfield is located close to the fault rupture zone, but is not within the liquefaction area. Blythe Airport is sufficiently distant from the fault zones to experience little, if any damage.

### **Sanitation Systems**

Palm Springs' sanitation services are provided by the city's waste water treatment facility located on Mesquite Road near Demuth Park. This facility may be damaged and operate in a limited capacity following a disaster.

Waste water supply and sewage lines, storage reservoirs pumping plants, treatment ponds, treatment plants and solid and liquid waste disposal sites will sustain varying degrees of damage depending on their location relative to the affected fault, soil conditions and adequate facility design to withstand shaking. Disruption of the sewage system will result in sewage flowing in some streets and streams where human contact can result. Public notice in such cases will be important.

Overflow of sewage through manholes and from ponds can be expected due to breaks in mains and loss of power. Gas mains will be broken, causing natural gas to migrate into sewers. Rupture of underground gasoline storage tanks will result in infiltration of gas into sewers. Consequently, there is the possible danger of the collection of explosive gas in sewers and the flow of untreated sewage in some street gutters. Many house connection sewers will break and plug, causing them to become inoperative.

Although extensive damage may affect the sewage collection system, the damage will not be sufficient in most areas to significantly impair the system's ability to convey waste water. This is because most of the system conveys by gravity.

### **Water Supply**

In the event of a major earthquake, most water systems within the City will suffer some damage. Water distribution pipelines vary from 2 inches to 54 inches or more in diameter. Pipe materials vary from cast iron to welded steel and asbestos cement to a variety of plastic materials. The damage to distribution pipelines is expected to vary with pipe material, soil type slide conditions, degree of corrosion, design and installation practices, and joint type. In local distribution lines of under twelve inches in diameter, there will be hundreds of breaks and thousands of leaks. Breaks in house service connections will be common.

The Desert Water Agency has been proactive in installing "Earthquake" valves on its larger reservoirs to prevent an uncontrolled flow of water following a major earthquake.

Pumping plants are generally more compact structures and with the exception of related electrical equipment and transformers, will probably not suffer as much damage as distribution reservoirs. Large pumping plants will suffer damage closely related to ground acceleration and to the soils on which they were constructed. Damage is anticipated to be primarily related to pipeline rupture and transformer damage.

### **BUILDINGS**

The following buildings will be considered:

1. Residential buildings

2. Schools and churches
3. Businesses and industrial facilities
4. Medical and custodial care facilities
5. Governmental buildings
6. Grocery stores
7. Hardware stores
8. Gas stations
9. Pharmacies

### **RESIDENTIAL BUILDINGS**

Single family homes are expected to suffer some structural damage and loss of contents, although not general collapse. Wood frame structures which have natural flexibility will probably sustain less damage than brick and masonry. Many newer Palm Springs homes (post 1970) are built of wood frame construction with chicken wire beneath the stucco. This provides added structural cohesiveness.

Mobile homes in Palm Springs could be subject to shifting off their foundation supports. Attached awnings, porches and skirting could be subject to separation and utilities could be sheared off where they enter the coach. Seldom would actual collapse of the structure itself occur unless nearby trees and power poles toppled.

Multi-story residential units are generally more vulnerable to higher shaking intensities and therefore pose a greater life safety hazard. There are no residential high-rises in Palm Springs.

The HAZUS database for the 7.8 *ShakeOut Scenario* estimates that 39% of residential structures will be moderately to severely damaged as a result of the shaking and approximately 397 people will be requiring short term sheltering.

### **SCHOOLS AND CHURCHES**

There are many schools and churches in the City which will sustain varying degrees of damage. During the Coachella Valley quake, magnitude 5.9 Richter scale, schools sustained light damage totaling \$32,000 in 1986 dollars loss numbers. Church loss was not reported specifically. Schools in general are earthquake resistant and may withstand intensities of up to VIII on the Modified Mercalli scale (see Attachment 3) although general panic and fright will result. Poorly built or designed churches or perhaps day care centers may experience partial collapse and interiors will experience heavy damage. None of these facilities reported damage following the June 28, 1992 Landers Quake.

### **BUSINESS AND INDUSTRIAL FACILITIES**

There are many licensed businesses operating in Palm Springs. Retail shops, light industrial, and hotel operations are the primary businesses. Many businesses will suffer major dollar losses due to damaged stock, interruption of business and damage to structures. Some of the older brick and wood joist structures may suffer moderate to severe damage. Well built ordinary structures will suffer slight to moderate damage at a

VII level of the Modified Mercalli scale. At a level IX, specially designed earthquake resistant structures may suffer serious damage and lesser buildings will be damaged. If the quake is significant, fright and panic will result and selective entrapments will result. Hazardous materials facilities may cause long term significant problems including health implications.

### **MEDICAL AND CUSTODIAL CARE FACILITIES**

The primary provider of medical services will be Desert Regional Medical Center. This facility is a 393-bed, fully licensed and accredited general/acute care hospital and Level II Trauma Center. Their services include the following:

- 1) 24-hour fully equipped emergency room with specially trained personnel
- 2) Intensive Care Unit
- 3) Coronary Care Unit
- 4) Post Coronary Care Unit
- 5) Fully equipped and staffed Cardiology, Laboratory, Gastrointestinal, Hematological, Radiological and Surgical Facilities

Upon receiving notification of a medical emergency, Desert Hospital External Disaster Plan 091-00 will be put into effect by the appropriate hospital authority. Referral of patients or victims will be made to other emergency facilities which may be used for the treatment of casualties as determined by this Plan.

In addition to the hospital, there are many immediate care facilities and nursing facilities in Palm Springs. These facilities are, perhaps, the most difficult because of the non-ambulatory nature of some of the occupants. Specific planning is imperative to deal with the probability of evacuation and relocation of persons involved. Critical care facilities may suffer loss of power, telephones and sanitation. Damage and interruption of the orderly flow of activities may result beginning at a level VI of the Modified Mercalli scale.

### **GOVERNMENT BUILDINGS**

Palm Springs government buildings vary in criticality and structural design to a great degree as do other structures throughout the City. It is critical that certain branches of city government continue to function after the initial shock. Because of the structural design and construction, the City EOC is expected to withstand a significant shock, and damage is anticipated to remain minimal. Fire stations are generally not earthquake resistant, but because of the redundancy of stations, the fire protection system will remain intact. Stations 441 and 443 may be hardest hit due to their location and construction and could suffer major damage due to ground shaking and settling. Fire Station 443 at 590 E. Racquet Club Road has had a seismic retrofit to its apparatus room following the Landers earthquake.

### **GROCERY STORES**

There are major grocery stores in the City and several smaller ones. Because of the fast-paced nature of our society, we are very dependent upon our ready supply of food.

However, following a major earthquake, that source will be severely interrupted. Structural damage notwithstanding, most stores will suffer major damage and disruption inside because of inventory damage. Shelves are not designed to contain products subjected to any appreciable degree of shaking. Clean up will be a major problem before the public may, once again, use the facility. Also, since most stores receive deliveries on a daily basis, resupply will be a serious concern requiring an overall logistical effort.

### **HARDWARE STORES**

Following a major earthquake, rescuing people from damaged structures will be a first priority. Hardware stores should be secured in order to procure emergency supplies which can aid in the rescue efforts. Long term, reconstruction work will also rely heavily on the supplies available through local hardware stores. However, it should be noted that these stores have only minimal building materials on hand.

### **GAS STATIONS**

With a limited amount of gas stations in the City, fuel sources are going to quickly become critical. Special attention will have to be paid to gas stations to insure that their hazard potential is kept low (from fire or a hazardous materials incident through leakage) and at the same time they remain a viable source of fuel to aid in the response and recovery operation.

### **PHARMACIES**

Besides the obvious need for medical supplies, a great number of people are also dependent on prescription medicines. Unfortunately, pharmacies are as vulnerable to internal damage as are grocery stores. Most of their inventory is kept on unprotected shelves and a great deal of cleanup and restocking will be required before the pharmacies will once again be operational.

### **EMERGENCY RESPONSE ACTIONS**

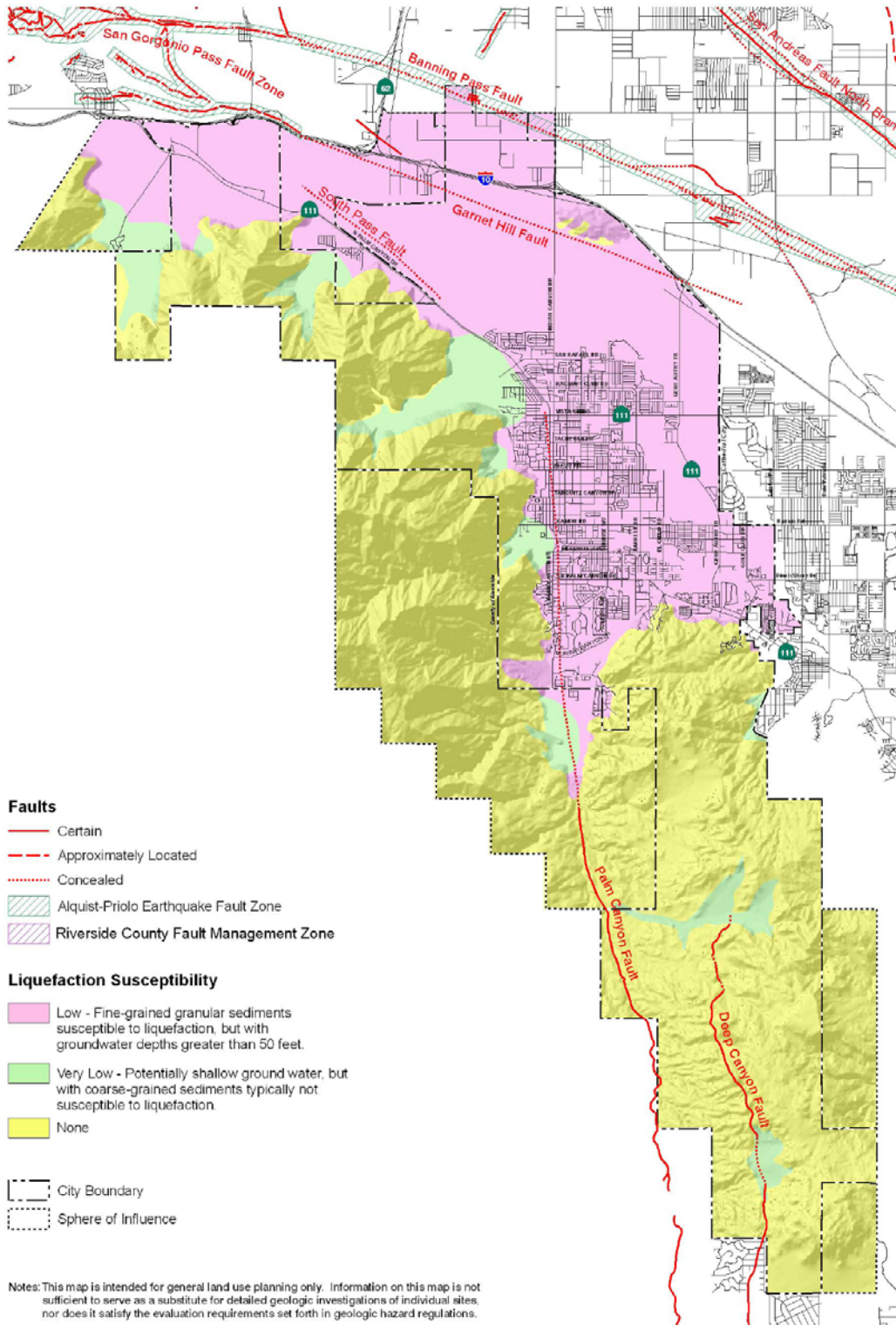
Emergency response actions associated with the above situations are presented in **Checklist Actions in Part Two of this Plan.**

Attachments:

- 1 - Fault Map
- 2 - Modified Mercalli Intensity Scale



ATTACHMENT 1, THREAT SUMMARY 1  
 FAULTS AND LIQUEFACTION MAP



Source: Earth Consultants International



**ATTACHMENT 2, THREAT SUMMARY 1  
MODIFIED MERCALLI INTENSITY SCALE**

- I** Not felt. Marginal and long-period effects of large earthquakes.
- II** Felt by persons at rest, on upper floors, or favorably placed.
- III** Felt indoors. Hanging objects swing. Vibration is like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
- IV** Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
- V** Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
- VI** Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
- VII** Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture is broken. Damage to masonry D, including cracks. Weak chimneys are broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
- VIII** Steering of motor cars affected. Damage to masonry C with partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
- IX** General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames cracked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluviated areas, sand and mud ejected, earthquake fountains, sand craters.
- X** Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes,

embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.

**XI** Rails bent greatly. Underground pipelines completely out of service.

**XII** Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

**Definition of Masonry A, B, C, D:**

**Masonry A:** Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

**Masonry B:** Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

**Masonry C:** Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

**Masonry D:** Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

## **THREAT ASSESSMENT 2 HAZARDOUS MATERIALS INCIDENT**

### **GENERAL SITUATION**

Because of Palm Springs' close proximity to Interstate 10 and Highway 111, the release of a hazardous material to the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes.

### **SPECIFIC SITUATION**

Many forms of hazardous materials are present in Palm Springs. They are present in permanent storage locations, roadway and railway transport medium, long distance pipelines, and at various industrial and agricultural sites. Palm Springs' proximity to its rail and highway transportation routes, and various light industries, has a growing potential for serious hazardous materials incidents. Interstate 10 and Highway 111 are heavily traveled by trucks. They carry every conceivable type of hazardous material including gasoline, pesticides and compressed chlorine materials. The railroad lines traveling north of Palm Springs also carry hazardous cargos. Fortunately, the railroads have a good safety record with regard to the transportation of hazardous materials. Transportation of chlorine is of particular concern. The local water district consumes large quantities of compressed chlorine and that product is transported and delivered on a daily basis in and around the city. With the recent hazardous materials disclosure legislation we have a growing knowledge of where they are used or stored.

### **TRANSPORTATION ACCIDENTS**

The amount of hazardous materials transported over rail and roadways on a daily basis is unknown, but estimated to be steadily increasing as our economy grows. There is the potential for a hazardous materials incident almost anywhere on the highways and roads throughout Palm Springs. The greatest concern focuses on Interstate 10. The most vulnerable areas along these routes are considered to be the on/off ramps and interchanges near the City.

A major concern with the trucking industry is the safe operation of the trucks. With the deregulation of the trucking industry, spot checks of trucks in many states, including California, have shown that 25 percent or greater of these trucks currently in service are not in safe enough condition to be operated on public highways.

Besides the immediate effect of a hazardous materials incident on scene, there are also ancillary effects. For instance, the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

Traffic on railroads is not as prevalent as on truck routes, but poses a much greater problem when an accident is involved due to the volumes of hazardous materials on board.

There is a moderate amount of air traffic along the airways above the City. However, the potential for a hazardous materials incident still exists, especially with respect to military operations.

### **PIPELINES**

There are many pipeline distribution systems near Palm Springs, specifically water, natural gas, and petroleum products. Although water in and of itself is not considered a hazardous material, a rupture of a main line with a major release could have serious side effects. A major pipeline carrying natural gas parallels Interstate 10 north of the city. This pipeline brings gas from the southwestern states into Southern California.

### **INDUSTRY SUPPORT**

Some light industries are moving into areas near Palm Springs. To support these industries, the city may realize an increase in the transportation of highly toxic and corrosive materials into and out of the city. Along with the use of hazardous materials come the problems of hazardous waste management and disposal. With many hazardous waste disposal sites closing, this means more transportation of these materials.

### **BUSINESS USER ACCIDENTS**

There are several businesses that have large amounts of hazardous materials:

1. The Desert Water Agency, the City Wastewater Treatment Facility, the City's Pool, and Knott's Water Park use large amounts of chlorine gas to purify water. They often have one ton containers unloading at their facilities.
2. Local pool supply warehouses maintain large inventories of chlorine and acid. The City is also home to a number of smaller chemical users such as school laboratories and medical facilities.

**CLANDESTINE DUMPING**

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately.

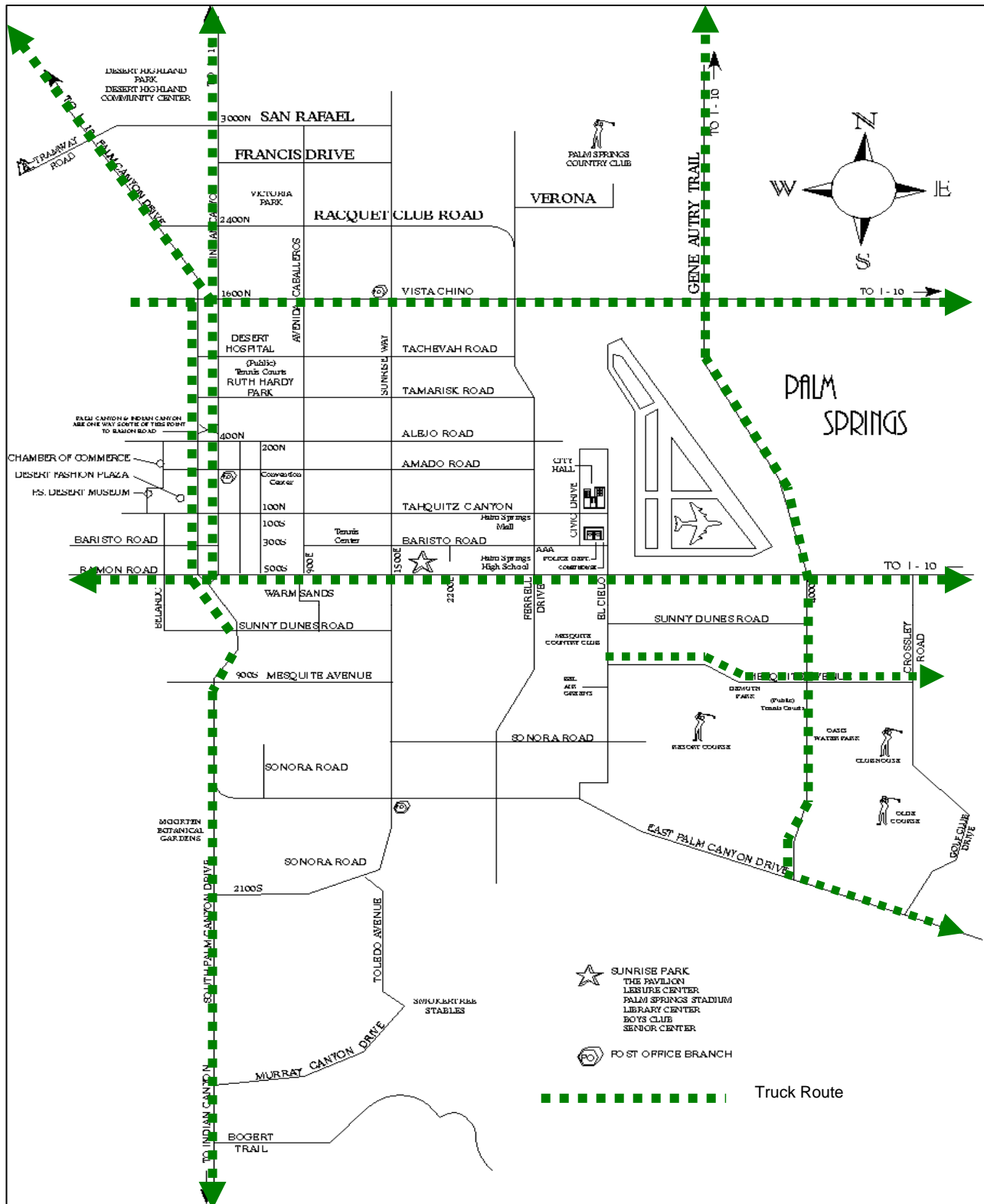
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan**. For specific information refer to the Riverside County Hazardous Materials Area Plan. Appropriate facility listings, materials and quantities for businesses operating within Palm Springs are located at the Palm Springs Fire Department Administrative Offices – 300 N. El Cielo Road, Palm Springs.

## Attachments:

1. Major Rail and Truck Transportation Corridors
2. Petroleum Pipelines

ATTACHMENT 1, THREAT SUMMARY 2  
 MAJOR RAIL AND TRUCK TRANSPORTATION CORRIDORS



ATTACHMENT 2, THREAT SUMMARY 2  
PIPELINE MAP





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### **THREAT ASSESSMENT 3 FLOODING**

#### **GENERAL SITUATION**

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classified as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood warnings usually require immediate evacuation within the hour. On some occasions adequate warning may be impossible.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood waters, securing utilities, cordoning off flood areas, and controlling traffic. These actions may overtax local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

#### **COUNTY RESPONSE**

The Department of Public Works Emergency Response Plan involves numerous stages of response for affected county departments, cities and agencies. Prioritized warning and alerting stages will be activated according to established procedures. Some of the agencies to be contacted include the County's Emergency Operations Center and all Riverside County Departments, U.S. Army Corps of Engineers, Office of Emergency Services and the cities that lie within the 100-year flood inundation area.

#### **SPECIFIC SITUATION**

Although the City of Palm Springs has taken significant steps to reduce or eliminate flooding within the City, the City is still subject to flooding. The topography of the city varies from above sea level to areas actually below sea level. Areas subject to flooding drain either naturally into flood controls, washes or creeks. Most can handle normal

flows. Areas subject to flooding are located throughout the city, although low-lying areas of the City are particularly susceptible.

Flooding can be rapid and quite severe during the period of July and August. Winter rains are generally widespread, but flash flood potential is less due to steady rainfall. However, there is a danger to motorists who may attempt to drive through flooded washes on N. Indian Avenue, Vista Chino, Golf Club Drive and Araby Road.

During times of heavy rainfall and reservoir water release, flood control channels and basins are at risk of overflowing their banks. This includes, but is not limited to the Whitewater Channel, and the Coachella Valley Water District Flood Channel, Tahquitz Creek and Palm Canyon Wash. The Tahquitz Creek, runs west to east through the length of City, the Whitewater River runs along the north to east side of the City, and the Palm Canyon Wash runs west to east through the southern section of the city.

Specific flood characteristics are depicted in a flood insurance study developed by the Federal Insurance Administration and Riverside County flood control documents.

According to the existing FEMA flood plain maps that show the 100-year flood boundaries and flood depths, the City of Palm Springs is within the overflow area. See Attachment 1 - City Map - Flood Hazard Map.

Health hazards could present themselves to residential dwellings and businesses in the affected areas if proper flood clean-up actions are not conducted immediately. Contamination due to flooded sewage systems poses the greatest risk to health and safety of persons in the affected areas.

### **EMERGENCY READINESS STAGES**

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on three stages of response actions.

#### **Stage I (Flood Watch)**

Light to Moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

#### **Stage II (Flood Warning or Urban and Small Stream Advisory)**

Moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up Emergency Operations Center. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

**Stage III (Flood Statement)**

Continuation of heavy rain. Threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuations of flooded areas, deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

**EVACUATION ROUTES**

It is expected that most major streets (Palm Canyon, Ramon Road, Tahquitz Way, Dinah Shore, and Sunrise) will be open. As such, evacuation should be easily facilitated. All roads that cross major washes (Vista Chino, Indian Canyon, and Araby), are subject to frequent flooding and subsequent closure. The Hwy 111, Ramon Road and Mid-Valley Parkway bridges will allow east/west evacuations. (See Map, Attachment 2). Other pertinent information relating to evacuation operations are Part Two, Operations Section.

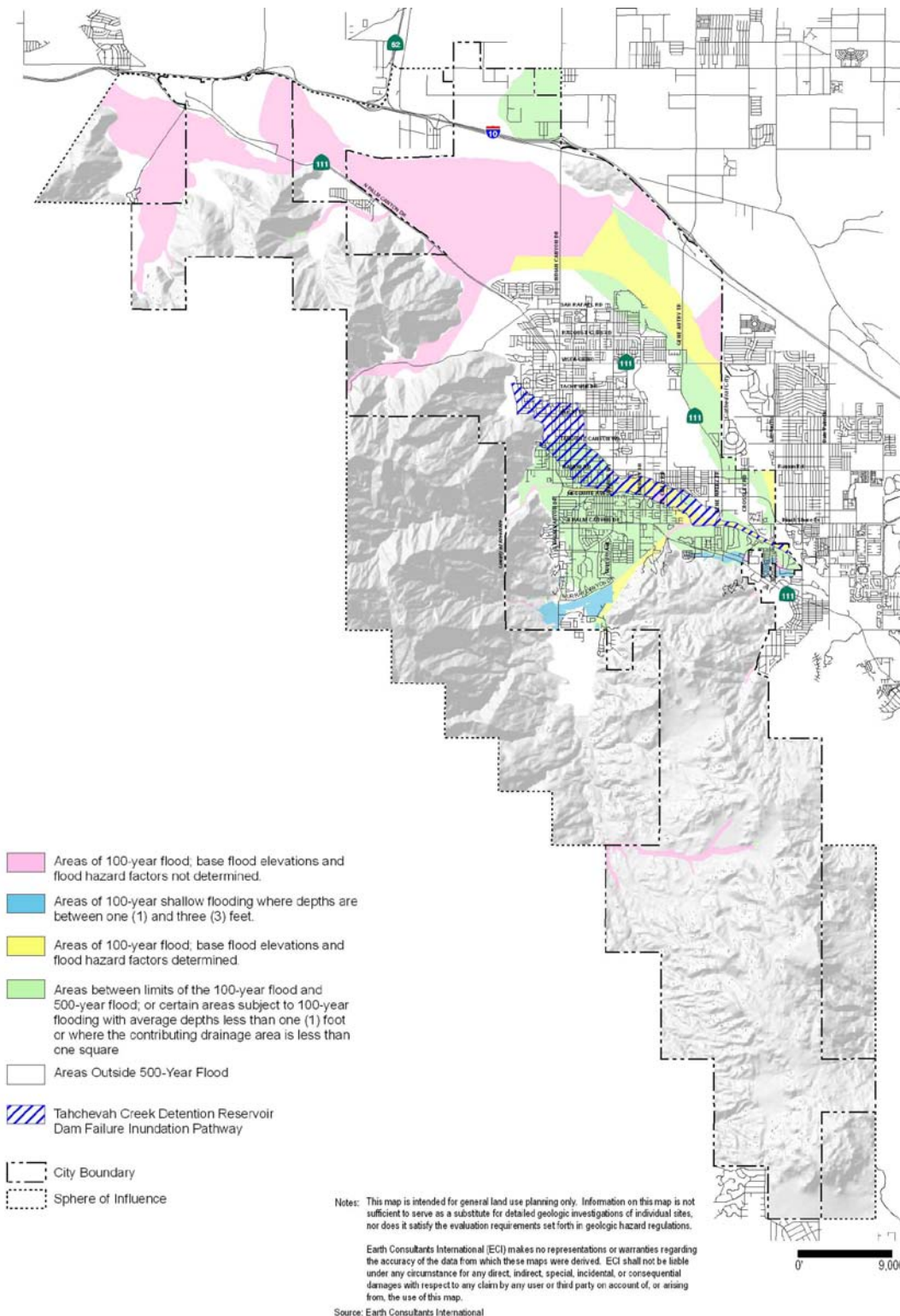
**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachments:

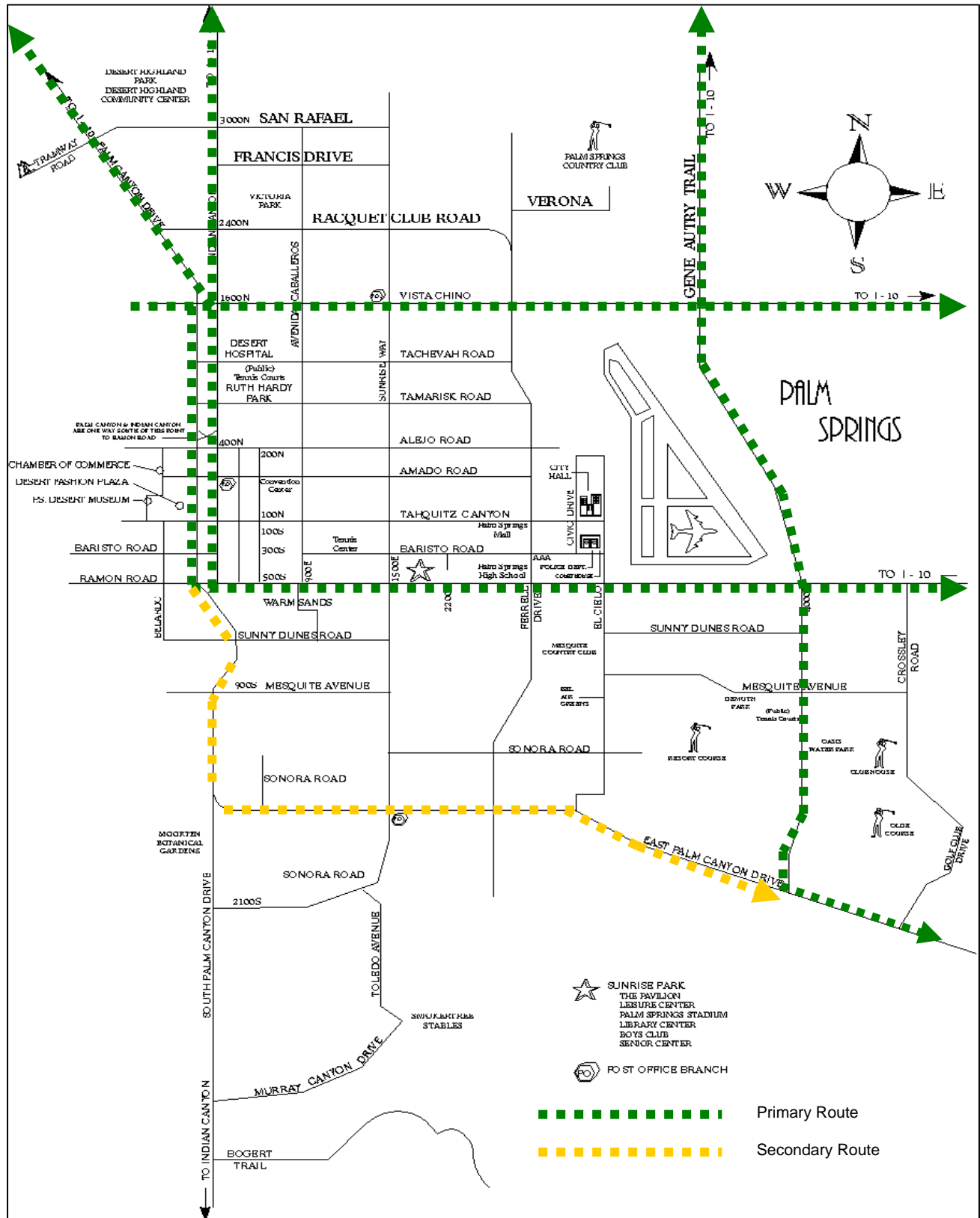
1. Flood Hazard Map
2. Evacuation Routes

ATTACHMENT 1, THREAT SUMMARY 3  
 FLOOD HAZARD MAP (For Planning Purposes Only)<sup>8</sup>



<sup>8</sup> City of Palm Springs, "Safety Element," General Plan, 2007.

ATTACHMENT 2, THREAT SUMMARY 3  
EVACUATION ROUTES



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## **THREAT ASSESSMENT 4 FLOOD CONTROL STRUCTURE FAILURE**

### **GENERAL SITUATION**

Dam inundation is defined as the flooding which occurs as the result of structural failure of a dam. Structural failure may be caused by seismic activity. Seismic activity may also cause inundation by the action of a seismically induced wave which overtops the dam without also causing dam failure. This action is referred to as a seiche. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

### **SPECIFIC SITUATION**

Flooding resulting from dam failure is a potential hazard for the City. The Tachevah Creek Detention Reservoir and the Tahquitz Creek Debris Basin are two flood-control structures in the Palm Springs area required by the California State Water Code to be monitored for structural safety and that have the potential to pose a flooding risk to the City.

The Tachevah Creek Detention Reservoir, about 1,200 feet downstream from the mouth of Tachevah Canyon, is formed by a 42-foot-high embankment constructed of compacted earth fill, and has a capacity of approximately 650 million gallons. This dam was built in 1964 and protects the highly urbanized central part of the City from floods and debris flows. Attachment 1 – Dam Inundation Map shows the inundation path that would most likely occur in the event of dam failure at this facility.



The Tahquitz Creek Debris Basin, which is a considerably smaller structure, was designed and constructed to reduce the risk of flooding that the Tahquitz Creek has historically posed to Palm Springs. Completed in May 1991 by the U.S. Army Corps of Engineers, the basin consists of a natural channel and dam with a debris storage capacity of about 33 million gallons and a two-mile reach of grass-lined channel used as a golf course and bicycle and equestrian trails. An inundation pathway for this dam is not available, possibly because it holds water only rarely during periods of intense and continuous rainfall. Therefore, its inundation threat is considered very low.<sup>9</sup>

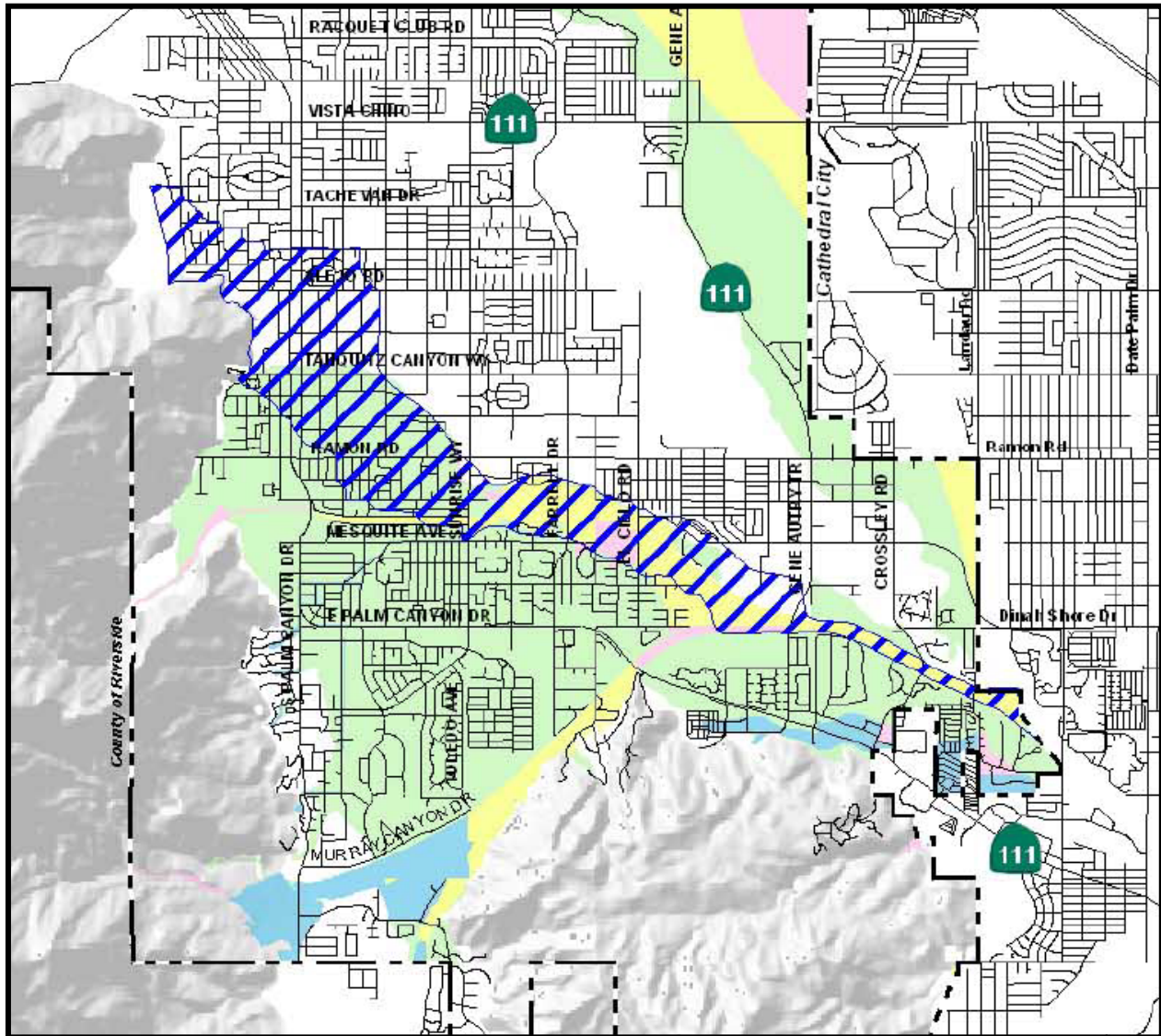
### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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<sup>9</sup> City of Palm Springs, "Safety Element," General Plan, 2007

ATTACHMENT 1, THREAT SUMMARY 4  
DAM INUNDATION MAP



 Tahchevah Creek Detention Dam Failure Inundation Path

Notes: This map is intended for general land use planning only. Information on this map is not sufficient to serve as a substitute for detailed geologic investigations of individual sites, nor does it satisfy the evaluation requirements set forth in geologic hazard regulations.

Earth Consultants International (ECI) makes no representations or warranties regarding the accuracy of the data from which these maps were derived. ECI shall not be liable under any circumstance for any direct, indirect, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of this map.

Source: Earth Consultants International

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## **THREAT ASSESSMENT 5 FIRE**

### **GENERAL SITUATION**

Fire is a continuous threat in Palm Springs. The major areas of concern are the wildland and urban interfaces. Some homes now border major forests and brush areas. With hundreds of people living near and visiting our wildland areas, the probability of human caused fires is growing. Although occurring with less frequency, the threat of fire from lightning strikes also exists.

As a general rule, the dry seasons are a major time for an increase in the number of wildland fires and structure fires. The standard "shake roof" is a particular hazard as is the poor control of flammable growth around structures. During the times of the strong "Santa Ana" winds, fire danger is particularly high.

The increase of industrial complexes and transportation and utility networks pose a threat which is not seasonal, but rather year around. Associated with industry and transportation networks is the ever-present problem of hazardous materials. Although not necessarily a wildland threat, a fire occurring in an urban area involving hazardous materials could have serious consequences.

### **SPECIFIC SITUATION**

Since the city is mostly urban, but with some desert areas, fire problems vary in degree. Reaction time (due to geography and distance) is a factor as is equipment availability, personnel requirements, strategy and tactics. While attempting to predict where a major fire may occur is difficult, an educated assessment may be made in general terms.

The San Jacinto Mountains are extremely difficult to traverse and many times are totally inaccessible except for aircraft. Winds in these mountainous areas sometimes exceed 80 miles per hour.

Transportation fires involving hazardous materials are of growing concern. The main area of concern to the city is Interstate 10 and the rail lines through Palm Springs.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions associated with the above situations are presented in

#### **Checklist Actions in Part Two of this Plan.**

Attachment:

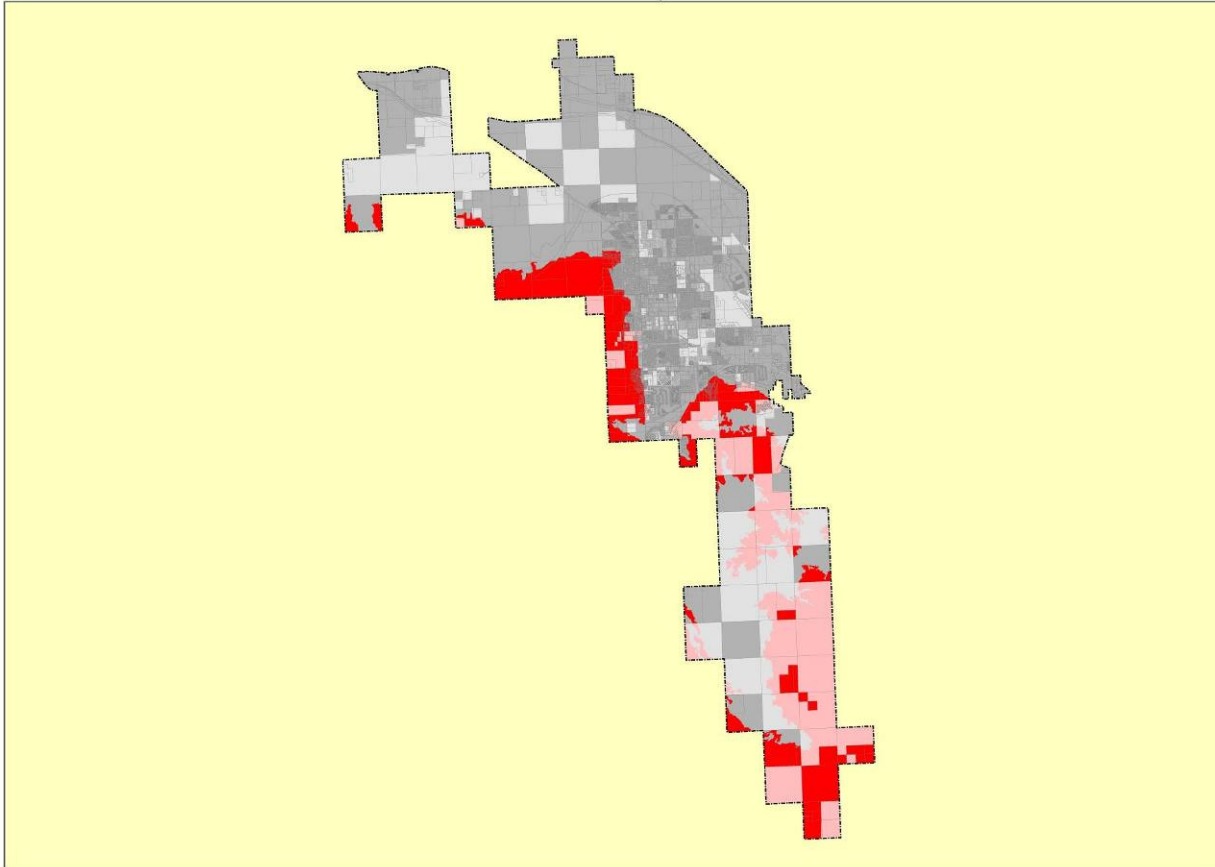
1. Fire Hazard Map

ATTACHMENT 1, THREAT SUMMARY 5  
FIRE HAZARD MAP<sup>10</sup>



Palm Springs

Very High Fire Hazard Severity Zones in LRA  
As Recommended by CAL FIRE

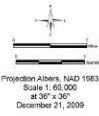


**Fire Hazard Severity Zones**  
 Very High  
 High  
 Moderate  
 Low  
 Very Low  
 Non-VH/HSZ

City Boundary  
 Parish  
 County Boundary

Approved June 2010 by Council of California Department of Forestry and Fire Protection (CAL FIRE) as the official state fire hazard severity zone map. This map is the result of a collaborative effort between CAL FIRE and the State of California Department of Forestry and Fire Protection (CAL FIRE) and the State of California Department of Forestry and Fire Protection (CAL FIRE) and the State of California Department of Forestry and Fire Protection (CAL FIRE). The map is the result of a collaborative effort between CAL FIRE and the State of California Department of Forestry and Fire Protection (CAL FIRE) and the State of California Department of Forestry and Fire Protection (CAL FIRE). The map is the result of a collaborative effort between CAL FIRE and the State of California Department of Forestry and Fire Protection (CAL FIRE) and the State of California Department of Forestry and Fire Protection (CAL FIRE).

This map was developed using data products such as parcel and city boundaries provided by local government agencies. In certain cases, the inclusion of copyright geographic information. The maps are for display purposes only. Questions and requests related to parcel or city boundary data should be directed to the appropriate local government entity.



The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Obtain FRAP maps, data, metadata and publications on the Internet at <http://rap.off.ca.gov>. For more information, contact CAL FIRE FRAP, PO Box 944245, Sacramento, CA 94244-2450, (916) 327-3909.

Arnold Schwarzenegger, Governor, State of California  
 Mark Cherrier, Secretary for Natural Resources, The Natural Resources Agency  
 Del Waters, Director, Department of Forestry and Fire Protection

MAP ID: FHSZ\_03\_PalmSprings  
 DATA SOURCES: CAL FIRE Fire Hazard Severity Zones (FHSZ00\_0)

<sup>10</sup> California Department of Forestry,

**THREAT ASSESSMENT 6-A  
TRANSPORTATION: MAJOR AIR CRASH**

**GENERAL SITUATION**

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and in certain instances from the state and federal governments.

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

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded airspaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

**SPECIFIC SITUATION**

Palm Springs is home to the Palm Springs International Airport (PSP) which is located two miles east of the central business district. PSP has two runways, and is served by major airlines offering daily nonstops to over a dozen domestic destinations; however airline traffic is highly seasonal, meaning less air traffic during the hot summer season.

The skies above Palm Springs are occupied by aircraft originating and departing from PSP and other airports located in Southern California. Additional commercial airports in the area include:

The **Los Angeles International Airport (LAX)**—is the sixth busiest international airport in the world. Planes arrive and depart at a rate of one per minute. These flights included International and Domestic flights.

The **Van Nuys Airport** - located in the heart of the San Fernando Valley, is ranked as the world's busiest general aviation airport with averages of nearly one-half million takeoffs and landings annually.

The **Burbank Airport** - is ranked 53rd busiest airport nationally in terms of air traffic that it handles. Also, airport hours of operation are restricted to 7:00 AM to 10:00 PM.

The **Long Beach Airport** – is ranked as one the busiest general aviation airport. Planes arrive and depart at a rate of 1.5 every two minutes. The Airport handles 39 daily commercial flights.

The **John Wayne Airport** –Home base to 573 private and corporate aircraft, general aviation activity accounts for approximately 71 percent of the Airport's 249,000 total takeoffs and landings.

The **Ontario International Airport (ONT)** – is a medium-hub, full-service airport with commercial jet service to major U.S. cities and through service to many international destinations. The airport is the centerpiece of one of the fastest-growing transportation regions in the United States. Passenger traffic at ONT has been steadily increasing for the past 10 years.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Additional aircraft emergency information can be found in the City of Palm Springs, Airport Emergency Plan.

**THREAT ASSESSMENT 6-B  
TRANSPORTATION: TRUCKING INCIDENT**

**GENERAL SITUATION**

A major truck incident that occurs in a populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic.

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

**SPECIFIC SITUATION**

The City of Palm Springs is located within the eastern section of Riverside County. It is served by one major freeway, several major north-south truck routes and contains one truck stop terminal located at the northern end of the City. Highway 111 is also a major east-west route that serves the City.

**EMERGENCY RESPONSE ACTIONS**

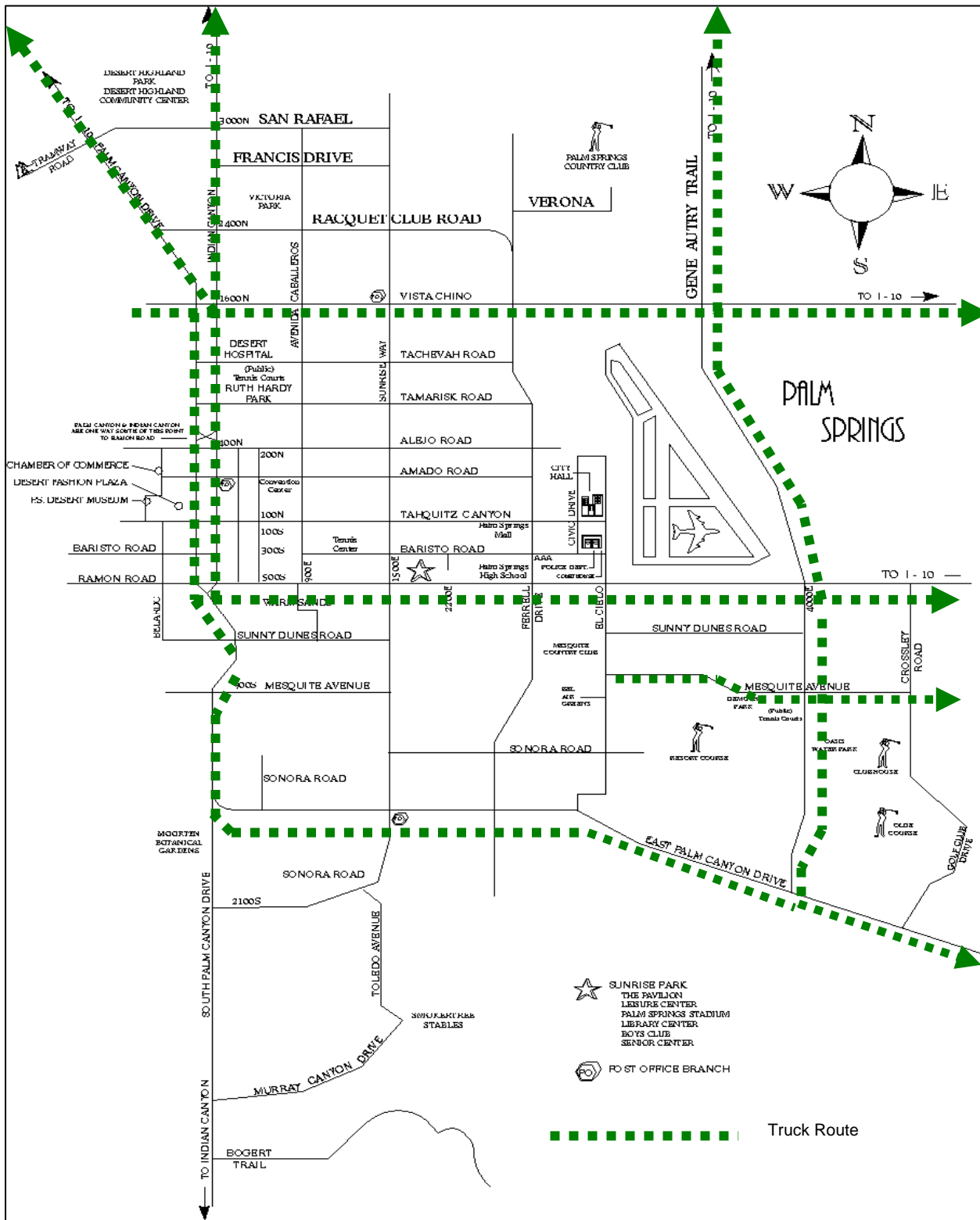
Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

Attachment:

1. Truck Transportation Corridor Map



ATTACHMENT 1, THREAT ASSESSMENT 6-B  
TRUCK TRANSPORTATION CORRIDOR MAP



**THREAT ASSESSMENT 6-C  
TRANSPORTATION: RAIL INCIDENT**

**GENERAL SITUATION**

A major train derailment that occurs in the local area can result in loss of life and property. As a train leaves its track, there is no longer any control as to the direction it will travel. Potential hazards could be overturned rail cars, impact into normal traffic and the release of its contents.

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

**SPECIFIC SITUATION**

There is only one vehicular train track crossing in the City of Palm Springs. It is located at Tipton Road and Highway 111 in the far northwest portion of the city. There is no residential population within 1 mile of that location. Both North Indian Avenue and Palm Drive have bridges that cross the rail tracks. The Palm Springs rail station is located off North Indian Avenue and could be the site of a railway incident. Within the southside easement of the train tracks, there is currently two 20-inch high pressure liquid petroleum pipeline. A train derailment could cause this pipeline to rupture resulting in a catastrophic fire.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 7 CIVIL UNREST**

### **GENERAL SITUATION**

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

### **SPECIFIC SITUATION**

Situations of Civil Unrest may include, but not be limited to:

- Neighborhood problems whether or not stemming from extended social situations.
- Problems with authority and other causes of unrest.
- Problems in the school system, on and off campus - problems that often stem from individuals' and groups' inability to interact in an appropriate social manner.

### **EMERGENCY RESPONSE ACTIONS**

**Role of Human Rights Commission:** To review situations that are either a part of Civil Unrest or can potentially be seen as such. The commission feels it can be effective as far as being a "communication tool" in times of crisis. The commission can access the religious community as well as obtain help from the therapeutic community as well as other volunteers. The Human Rights Commission can act as a consulting force with regard to social and civil rights issues. In times of crisis, the Human Rights Commission is there to think about the long term consequences.

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 8 TERRORISM**

### **GENERAL SITUATION**

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the attack on the World Trade Center and the Pentagon has now elevated our concern about terrorism to a level we never imagined, and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios that we are familiar with.

Terrorism is defined as the use of fear for intimidation, usually political goals. Terrorism is a crime where the threat of violence is often as effective as the commission of the violent act itself. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology. Terrorism is a strategy used by individuals or groups to achieve their political goals.

Terrorists espouse a wide range of causes. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Throughout California there is nearly limitless number of potential targets, depending on the perspective of the terrorist. Some of these targets include: government offices, pregnancy centers, religious facilities, public places (such as shopping centers), schools, power plants, refineries, utility infrastructures, water storage facilities, dams, private homes, prominent individuals, financial institutions and other businesses.

There are unique challenges to a terrorist event involving a Weapon of Mass Destruction (WMD), such as a nuclear, radiological, biological, explosive or chemical weapon. As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are a number of factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response.

- The situation may not be recognizable until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There may be multiple events (i.e., one event in an attempt to influence another event's outcome).
- Responders are placed at a higher risk of becoming casualties because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. First responders may, in addition, be targets for secondary releases or explosions.
- The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions

on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.

- In addition to local response coordination challenges, the WMD incident will add a myriad of state and federal agencies into the system. Coordination and communication issues between all response levels (local, state, and federal) will constantly need to be assessed.
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls.
- The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- There will be a stronger reaction from the public than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process, and the fear of additional attacks as well as the unknown makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- Specialized State and local response capabilities may be overwhelmed.

## **TERRORISM HAZARDS**

### **WMD Hazard Agents**

Weapons of mass destruction are defined as any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals; disease organisms; radiation or radioactivity; or explosion or fire. At least two important considerations distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical technicians. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

### **Chemical**

Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff—who will need adequate training and equipment. Hazardous

chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

**Table 1. General Indicators of Possible Chemical Agent Use**

<b>Stated Threat to Release a Chemical Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b> <ul style="list-style-type: none"><li>• For example, lack of insects, dead birds</li></ul>
<b>Unexplained Casualties</b> <ul style="list-style-type: none"><li>• Multiple casualties or survivors</li><li>• Surge of similar 911 calls</li><li>• Serious illnesses</li><li>• Nausea, disorientation, difficulty breathing, or convulsions</li><li>• Definite casualty patterns</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Droplets, oily film</li><li>• Unexplained odor</li><li>• Low-lying clouds/fog unrelated to weather</li></ul>
<b>Suspicious Devices, Packages, or Letters</b> <ul style="list-style-type: none"><li>• Unusual metal debris</li><li>• Abandoned spray devices</li><li>• Unexplained munitions</li></ul>

### **Biological**

Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data).

When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, the incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial detection and response to a biological attack on



civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy.

Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 2.

**Table 2. General Indicators of Possible Biological Agent Use**

<b>Stated Threat to Release a Biological Agent</b>
<b>Unusual Occurrence of Dead or Dying Animals</b>
<b>Unusual Casualties</b> <ul style="list-style-type: none"><li>• Unusual illness for region/area</li><li>• Definite pattern inconsistent with natural disease</li></ul>
<b>Unusual Liquid, Spray, Vapor, or Powder</b> <ul style="list-style-type: none"><li>• Spraying; suspicious devices, packages, or letters</li></ul>

### **Nuclear/Radiological**

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. The presence of a radiation hazard is difficult to ascertain, unless the responders have the proper detection equipment and have been trained to use it properly. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 3 lists some indicators of a radiological release.

**Table 3. General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

<b>Stated Threat to Deploy a Nuclear or Radiological Device</b> <ul style="list-style-type: none"><li>• Presence of Nuclear or Radiological Equipment</li><li>• Spent fuel canisters or nuclear transport vehicles</li><li>• Nuclear Placards/Warning Materials Along with Otherwise Unexplained Casualties</li></ul>
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### **Conventional Explosives and Secondary Devices**

The easiest to obtain and use of is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions on constructing such a device. Improvised

explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Explosions and fires also can be caused by projectiles and missiles, including aircraft used against high-profile targets such as buildings, monuments, and special events. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature and are not readily detectable. Secondary explosive devices may also be used as weapons against responders and the public in coincident acts. Other diversionary events or attacks could also be aimed at responders.

### **Combined Hazards**

WMD agents can be combined to achieve a synergistic effect, greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or toxic exposures may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

### **Other Terrorism Hazards**

Planners also need to consider the possibility of unusual or unique types of terrorist attacks previously not considered likely.<sup>11</sup> Although it is not realistically possible to plan for and prevent every conceivable type of terrorist attack, planners should anticipate that future terrorism attempts could range from simple, isolated attacks to complex, sophisticated, highly coordinated acts of destruction using multiple agents aimed at one or multiple targets. Therefore, the plans developed for terrorist incidents must be broad in scope yet flexible enough to deal with the unexpected. These considerations are particularly important in planning to handle the consequences of attacks using low-tech devices and delivery, assaults on public infrastructure, and cyber terrorism. In these cases, the training and experience of the responders may be more important than detailed procedures.

### **Low-Tech Devices and Delivery**

Planning for the possibility of terrorist attacks must consider the fact that explosives can be delivered by a variety of methods. Most explosive and incendiary devices used by terrorists would be expected to fall outside the

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<sup>11</sup> Prior to the World Trade Center attack, the use of multiple commercial airliners with full fuel loads as explosive, incendiary devices in well-coordinated attacks on public and governmental targets, was not considered a likely terrorist scenario.

definition of a WMD. Small explosive devices can be left in packages or bags in public areas for later detonation, or they can be attached directly to a suicide bomber for detonation at a time and place when and where the terrorist feels that maximum damage can be done. The relatively small size of these explosive devices and the absence of specific security measures in most areas make these types of terrorist attacks extremely difficult to prevent. Small explosive devices can also be brought onto planes, trains, ships, or buses, within checked bags or hand carried. Larger quantities of explosive materials can be delivered to their intended target area by means of car or truck bombs.

### **Infrastructure Attacks**

Potential attacks on elements of the nation's infrastructure require protective considerations. Infrastructure protection involves proactive risk management actions taken to prevent destruction of or incapacitating damage to networks and systems that serve society, according to the 1997 report of the President's Commission on Critical Infrastructure Protection. This commission was formed in 1996 to evaluate the vulnerability to disruption of the nation's infrastructures, including electric power, oil and natural gas, telecommunications, transportation, banking and finance, and vital government services. The commission's report, issued in October 1997, concluded, "Waiting for disaster is a dangerous strategy. Now is the time to act to protect our future."

### **Cyber Terrorism**

Cyber terrorism involves the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures in order to intimidate or coerce a government or civilian population to further political or social objectives (FBI NIPC, Congressional testimony, August 29, 2001). As with other critical infrastructure guidance, most cyber protection guidance focuses on security measures to protect computer systems against intrusions, denial of service attacks, and other forms of attack rather than addressing issues related to contingency and consequence management planning.

HSPD-5 says to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

On March 2002 Presidential Directive-3 established a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and private people. The system provides warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. The system was changed in April 20, 2011 to the

National Terrorism Advisory System (NTAS). The change was implemented to better alert the public to specific and credible threats. The system still seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

DHS will coordinate with other federal entities to issue detailed NTAS Alerts which will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels. NTAS alerts provide a concise summary of the potential threat including geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, actions being taken to ensure public safety, as well as recommended steps that individuals, communities, business and governments can take to help prevent, mitigate or respond to a threat. NTAS Alerts will include a clear statement on the nature of the threat, which will be defined in one of two ways:

- “Elevated Threat”: Warns of a credible terrorist threat against the United States
- “Imminent Threat”: Warns of a credible, specific, and impending terrorist threat against the United States

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

### **SPECIFIC SITUATION**

The Federal Bureau of Investigation (FBI) is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center (JRIC).

Palm Springs Police Department (PSPD) participates in the JRIC, which assesses potential threats to determine if they are credible. The JRIC is a multi-agency, multi-jurisdictional group and is working with key federal and state agencies and other counties.

WPD has developed a broad threat assessment of potential terrorist targets, threat elements and local response capabilities. This assessment is contained in a restricted use-planning document maintained by the PSPD. The information contained in this document will be used as necessary during a threat situation or actual event. However, following is a general overview of potential terrorist targets in Riverside County and specifically Palm Springs:

- Facilities that store, manufacture or transport hazardous materials
- Highways and Freeways
- Telecommunications facilities
- Federal, state, county and city offices
- Shopping Malls
- Schools, churches & religious centers

- Research Facilities
- Electrical Facilities
- Water and Wastewater Facilities, Dams
- Bridges and Overpasses

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan. For HSAS Protective Measures for the City of Palm Springs, refer to the Operations Section Support Documentation.**

## **THREAT ASSESSMENT 9 NATIONAL SECURITY EMERGENCY (NUCLEAR INCIDENT)**

### **GENERAL SITUATION**

As a result of the restructuring of the Soviet Union into independent Countries, the likelihood of nuclear war is significantly reduced. Therefore, identifying likely targets in the event of a nuclear war is not pertinent. However, terrorist activities and radiological materials accidents are still likely. Terrorist activities could result in nuclear weapons being detonated.

The following is provided for information and planning purposes:

#### **Air Burst**

An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

#### **Surface Burst**

A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, underwater bursts and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas.

Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

#### **Blast**

When the weapon is detonated, a tremendous pressure is developed. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum which must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

**NOTE:** Over-pressure is rated in pounds per square inch (psi). Normal pressure at sea level is 14.7 pounds per square inch. Therefore, if the pressure is increased to 15.7 psi, the over-pressure would be 1 psi.

### **Thermal Radiation**

A burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately seven miles, second-degree burns at approximately six miles, and third-degree burns at approximately five miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

### **Initial Radiation**

Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

### **Fallout**

Produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products, induced radioactive material from the weapon casing, and debris that was pulled up into the fireball returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

### **Electromagnetic Pulse (EMP)**

Intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000). Surface bursts typically produce significant EMP up to the one psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

## **SPECIFIC SITUATION**

The San Onofre Nuclear Generating Station (SONGS) is located on the Pacific Coast in the northwest portion of San Diego County approximately four miles southeast of the City of San Clemente. Surrounding San Onofre is a Basic Emergency Planning Zone approximately 10 miles in radius within which certain precautionary actions and plans must be prepared. This zone does **not** include any portion of Riverside County. Beyond this zone is Public Education Zone (PEZ) approximately 20 miles in radius in a northeasterly direction that does include the extreme southwestern tip of Riverside

County but does not include Palm Springs. Within this area, residents will be provided a public education program concerning the relating hazards and protective actions that might result from an accident at SONGS. Riverside County must be able to protect the residents from hazards posed by a nuclear generating plant accident. Beyond this zone is an area that could be affected by radioactive fallout being deposited in such a manner as to detrimentally affect the human food chain which includes all of Riverside County. This area is identified as the Ingestion Pathway Zone. Specifically, the primary threat is that of radioactive iodine 131 being deposited upon fodder consumed by dairy cows and subsequently appearing in the milk at the public market place.

A detailed discussion on radiation hazards and their effects on humans along with a description of the operation of a nuclear power generating facility and the hazards posed thereby are contained in the State of California Nuclear Power Plant Emergency Response Plan and in other documents.

The State Nuclear Power Plant Emergency Response Plan assigns to the County of Riverside responsibility for certain actions to protect the public and the environment within Riverside County from the affects of an accident that might occur at the San Onofre Nuclear Generating Station. That Plan also lists the support and assistance available from various State and Federal organizations.

Riverside County has limited capability to carry out the responsibilities assigned. Within these capabilities, it will make every effort to meet its responsibilities. For those responsibilities which cannot be met by local capabilities the County will ask for assistance from either the State or Federal government.

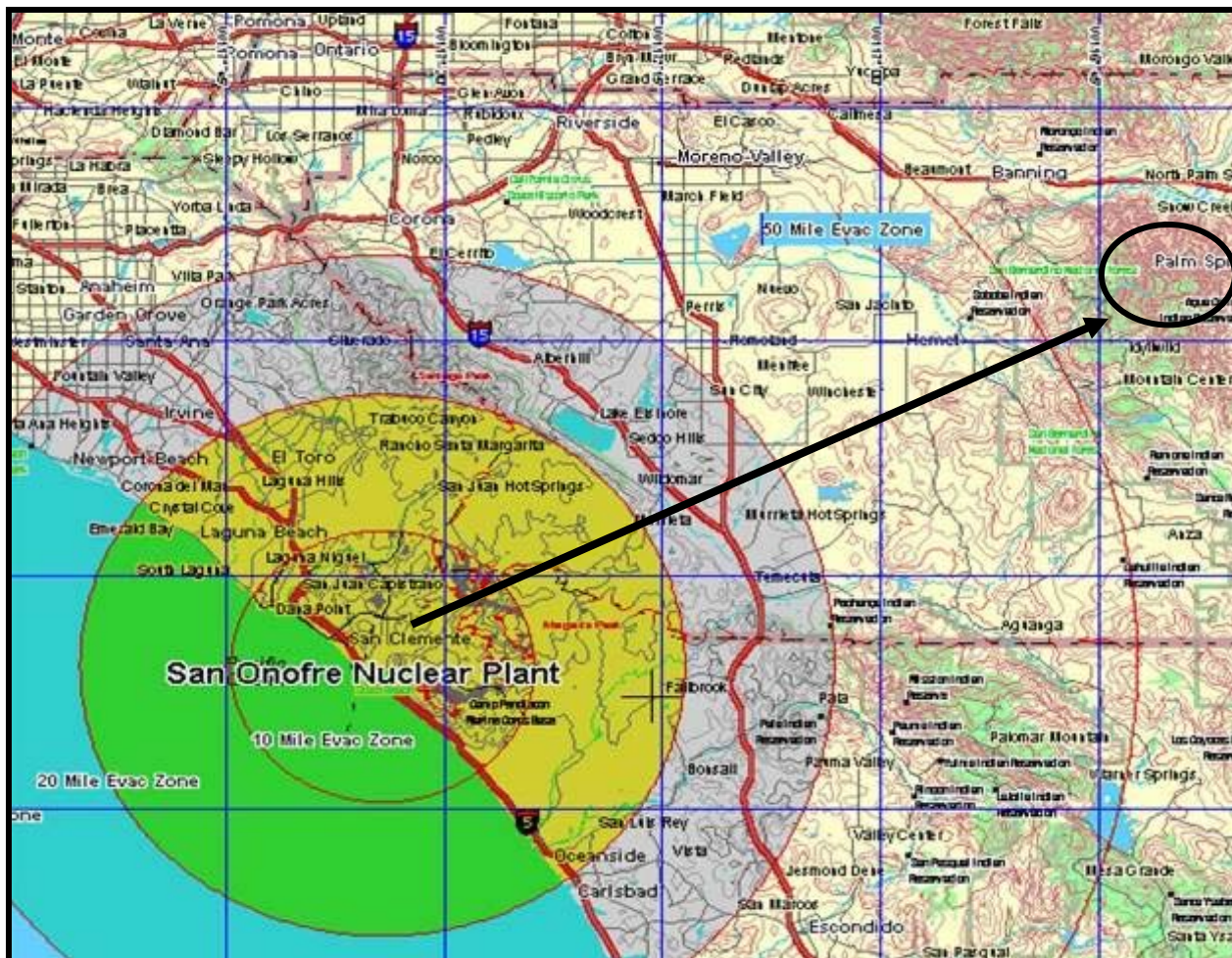
### **EMERGENCY RESPONSE ACTIONS**

Response activities to the nuclear materials threat will consist of in-place protection measures, relocation, or spontaneous evacuation depending on the type of threat.

Palm Springs has a residential population of approximately 44,552 (census 2010) and a seasonal population of up to 74,000 residents and guests. The City has insufficient fallout shelter spaces for its residents. The fallout shelter identification program is no longer maintained or utilized within the State of California. Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**



ATTACHMENT 1, THREAT ASSESSMENT 9  
NUCLEAR ZONE MAP<sup>12</sup>



 Palm Springs

<sup>12</sup> San Onofre Nuclear Generating Station (SONGS), San Onofre Nuclear Zone Map

## **THREAT ASSESSMENT 10 LANDSLIDE**

### **GENERAL SITUATION**

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil.

The size of a landslide usually depends on the geology and the initial cause of the landslide. Landslides vary greatly in their volume of rock and soil, the length, width, and depth of the area affected, frequency of occurrence, and speed of movement. Some characteristics that determine the type of landslide are slope of the hillside, moisture content, and the nature of the underlying materials. Landslides are given different names, depending on the type of failure and their composition and characteristics.

Slides move in contact with the underlying surface. These movements include rotational slides where sliding material moves along a curved surface and translational slides where movement occurs along a flat surface. These slides are generally slow moving and can be deep. Slumps are small rotational slides that are generally shallow. Slow-moving landslides can occur on relatively gentle slopes and can cause significant property damage, but are far less likely to result in serious injuries than rapidly moving landslides.<sup>13</sup>

Locations at risk from landslides or debris flows include areas with one or more of the following conditions:

- On or close to steep hills
- Steep road-cuts or excavations
- Existing landslides or places of known historic landslides (such sites often have tilted power lines, trees tilted in various directions, cracks in the ground, and irregular-surfaced ground)
- Steep areas where surface runoff is channeled, such as below culverts, V - shaped valleys, canyon bottoms, and steep stream channels
- Fan-shaped areas of sediment and boulder accumulation at the outlets of canyons.
- Canyon areas below hillside and mountains that have recently (within one to six years) been subjected to a wildland fire.

Catalysts that ultimately allow slope failures to occur in vulnerable terrain are most often water (heavy and prolonged rainfall), erosion and undercutting by streams, man-made alterations to the slope, and seismic shaking. Seismic shaking is the predominant trigger of slope failure in the Palm Springs area, as evidenced by the 1986 North Palm Springs earthquake.<sup>14</sup>

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<sup>13</sup> Planning For Natural Hazards: *The Oregon Technical Resource Guide*, Department of Land Conservation and Development (2000), Ch 5.

<sup>14</sup> Earth Consultants International, Technical Background Report to the Safety Element of the General Plan, City of Palm Springs, 2007.

Landslides can affect utility services, transportation systems, and critical lifelines. Communities may suffer immediate damages and loss of service. Disruption of infrastructure, roads, and critical facilities may also have a long-term effect on the economy. Utilities, including potable water, wastewater, telecommunications, natural gas, and electric power are all essential to service community needs. Loss of electricity has the most widespread impact on other utilities and on the whole community. Natural gas pipes may also be at risk of breakage from landslide movements as small as an inch or two.

**SPECIFIC SITUATION**

Most of the developed portions of the City of Palm Springs are relatively flat and are not subject to a significant landslide hazard. The following table identifies general slope instability potential within the City of Palm Springs.

**Table 1. General Slope Instability Potential within the City of Palm Springs<sup>15</sup>**

Area	Existing Geologic Conditions	Types of Potential Slope Instability
San Jacinto and Santa Rosa Mountains	Moderate to very steep natural slopes, many in excess of 26 degrees.  Fractured, sheared, faulted, and locally crushed bedrock; existing rockslides and talus slopes; soils and loose debris at the toes of slopes and in drainage courses.	<b>Most Common:</b> Rockfalls and rockslides, rock slips, and surficial landslides on steep slopes; small to large debris and mudflows in canyons; sedimentation at the mouths of canyons.  <b>Less Common:</b> Large, deep-seated landslides.
Garnet Hill and Whitewater Hill	Moderate to steep natural slopes; most sloping at between 10 and 26 degrees.  Uplifted gravel conglomerate and sandstone of the Cabazon Formation; poorly bedded silty sandstone of the Imperial Formation; raveling slopes; soils and loose debris at the toes of slopes and in drainage courses.	<b>Most Common:</b> Surficial soil slips and slumps; small debris flows; sedimentation at the base of the hill.  <b>Less Common:</b> Large, deep-seated landslides; large debris flows.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

<sup>15</sup> Earth Consultants International, Technical Background Report to the Safety Element of the General Plan, City of Palm Springs, 2005.

## **THREAT ASSESSMENT 11-A PUBLIC HEALTH EMERGENCY-PANDEMIC**

### **GENERAL SITUATION**

Public health emergencies can take many forms—disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, biological, radiological, nuclear or explosive agents (CBRNE), and large-scale infestations of disease carrying insects or rodents.

Public health emergencies can occur as primary events by themselves, or they may be secondary to another disasters or emergencies, such as flood, or hazardous material incident. For more information on those particular incidents, see Threat Assessment 2 – Hazardous Material and Threat Assessment 3 - Flooding. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. Public health emergencies can be worldwide or localized in scope and magnitude.

In particular, some public health hazards have recently emerged as issues of great concern, with far reaching consequences. One pertains to the intentional release of a CBRNE agent, as a terrorist act of sabotage to adversely impact a large number of people. For more information on biochemical terrorism see Threat Assessment 8 – Terrorism. Another public health hazard concerns a deadly outbreak (other than one caused by an act of terrorism) that could kill or sicken thousands of people across the county or around the globe, as in the case of the Spanish Flu epidemic of 1918-1919.

### **PANDEMIC**

A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

#### **Pandemic phases:**

##### **Interpandemic Period**

###### **World Health Organization (WHO) Phase 1**

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

###### **WHO Phase 2**

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

**Pandemic Alert Period****WHO Phase 3**

There are human infection(s) with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.

**WHO Phase 4**

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

**WHO Phase 5**

Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

**Pandemic Period****WHO Phase 6**

Pandemic phase: increased and sustained transmission in the general population.

**Post-pandemic Period**

Return to the Interpandemic Period (Phase 1).<sup>16</sup>

**SPECIFIC SITUATION**

Compared to other natural infectious health threats, pandemic flu has great potential to cause large-scale social disruption. If a novel (new strain) and highly contagious strain of flu emerges, the resulting pandemic could lead to wide-ranging illness, death, and severe social and economic disruption worldwide. Because of the county's large, multicultural and diverse population, and its high population density, the potential consequences of pandemic flu in Riverside County require special actions for public health preparedness.

The essential components of the Riverside County Department of Health Services Pandemic Flu Plan are:

- **SURVEILLANCE** – The Acute Communicable Disease Control program (ACDC) regularly monitors flu and flu-like illness activity through a wide array of surveillance methods. If there is a flu outbreak or pandemic flu in Riverside County, enhanced surveillance, notification, and response will be carried out dependant on the phase of the pandemic.
- **LABORATORY** – Influenza (flu) surveillance information and diagnostic testing by private laboratories, state and local health departments, and the Centers for Disease Control and Prevention (CDC) provide critical information regarding the presence of

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<sup>16</sup> *Pandemic Influenza Preparedness and Response Plan*, California Department of Health Services – September 8, 2006

flu viruses in the community. Laboratory-based surveillance will identify the predominant circulating types, subtypes, and strains of flu, aid clinical judgment, and help guide treatment decisions.

- **VACCINE DELIVERY** – An effective vaccine against a pandemic flu may not be available in the early stages of a pandemic. The Federal Department of Health and Human Services (DHHS) guidelines for Pandemic Influenza indicate that there will likely be federal control over the distribution of vaccine according to pre-determined grouping and risks. Riverside County’s Pandemic Plan will be implemented, and, when appropriate, local jurisdictions may adapt these guidelines.
- **ANTIVIRAL MEDICATIONS** – Currently, the Centers of Disease Control (CDC) recommendations for the priority use of limited supplies of antiviral medications (e.g., oseltamivir [Tamiflu]) are primarily for treatment, although WHO considers there may be a role for their use in preventing a pandemic under certain situations. The Riverside County Department of Health Services has stockpiled some antiviral medications for immediate use in the event of a flu pandemic.
- **STRATEGIES TO LIMIT TRANSMISSION** - Isolation and quarantine may have limited use in a flu pandemic due to the short incubation period of influenza, (one to four days) and the fact that flu transmission can occur before the onset of symptoms. There may, however, be a role for these public health measures upon the initial identification of the first cases and outbreaks. Thereafter, the most effective tool for reducing disease and controlling transmission in a flu pandemic will be an aggressive public information campaign emphasizing containment measures such as hand washing, cough and sneeze etiquette, social distancing and reduced social interactions, and guidelines for those being cared for at home. Additional voluntary isolation and quarantine measures may be recommended in a pandemic as follows:
  - Home isolation of cases for a minimum of seven days after disease onset.
  - Monitoring of contacts for fever and respiratory symptoms for five days after exposure.
  - Asking health care workers with a fever and have been previously exposed to not go to work.
  - Closure of schools and work places with high incidence of influenza-like illness (ILI)  
Community-wide suspension of large public gatherings.
- **COMMUNICATIONS** – The foundation for effective communication is a set of key messages that can be used consistently to instill public confidence and generate an appropriate response to minimize risk and ensure a strong and rapid response. There are multiple risk communication audiences and communication channels that are vital for pandemic flu preparedness including: the general public, vulnerable population groups, hospitals, healthcare providers, policy makers, and public health officials. Community leaders representing multicultural and socio-economic backgrounds in Riverside County will be informed and included in these communication efforts.

- **EMERGENCY RESPONSE** – A flu pandemic affects and involves a variety of public and private agencies and organizations at the state, local and federal levels. These agencies must coordinate their activities and resources and share information in real time. To sustain coordinated efforts to control a flu pandemic at the local level, the following actions will be taken by Riverside County Department of Health Services:
  - The Health Officer will be notified when a novel (new strain) flu virus with pandemic potential has reached Riverside County. Once the novel virus has been identified in the local area, the Health Officer, in collaboration with Emergency Medical Services (EMS), may call upon County/City agencies and others to assist with the management of the public health response. This may include law enforcement, fire departments, social service and mental health agencies, local governments, nongovernmental agencies, businesses, and etc.
  - 
  - Hospital Surge Capacity – During a flu pandemic, the need for hospital beds will exceed the number of beds available. All hospitals are required to have a surge capacity plan to be used in the event of an emergency. In addition, the Riverside County Department of Health Services Plan identifies key components of surge capacity and the ability to meet an increased demand. Increased capacity can be generated by early discharge of patients, transferring patients to lower levels of care, canceling elective procedures, and redirecting staff to the inpatient units most affected. Redirecting staff from areas in the hospital where elective procedures/surgeries have been cancelled, possibly suspending nurse staffing ratios, and extending work hours will also assist in meeting the staffing demands.<sup>17</sup>

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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<sup>17</sup> *Pandemic Influenza Preparedness and Response Plan, Riverside County, DRAFT June 2009*

## **THREAT ASSESSMENT 11-B PUBLIC HEALTH EMERGENCY-HEAT EMERGENCY**

### **GENERAL SITUATION**

North American summers are hot; most summers see heat waves (extreme heat) in one section or another of the United States. East of the Rockies, they tend to combine both high temperatures and high humidity, although some of the worst have been catastrophically dry. In a normal year, approximately 175 Americans die of extreme heat. Among the family of natural hazards (lightning, hurricanes, tornadoes, floods or earthquakes), only the cold of winter takes a greater toll on human life than extreme heat.

In the 40-year period from 1936 through 1975, nearly 20,000 people died from the effects of heat and solar radiation in the U.S.

In urban areas the hot weather can trap pollutants, which, when combined with the stresses of hot weather, can create health problems. Statistics reveal a heavier concentration of heat-related deaths in the crowded alleys and towers of the inner city, where air quality can deteriorate during a heat wave.

The higher death rate within the inner cities can also be attributed to many people living in poorly ventilated buildings, most with no air conditioning. For those with air conditioning, the high cost of its operation can translate into a reluctance to use it. However, in a heat wave, air conditioning can be a life saving necessity.

These factors were evident, during the summer of 1995, when the death toll in Chicago's Cook County reached about 300 as a result of extreme heat. Nearly all of the deaths occurred in places without air conditioning, or where air conditioning was not being used. Two-thirds of the victims were persons over 60 years of age. The elderly, young children, and those who are sick or overweight are more likely to become victims. There are other members of the community who are also susceptible such as the homeless, chronic illness, as well as our animal and pet population.

Extreme heat can kill by pushing the human body beyond its limits. Under normal conditions, the body's internal thermostat produces perspiration that evaporates and cools the body. However, in extreme heat and high humidity, evaporation is slowed down and the body must work harder to maintain a normal temperature. When the body's ability to shed heat is compromised, a heat-related disorder (e.g., sunburn, heat cramps, heat exhaustion or heat stroke) may develop. The severity of heat disorders tends to increase with age. Heat cramps in a 17-year-old may be heat exhaustion in someone 40-year-old and heat stroke in a person over 60-year-old.

### **HEAT INDEX (HI) PROGRAM**

The National Weather Service (NWS) has stepped up its efforts to provide an effective method of alerting the general public and appropriate authorities to the hazards of heat waves during those prolonged excessive heat/humidity episodes. They have devised the "Heat Index" (HI) (sometimes referred to as the "apparent temperature"). The HI, given in degrees Fahrenheit, is an accurate measure of how hot it really feels when the relative



humidity (RH) is combined with the actual air temperature. For example, if the air temperature is 95°F. and the RH is 55%, the HI is 110°F. Since HI values were devised for shady, light wind conditions, exposure to full sunshine can increase HI values by up to 15°F.

When heat index values are above certain thresholds, NWS will issue an excessive heat warning via a Special Weather statement. This statement will include the heat index values, who is at risk, and safety rules for reducing the risk.

### **SPECIFIC SITUATION**

When the City becomes aware that the NWS has initiated an Excessive Heat Warning, the city will consider the following actions:

1. Initial Actions/Notifications:
  - City Manager, Public Works Department, Parks, Fire, Police, and other department/agency management staff of the NWS advisory.
  - Determine the potential impact to city and required level of city response.
  - Continue monitoring weather advisories/information
  - Document all actions taken in response to alert/advisory notification.
  - Coordinate public information advisories and notifications
2. Employee Issues:
  - Notify employees of the advisory and the impact it may have on their departmental activities.
  - Commit additional personnel and equipment, as necessary, to handle increased response activity when present or imminent weather conditions threaten the health and well-being of citizens, particularly seniors, the very young and persons who are limited by disabling conditions.
  - Ensure that the health and safety needs of your field crews/first responders are taken care of (i.e., hats, water, frequent breaks, shelter, adjustment of work schedules, etc.).
3. Public Education/Information Issues:
  - Prepare and disseminate Public Service Announcements (PSAs) as needed (i.e., shelter locations, cooling stations, and hours of operations). Coordinate any health/safety tips with the Operational Area to ensure consistent public health messages.
4. Community Issues:
  - When necessary, open cooling stations for community members that do not have or can not afford air-conditioning at home.
  - Expand information, referral and outreach services to the at-risk populations (homebound, seniors, children and others whose immune and respiratory systems are vulnerable) to provide specialized assistance as a result of the heat wave (i.e., location of cool shelters and hours of operation, transportation to shelters, distribution of fans, etc.).
  - Consider animal care and safety issues in conjunction with the City of Palm Springs Animal Shelter and/or Riverside County Animal Care and Control.

**EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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## **THREAT ASSESSMENT 12 SEVERE WIND**

### **GENERAL SITUATION**

Wind erosion commonly occurs in flat, bare areas, dry, sandy soils, or anywhere the soil is loose, dry, and finely granulated. Wind erosion damages land and natural vegetation by removing soil from one place and depositing it in another. Since high winds blow down the axis of the Coachella Valley, recreational and resort communities that first developed in the upper Coachella Valley were generally located in areas sheltered from these winds, tucked in coves at the base of the mountains. However, as the area has grown, development has had to move into the central axis of the valley and into the high-wind areas. As seen, most of the urban development in the City of Palm Springs lies within an area of high susceptibility to wind erosion. Recreational land uses, especially use of off-road vehicles, can also accelerate erosion in the area.

Wind and windblown sand pose an environmental hazard throughout the Coachella Valley. Buildings, fences, roads, crops, automobiles, trees, and shrubs can all be damaged by abrasive blowing soil. In some areas, windblown sand has actually forced the abandonment of dwellings and subdivided tracts in the central Coachella Valley.

### **SPECIFIC SITUATION**

Strong winds are endemic to the Palm Springs area, due to the tunneling effect of air through the narrow San Geronio Pass. Wind can damage land and vegetation, and in this region, where surface sediments are predominantly dry and granular, windblown sand and dust can impact surface improvements, air quality (creating health hazards), and visibility.

In Palm Springs, windblown sand has repeatedly caused the closure of several roads, costing the City thousands of dollars in cleanup. The roads with the most frequent closures include Indian Canyon Drive, Gene Autry Trail, and Vista Chino.

### **EMERGENCY RESPONSE ACTIONS**

Emergency response actions applicable to all common hazards are presented in the **Checklist Actions in Part Two of this Plan.**

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**LIST OF ACRONYMS AND ABBREVIATIONS**

<b>AC</b>	Area Command	<b>EDIS</b>	Emergency Digital Information System
<b>ADA</b>	Americans with Disabilities Act	<b>EMAC</b>	Emergency Management Assistance Compact
<b>ARC</b>	American Red Cross	<b>EMI</b>	Emergency Management Institute
<b>ARES</b>	Amateur Radio Emergency Services	<b>EMMA</b>	Emergency Managers Mutual Aid
<b>CalEMA</b>	California Emergency Management Agency	<b>EMP</b>	Electromagnetic Pulse
<b>CALDAP</b>	California Disaster Assistance Program	<b>EMPG</b>	Emergency Management Performance Grant
<b>CalTrans</b>	California Department of Transportation	<b>ENN</b>	Emergency News Network
<b>CALWAS</b>	California Warning System	<b>EOC</b>	Emergency Operations Center
<b>CBO</b>	Community Based Organization	<b>EOP</b>	Emergency Operations Plan
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear and or High-Yield Explosive	<b>EPI</b>	Emergency Public Information
<b>CCP</b>	Casualty Collection Points	<b>ERT</b>	Emergency Response Team
<b>CDBG</b>	Community Development Block Grant	<b>ESA</b>	California Emergency Services Act
<b>CDC</b>	Centers for Disease Control, U.S. Public Health Service	<b>ESC</b>	<b>Emergency Services Coordinator</b>
<b>CEM</b>	Comprehensive Emergency Management	<b>ESF</b>	Emergency Support Functions
<b>CEM</b>	Certified Emergency Manager	<b>EST</b>	Emergency Support Team
<b>CERT</b>	Community Emergency Response Team	<b>FBI</b>	Federal Bureau of Investigation
<b>CESFRS</b>	California Emergency Service Fire Radio System	<b>FCC</b>	Federal Communications Commission
<b>CESRS</b>	California Emergency Services Radio System	<b>FCO</b>	Federal Coordinating Officer
<b>CFR</b>	Code of Federal Regulations	<b>FEMA</b>	Federal Emergency Management Agency
<b>CHP</b>	California Highway Patrol	<b>FTS</b>	Field Treatment Sites
<b>CLEMARS</b>	California Law Enforcement Mutual Aid Radio System	<b>GAR</b>	Governor's Authorized Representative
<b>CLERS</b>	California Law Enforcement Radio System	<b>GIS</b>	Geographic Information System
<b>CLETS</b>	California Law Enforcement Telecommunications System	<b>Haz Mit</b>	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
<b>COG</b>	Continuity of Government	<b>HAZMAT</b>	Hazardous Materials
<b>DA</b>	Damage Assessment	<b>HI</b>	Heat Index
<b>DAP</b>	Disaster Assistance Programs	<b>HM</b>	Hazard Mitigation
<b>DFO</b>	Disaster Field Office	<b>HMGP</b>	Hazard Mitigation Grant Program
<b>DHS</b>	Department of Homeland Security	<b>HSAS</b>	Homeland Security Advisory System
<b>DMAT</b>	Disaster Medical Assistance Team	<b>HSC</b>	Homeland Security Council
<b>DMORT</b>	Disaster Mortuary Operational Response Team	<b>HSEEP</b>	Homeland Security Exercise Evaluation Program
<b>DOC</b>	Department Operations Center	<b>HSPD</b>	Homeland Security Presidential Directive
<b>DSR</b>	Damage Survey Report	<b>IA</b>	Individual Assistance
<b>EAS</b>	Emergency Alert System	<b>IAEM</b>	International Association of Emergency Managers
		<b>IAP</b>	Incident Action Plan
		<b>IC</b>	Incident Commander
		<b>ICP</b>	Incident Command Post
		<b>ICS</b>	Incident Command System
		<b>IDE</b>	Initial Damage Estimate
		<b>IFGP</b>	Individual and Family Grant Program (State of California program)
		<b>IMT</b>	Incident Management Team

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**EMERGENCY OPERATIONS PLAN - 2012**

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**JFO** Joint Field Office  
**JPA** Joint Powers Agreement  
**JIC** Joint Information Center  
**JIS** Joint Information System  
**JOC** Joint Operations Center  
**JTTF** Joint Terrorism Task Force

**LFA** Lead Federal Agency  
**LGAC** Local Government Advisory Committee

**MACS** Multi-Agency Coordination System  
**MARAC** Mutual Aid Regional Advisory Committee  
**MMRS** Metropolitan Medical Response Team  
**MOA** Memorandum of Agreement  
**MOU** Memorandum of Understanding  
mph Miles Per Hour

**NAWAS** National Warning System  
**NDAA** Natural Disaster Assistance Act (California)  
**NDMS** National Disaster Medical System  
**NEP** National Exercise Program  
**NEST** Nuclear Emergency Search Team  
**NETC** National Emergency Training Center  
**NFA** National Fire Academy  
**NFIP** National Flood Insurance Program  
**NGO** Non Government Organization  
**NHPA** National Historic Preservation Act  
**NICC** National Interagency Coordinating Center, National Infrastructure Coordination Center  
**NIMS** National Incident Management System  
**NMRT** National Medical Response Team  
**NOAA** National Oceanic and Atmospheric Administration  
**NOC** National Operations Center  
**NOI** Notice of Interest  
**NRF** National Response Framework  
**NRT** National Response Team  
**NSC** National Security Council  
**NSSE** National Special Security Event  
**NVOAD** National Voluntary Organizations Active in Disaster  
**NWS** National Weather Service

**OA** Operational Area  
**OASIS** Operational Area Satellite Information System  
**OES** Office of Emergency Services  
**PA** Public Affairs  
**PAO** Public Affairs Officer  
**PA** Public Assistance  
**PA#** Project Application Number  
**PDA** Preliminary Damage Assessment  
**PDD** Presidential Decision Directive  
**PFO** Principal Federal Officer  
**PIO** Public Information Officer  
**PL** Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974

**POC** Point of Contact  
**PNP** Private Nonprofit Organization  
**PW** Project Worksheet

**RACES** Radio Amateur Civil Emergency Services  
**RD** Regional Director (FEMA)  
**REOC** Regional Emergency Operations Center  
**RRCC** Regional Response Coordinating Center  
**RRT** Regional Response Team

**SAP** State Assistance Program  
**SAR** Search and Rescue  
**SBA** Small Business Administration  
**SCO** State Coordinating Officer  
**SEMS** Standardized Emergency Management System  
**SFLEO** Senior Federal Law Enforcement Officer  
**SFO** Senior Federal Officer  
**SHMO** State Hazard Mitigation Officer  
**SHPO** State Historic Preservation Officer  
**SITREP** Situation Report  
**SOC** State Operations Center  
**SOP** Standard Operating Procedure

**TEWG** Terrorism Early Warning Group  
**TWG** Terrorism Working Group

**USAR** Urban Search and Rescue

**VOAD** Volunteer Organizations Active in Disaster

**WMD** Weapons of Mass Destruction

## **GLOSSARY OF TERMS**

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

### **A**

**Advance Element of the Emergency Response Team (ERT-A):** The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

**Action Plan:** "Action Plan" means 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.

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

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

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

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

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

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

**Allocated Resources:** Resources dispatched to an incident.

**American Red Cross:** A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**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, based upon tactical objectives in the Incident or EOC Action Plan.

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

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

**Attention Signal:** The two tone 853 /960 Hertz tone now shortened to eight seconds that was the old EBS signal that activated decoders and alerted the public to stand by for emergency information.

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

## **B**

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

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

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

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

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

## **C**

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

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

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

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

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

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

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

**Chief: General Staff position title under NIMS and for SEMS refers to General Staff positions in the field.**

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

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

**CLERS:** California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run of the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

**CLETS:** California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

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

**Command Post:** (See Incident Command Post)

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

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

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

**Community Right-to-Know:** Legislation requiring the communicating of chemical information to local agencies or the public.

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

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

**Complex:** Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Management.

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

**Consequence Management:** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. *The requirements of consequence management and crisis management are combined in the National Response Framework.*

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

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

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

**Coordinator:** Coordinator replaces the title of Chief for General Staff positions under SEMS. As such the General Staff positions in the EOC are Operations Coordinator, Logistics Coordinator, Planning/Intelligence Coordinator, and Finance/Administration Coordinator.

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

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

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

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

**Crisis Management:** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a

threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP

## **D**

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

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

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

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

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

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

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

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

**Designated Area:** Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

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

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

**Disaster Assistance Program:** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

**Disaster Field Office:** A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and

control for state and federal governmental efforts to support disaster relief and recovery operations.

**Disaster Preparedness Improvement Grant Program (DPIG):** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

**Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

**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 fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

**Disaster Welfare Inquiry (DWI):** A service 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 implementation of a command decision to move a resource or resources from one place to another.

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

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

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

**Documentation Unit:** Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

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

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

## **E**

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

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

**EDIS:** Emergency Digital Information Service. The "government wireless service" provided by

the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at [<http://edis.oes.ca.gov/>]. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired.

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

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

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

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

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

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

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

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

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

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

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

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

**Emergency Public Information (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).

**ENN:** The Emergency News Network. A term used to describe the use of voice, video, and data to provide not only alerts, but also the ongoing story of any major emergency; from response to recovery much as NASA does with its NASA Mission Control.

**EOM** The End Of Message FSK “digital” signal sent at the end of an EAS message that tells EAS decoders an alert sequence has ended. Without an EOM, decoders will not return to the normal program mode for a two-minute time out period.

**Emergency Public Information System:** The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

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

**Emergency Response 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.

**Emergency Support Function:** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

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

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

**Essential Facilities:** Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement 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, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

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

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

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

## **F**

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

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

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

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

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

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

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

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Federal Insurance Administration (FIA):** the government unit, a part of FEMA, that administers the National Flood Insurance Program.

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

**Federal Coordinating Officer (FCO) - (1)** The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the



President, to coordinate Federal assistance. The FCO initiates action immediately to assure that Federal Assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-State agreement. (2) The FCO is the senior Federal official appointed in accordance with the provisions of Public Law 93-288, as amended (the Stafford Act), to coordinate the overall consequence management response and recovery activities. The FCO represents the President as provided by Section 303 of the Stafford Act for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in the Code of Federal Regulations, Title 44, Part 205.

**Federal On-Scene Commander (OSC)** - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

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

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

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

**FIPS Code:** Federal Information Processing Identifier is a unique five digit number for every county, borough, parish or census district in the US and its possessions.

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

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program.

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

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

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

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

## **G**

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

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

**Generic ICS:** Refers to the description of ICS that is generally applicable to any kind of incident or event.

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

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

## **H**

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

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

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

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

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

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

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. Provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

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

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

**Hierarchy of Command:** (See Chain of Command)

**Homeland Security Advisory System (HSAS):** HSAS is a color-coded terrorism threat advisory scale. It was created by a Presidential Directive in order to provide a "comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people." The different levels trigger specific actions by federal agencies and state and local governments, and they affect the level of security at some airports and other public structures

I

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

**Incident Action Plan:** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

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

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

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

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

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

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

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been

effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

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

**Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

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

**Initial Response:** Resources initially committed to an incident.

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

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

## **J**

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

**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 a 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.

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Framework is activated.

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

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

## **L**

**Landing Zone:** (See Helispot)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**LECC:** Local Emergency Communications Committee. The LECC is the broadcast industry component of EAS that works closely with local government entities to form a partnership to make EAS work.

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

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Lifelines:** A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

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

**Local Assistance Center:** The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

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

**Local Government:** Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDA, 2900(y).

**Local Government Advisory Committee (LGAC):** Committees established by the Secretary of CAL EMA to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of CAL EMA Executive Management.

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

## **M**

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

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

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

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

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

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

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

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

**Mobilization:** The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting 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 area temporarily located pending assignment to incidents, release, or reassignment.

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

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

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

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

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

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

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

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

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

**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.

## **N**

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

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

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

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs 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 Infrastructure Coordination Center (NICC):** Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

**National Response Framework (NRF):** The federal plan to be used when responding to emergencies/disasters involving federal agencies and resources.

**National Interagency Coordination Center (NICC):** The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

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

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

## **O**

**Office of Emergency Services:** The Governor's Office of Emergency Services.

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

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

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

**Operational Area Satellite Information System (OASIS):** A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

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

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



**P**

**Plan:** As used by CAL EMA, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

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

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

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

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

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

**Preparedness Organizations:** Provides coordination for emergency management and incident response activities before a potential incident. 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.

**Principal Federal Official (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

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

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

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

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

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

## Q

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

## R

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

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

**Radiological 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 he is assigned; and perform operator's checks and maintenance on radiological instrument.

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

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

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

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

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

**Regional Emergency Operations Center (REOC):** Facilities found at Cal EMA Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

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

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

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

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

**Resources Management:** Efficient 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 National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

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

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

**S**

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

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

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

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

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

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

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

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

**Shelter Complex:** A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, an/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 mile.

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

**Short-Term Prediction:** A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

**Alert--**Three days to a few weeks

**Imminent Alert--**Now to three days

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

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

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

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

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

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

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

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

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

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

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

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

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

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

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

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the

establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

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

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

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

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

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

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

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

## T

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

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

**Team:** (See Single Resource.)

**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).

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

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

**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).

**The Petris Bill #1841:** As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

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

## **U**

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

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

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

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

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

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

## **V**

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

## **W**

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

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



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## **MANAGEMENT SECTION GENERAL**

### **PURPOSE**

To direct and manage the City of Palm Springs's response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

### **OVERVIEW**

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. The elements may include:

- Managing overall emergency response and recovery effort.
- Overseeing and directing the Operations, Planning, Logistics and Finance Sections within the EOC.
- Utilizing the Incident Command System principles.

Functions include:

- EOC Director/ Command Management
- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Legal Officer
- Policy Group
- Safety Officer
- Security Officer

### **OBJECTIVES**

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

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

**CONCEPT OF OPERATIONS**

The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the Director of Emergency Services (EOC Director).
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- While in a disaster mode, operational periods should be 12 hours for the duration of the emergency/major disaster. Operational periods should be incident driven.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3.

**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Management Section.

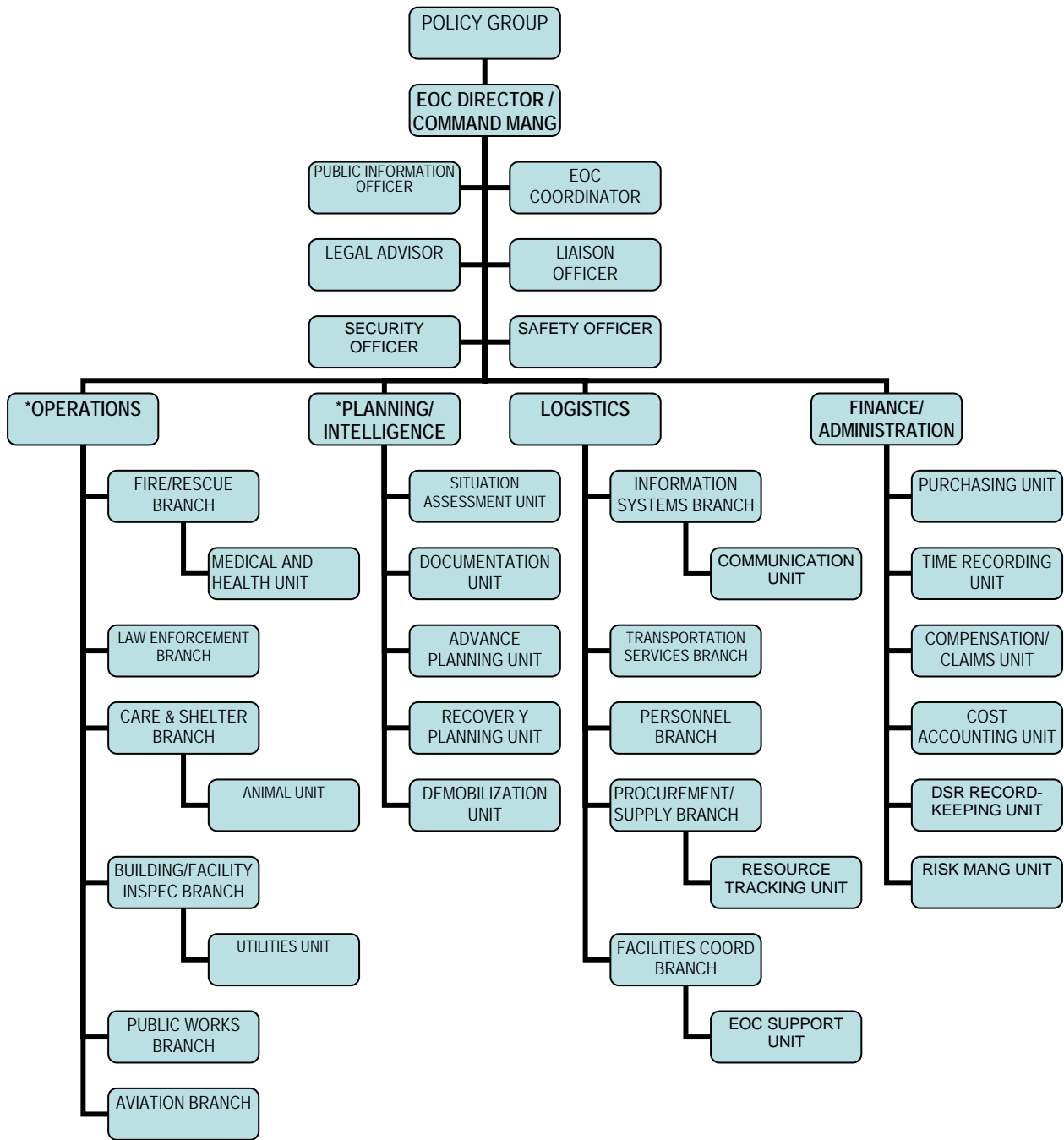
**When to Activate**

The Management Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director. The Director of Emergency Services (EOC Director) will provide call-back instructions for staff of when and where to report to work. If communication systems are damaged due to a disaster, personnel shall assume they are needed and report to work immediately.

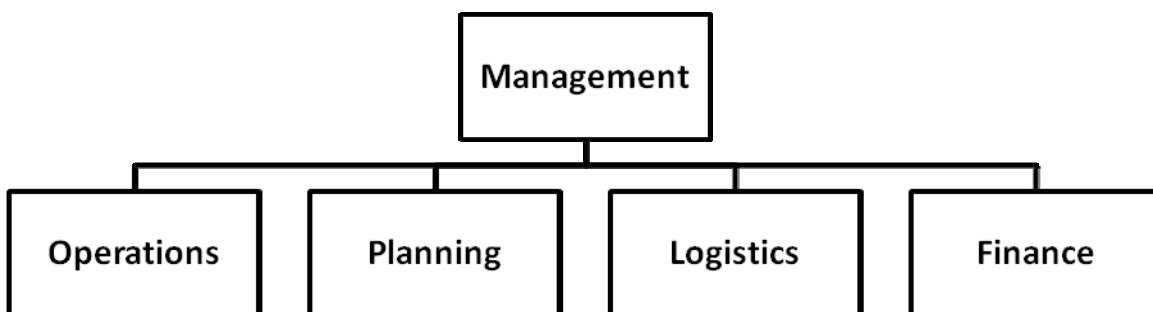
**Where to Report**

The City EOC is located at Palm Springs City Hall. The alternate EOC is located at the Headquarters Fire Station #442, 300 N. El Cielo Rd. Employees should report to their respective Department Operation Centers (DOC's) for assignment in the event of a local or regional emergency.

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System (ICS) will be used in the field. Field units will coordinate and communicate with their assigned Branch under the Operations Section.

**RESPONSIBILITIES CHART****Responsibilities:****EOC Director (Management Section)**

The EOC Director is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report and maintaining documentation.

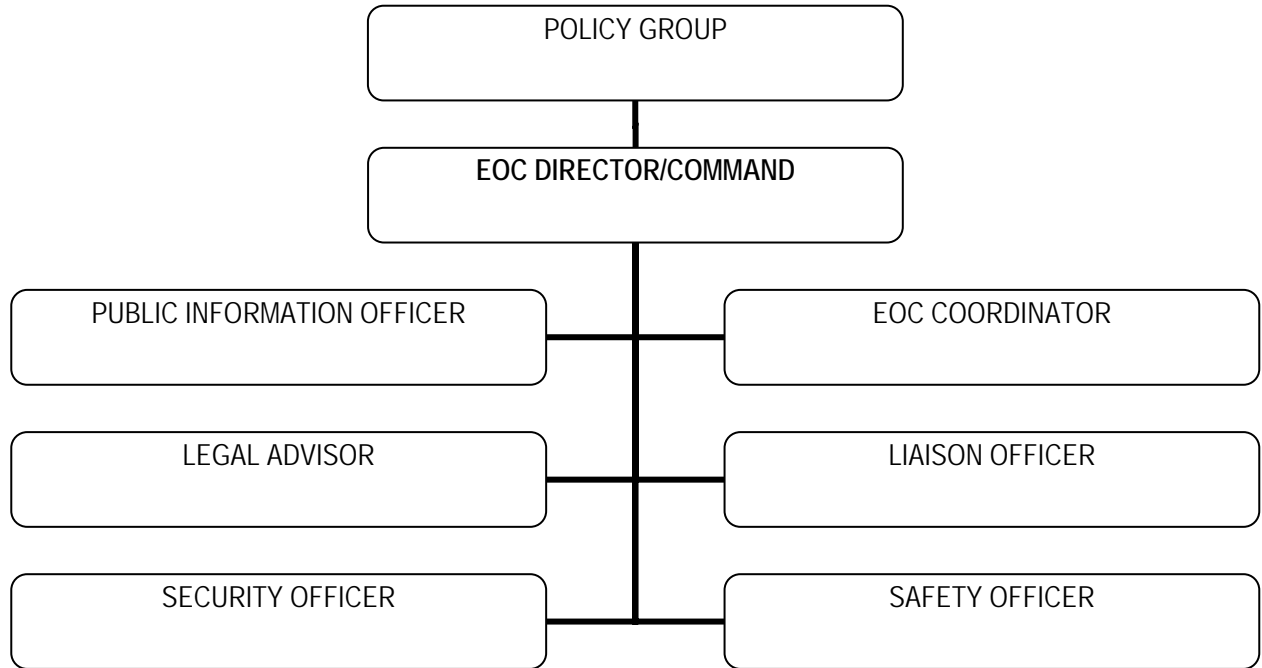
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, materials, vehicles, donations management, and tracking resources.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities, expense tracking, and other administrative aspects related to the incident.

**MANAGEMENT SECTION  
ORGANIZATION CHART**



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### **MANAGEMENT SECTION STAFF**

The Management Section is led by the EOC Director and is established for every EOC activation to coordinate EOC operations. The City Manager by city ordinance will fill this position while serving as the Director of Emergency Services during a disaster/emergency. The EOC Director, the General Staff (Section Coordinators), the EOC Coordinator and others as designated make up the EOC Management Team. The Management team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident and rules, regulations, proclamations and orders. Management Section also includes certain staff functions required to support Management function.

- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Legal Advisor
- Policy Group
- Security Officer
- Safety Officer

#### **EOC Coordinator**

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS/NIMS levels, and serves as a resource to the EOC Director to ensure the Emergency Operations Plan and its policies and procedures are carried out.

#### **Liaison Officer**

Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure. Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of them operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

As an incident indicates the Liaison Officer will also, established and maintains personal contact with the elected officials representing the impacted area at the county/state/federal levels.

The Liaison Officer ensures that a link has been established between the City of Palm Springs and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. The Liaison Officer should also communicate local needs to the community's legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed and identify issues that should be forwarded to the proper political entities to ensure the best possible response to your community.

**Public Information Officer**

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post. The City Information Center is located in the City Hall Council Chambers. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate **all** information releases and media contacts with the EOC Director. When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

**Legal Advisor**

The Legal Officer is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

**Policy Group**

The Policy Group is made up of department directors and gives support to the EOC Director.

**City Council**

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

**Safety Officer**

The Safety Officer monitors the EOC operations and advises the EOC Director on all matters relating to operations safety including the health and safety of EOC personnel. The Safety Officer has the emergency authority to stop and/or prevent unsafe acts.

**Security Officer**

The Security Officer is responsible for the security and access to the EOC. The position is to verify all credentials of individuals entering the EOC to determine if access is needed. The position is also responsible to determine if an individual that is authorized access to the EOC is a potential threat to the other personnel already assigned to the EOC. This threat could be intentional or unintentional such as illness.



**EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

- Check-in with EOC Security Officer upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Pick up your colored position sign and post on wall under "EOC Positions Activated" (cluster by EOC Section color).
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the EOC and organization do.
- Open and maintain a position activity log. The activity log should chronologically describe the actions you have taken during your shift.
- Determine 24-hour staffing requirements and request additional support as required.
- Make sure you note your check-in time on the Section Time Log.
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.(JIC)
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using an activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster.  
Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.*

**General Operational Duties**

- Keep up to date on the situation and resources associated with your position.
- Maintain current status reports and displays.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Clean and straighten your area before shift change.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.

**Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Brief your replacement and/or your EOC organizational supervisor regarding any outstanding or significant items.
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your EOC organizational supervisor and on the large EOC organization/sign-in sheet.

**EOC DIRECTOR****SUPERVISOR: Policy Group****GENERAL DUTIES:**

- Serve as the Director of Emergency Services for the City of Palm Springs.
- Make executive decisions based on policies established by the Policy Group.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure the safety and security of all EOC facilities and personnel access.

**RESPONSIBILITIES:**

Overall management of the City of Palm Springs's emergency response and recovery efforts.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**CHECKLIST ACTIONS****Activation**

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- Activate the alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Obtain briefing from available creditable sources.

**Position Start-Up Actions**

- Review your position responsibilities.
- Identify yourself as the EOC Director by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.
- Direct the implementation of the City's Emergency Operations Plan.
- Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- Notify the Riverside County Operational Area that the City EOC is activated via the City EOC or Police/Fire Communications Center.

- Assign a person to record EOC Director's actions.
- Assign staff to initiate check-in procedures.
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure the EOC is properly set up and ready for operations.
- Appoint and ensure that EOC Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.
  - Operations Section Coordinator
  - Planning/Intelligence Section Coordinator
  - Logistics Section Coordinator
  - Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed.
  - Public Information Officer
  - EOC Coordinator
  - Liaison Officer
  - Legal Officer
  - Safety Officer
  - Security Officer
- Ensure that the Policy Group is notified of the need to form
- Gain situational awareness before setting priorities. This can be done by requesting a report on conditions from the Operations Coordinator. If this is a wide spread incident such as an earthquake, order that the windshield survey be completed as quickly as possible.
- Request additional personnel to maintain a 24-hour operation as required.
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts
- Prepare work objectives for Section staff, brief staff and make staff assignments.
- Open and maintain a position log.
- Using activity log (**see Part Two-Management Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.*

- Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Ensure that telephone, radio and data communications with other facilities are established and tested.
- Ensure that all departments account for personnel and work assignments.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Procurement/Contracting Unit of the Logistics Section.
- Schedule the first planning meeting.
- Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.
- Ensure that the City field agency representatives have been assigned to other facilities as necessary.
- Determine need and establish, if necessary, a deputy director position.
- Establish the frequency of briefing sessions.
- Based on the situation as known or forecasted determine likely future EOC Management Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Branch/Unit.

**General Operational Duties:**

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Ensure that all your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Resolve problems that arise in conducting your EOC responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Operational Duties:**

- Carry out responsibilities of all other EOC Sections not currently staffed.
- Assess situation, work in progress, resources and estimate incident duration.
- Set up EOC planning meeting schedule with all EOC Section Coordinators.
- Develop overall strategy with the EOC Section Coordinators.
- Ensure that all Sections are carrying out their principle duties:
  - Implementing operational objectives per the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record keeping and support.
- Develop and issue appropriate rules, regulations, proclamations and orders.
- Initiate Emergency Proclamations as needed **(See Management Support Documentation – Legal Documents)**
- Establish City Hall hours for normal operation if feasible.
- Conduct periodic briefing sessions with the entire EOC management team to update the overall situation.
- Conduct periodic briefing sessions with the Policy Group to update them on the overall situation.
- Set priorities for restoration of city services.
- Determine if support is required from other jurisdictions if it is request mutual aid from the Riverside County Operational Area. Logistics Section will implement all Mutual Aid requests as necessary.
- Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
  - Name the incident.
  - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
  - Obtain any additional information from other sources on the current situation assessment.
  - Review availability and status of ordered, enroute or staged resources.
  - Establish with staff the next Operational Period for which the EOC Action Plan should be developed.
  - Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
  - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
  - Establish priorities for the City's public safety resources.
  - Determine need for additional resources. Approve requests for additional resources, and requests for Release of Resources.
  - Discuss and establish communications protocols and approve the Communications Plan. Determine the need for RACES. (Make RACES requests through the Riverside County Operational Area).
  - Discuss and resolve any internal coordination issues.

- Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- Establish time for next action planning meeting.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.
- In conjunction with the Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedures for information releases affecting inter-agency coordination.
- Authorize PIO to release information to the media and to access the City's: Code Red, Nixle, City AM Station 1690 or the Emergency Alert System (EAS) via the Riverside County Operational Area EOC if necessary.
- Monitor performance of EOC personnel for signs of stress or fatigue. As necessary initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Branch of the Logistics Section.
- Assist Liaison Officer in preparing a city strategy dealing with legislative issues during this incident.
- Ensure Liaison Officer establishes a link between City of Palm Springs, its political bodies and the county and state legislative bodies.
- Assist EOC in addressing any political issues that might arise. Determine, with the Legislative Officer, the need to contact specific legislative bodies to ensure the best possible response to your community.
- Brief and coordinate with PIO, EOC Coordinator, Liaison Officer, and City Council members on VIP tours.
- Ensure that all documentation is being properly maintained. Forward pertinent documents to Palm Springs's elected officials and upward through proper channels to expedite response to the City.
- Ensure that the EOC Coordinator and Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Deactivation:**

- Authorize deactivation of sections, branches or units when they are no longer required.
- Notify Riverside County Operational Area via the City EOC or Police/Fire Communications Center, and other EOC's as necessary of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the EOC After-Action Report/Corrective Action Report.

- Deactivate the EOC and close out logs when the emergency/major disaster situation no longer requires activation.
- Proclaim termination of the emergency/major disaster and proceed with recovery operations.
- See Common EOC responsibilities on page M-17.



**PUBLIC INFORMATION OFFICER****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Establish a Joint Information System (JIS) with all other PIOs working the incident.
- Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation.
- Open a Joint Information Center (JIC), or report to a Regional JIC, maintain a relationship with the media representatives and hold periodic press conferences as required.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted on the Press Release Clip- Board in the EOC. **(See Management Support Documentation – PIO Support Information)**
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident with the EOC Director and the Operations Coordinator.
- Ensure media releases are coordinated based on news cycles for all present media outlets.

**RESPONSIBILITIES:**

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

In larger disasters, the Emergency Public Information function may, as conditions and/or activation levels require, expand into a Branch structure and may send a representative to a federal or state Joint Information Center (JIC).

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- See Common EOC responsibilities on page M-17.
- Maintain necessary equipment and supplies required for PIO functions and duties.

- Keep up to date on the situation and resources associated with the Position. Maintain current status reports and displays.
- Keep EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Review situation reports as they are received. Verify information where questions exist.
- Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS) and the cable system, if needed. **(See Part Two, Management Support Documentation, Emergency Alert System Procedures)**
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director.
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- Establish or participate in a Regional Joint Information System to coordinate with all PIOs working the incident. This system can be as simple as periodic phone calls. Your responsibility is to ensure that all PIOs are providing the same information and messages are consistent. Information flow with all PIOs will go both directions and any new situational information gained from field PIOs is to be provided to the Planning/Intelligence Coordinator.
- Establish a Joint Information Center (JIC) at a site away from the EOC, Command Post and incident for media use and dissemination of information (City Council Chambers has been designated for this). Provide necessary workspace, materials, telephones and staffing. Announce safe access routes to Joint Information Center for Media.
- Determine requirements for support to the emergency public information function at other EOC levels.
- When federal emergency response teams respond, coordinate activities through the Riverside County Operational Area to ensure coordination of local, state and federal public information activities.
- Maintain Media Information Center operations.
- Schedule and post times and locations of news briefings in the EOC, Joint Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Joint Information Center and other appropriate areas.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations. Attend all briefings.
- Develop a regular Communication schedule with all PIO's at locations away from the EOC.
- Develop an information release program. Develop and maintain a Media Fax/E-mail Information Distribution List.

- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Obtain, process, and summarize information in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- Secure maps, fact sheets, pictures, status sheets and related visual aids for media. As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- Develop a fact sheet for field personnel to distribute to residences and local businesses (include information about water and electrical outages/shortages, water supply stations, health services, etc.).
- Respond to information requests from the EOC Director and EOC management team.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop a procedure to be used to squelch such information.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- Consider establishing and staffing a hot line to answer inquiries from the public. The small conference room at City Hall has been set up with phone jacks for this purpose. The phones are located in the EOC radio room.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, and other disaster services.
- Broadcast emergency information/updates on cable television and/or radio either through message board or live taping of Mayor or EOC Director.
- Arrange for meetings between media and city officials or incident personnel.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, LACs or DACs, etc. **(See Part Two, Management Support Documentation)**
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permits. Coordinate VIP tours with Liaison Officer, and City Council.
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational. **(See Part Two, Management Support Documentation)**
- Determine requirements for support to the emergency public information function at other EOC levels.

- Monitor broadcast media, and use information to develop follow-up news releases and rumor control.
- Broadcast emergency information/updates by using Fact Sheet format on local Cable Channel 17 either through the message board of live-taping of Mayor or EOC Director. The Code Red reverse 911 system, Nixle and the City's low power AM Radio Station 1690 should also be considered for communications with the public.
- When federal emergency response teams respond, coordinate activities through the Riverside County Operational Area to ensure coordination of local, state and federal public information activities. If a federal Joint Information Center (JIC) is established, designate a City representative to the JIC.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Prepare instructions for people who must evacuate from high-risk areas. Include the following information: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; and location of shelters.
- During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips.
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible.
  - Translating all warnings, written and spoken, into appropriate languages, whenever possible.
  - Contacting media outlets (radio/television) that serve the languages and target areas that are needed.
  - Utilizing TDD or TTY machines to communicate with the hard of hearing or deaf as communication infrastructure permits.
  - Using pre-identified lists of disabled/hearing impaired persons for individual contact.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
  - What **to do** and **why**.
  - What **not to do** and **why**.
  - Hazardous areas and structures to stay away from.
  - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
  - Location of mass care shelters, first aid stations, food/water distribution points, etc.
  - Location where volunteers can register and be given assignments.
  - Street, road, bridges and freeway overpass conditions, congested areas to avoid and alternate routes to take.

- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
  - Curfew information.
  - School information (The School District should issue specific information. The City PIO can issue general information authorized by the School District).
  - Weather hazards when appropriate.
  - Public information hotline numbers.
  - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
  - Local, state and federal assistance available; locations and times to apply.
  - Local Application Center (LAC) or Disaster Assistance Center (DAC) locations, opening dates and times.
  - How and where people can obtain information about relatives/friends in the emergency/disaster area. **(Coordinate with the ARC, Safe and Well Program).**
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories).
  - Through the Riverside County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
  - Ensure file copies are maintained of all information released and posted in the EOC.
  - Provide copies of all releases to the EOC Director.
  - Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

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**EOC COORDINATOR****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Ensure staff is following city plans, policies and procedures.
- Maintain contact with the Riverside County Operational Area EOC Liaison Officer.
- Temporarily serve as a Section Coordinator if assigned by EOC Director.
- Coordinate with Agency Representative assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

**RESPONSIBILITIES:**

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS/NIMS levels and serve as a resource to the EOC Director. Ensure staff is following the Emergency Operations Plan.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**CHECKLIST ACTIONS****Start-Up Actions**

- Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.
- Assist the EOC Director in filling needed workstation assignments.
- Provide assistance and information to Section Coordinators as required.

**Operational Duties:**

- Assist the General Staff and the EOC Director in developing an overall strategy, including:
  - Assessing the situation
  - Defining the problem
  - Establishing priorities
  - Determining the need for evacuation

- Estimating the incident duration
- Determining if there is a need to make an “Emergency Proclamation”
- Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise, as appropriate.
- Monitor performance of EOC personnel for signs of stress or under-performance; advise the EOC Director and Personnel Unit as appropriate.
- Ensure that all documentation is being properly maintained by EOC personnel.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Ensure that all notifications are made to the Riverside County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.
- Ensure that all necessary communications have been established.
- Assist in shift change issues.
- Determine status and resource needs and availability of other agencies.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.
- See Common EOC responsibilities on page M-17.



**LIAISON OFFICER****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Maintain contact with the Riverside County Operational Area EOC Liaison Officer if the EOC Coordinator is not available.
- Temporarily serve as a Section Coordinator if assigned by EOC Director.
- Coordinate with Agency Representative assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.
- Keeps the EOC Director apprised of agencies working the emergency / major disaster.
- Work closely with the EOC Director to ensure proper support from all legislative entities.
- Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
- Assist EOC Director as needed.

**RESPONSIBILITIES:**

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the City government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

Ensure that a link has been established between the City of Palm Springs and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. Communicate local needs to your community's legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed. Identify issues that should be forwarded to the proper political entities to ensure the best possible response to your community.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

### **CHECKLIST ACTIONS**

#### **Start-Up Actions**

- Provide assistance and information to Section Coordinators as required.
- Determine what external agencies are or will be needed in response to the emergency/major disaster.

#### **Operational Duties:**

- See Common EOC responsibilities on page M-17.
- Assist the General Staff and the EOC Director in developing an overall strategy, including:
  - Assessing the situation
  - Defining the problem
  - Establishing priorities
  - Determining the need for evacuation
  - Estimating the incident duration
  - Determining if there is a need to make an "Emergency Proclamation"
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Ensure that all notifications are made to the Riverside County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.
- Ensure that all necessary communications have been established.
- Coordinate all EOC functions with neighboring jurisdictions, the Riverside County Operational Area and other support and response organizations.
- Assist in shift change issues.
- Arrange and coordinate VIP tours with PIO, Legislative Liaison and City Council members.
- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
  - Special Districts not already represented
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.

- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with county, state or federal emergency response officials and appropriate city personnel.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.
- Know the working location for any Agency Representative assigned directly to a branch/group/unit.
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.
- Assist EOC Director in preparing a city strategy dealing with legislative issues during this event.
- Establish a link between your jurisdiction, its political bodies and the county and state legislative bodies.
- Assist EOC in addressing any political issues that might arise. Determine, with the EOC Director, the need to contact specific legislative bodies to ensure the best possible response to your community.
- Brief and coordinate with PIO, Liaison Officer and City Council members on VIP tours.
- Ensure that all documentation is being properly maintained. Forward pertinent documents to Palm Springs' elected officials. As needed, forward pertinent documentation upward through proper channels to expedite response to your jurisdiction.
- Advise the EOC Director of any political issues that may need to be addressed and of any responsibilities that may need to be assigned.

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**LEGAL OFFICER****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency. **(See Management Support Documentation – Legal Documents)**
- Commence legal proceedings as needed.
- Participate as a member of the EOC management team when requested by the EOC Director.

**RESPONSIBILITIES:**

Provide legal advice to the EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- See Common EOC responsibilities on page M-17.
- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Prepare documents relative to the demolition of hazardous structures or conditions.

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**SAFETY OFFICER****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

**RESPONSIBILITIES:**

The Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- See Common EOC responsibilities on page M-17.
- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

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**SECURITY OFFICER****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

**RESPONSIBILITIES:**

The Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- See Common EOC responsibilities on page M-17.
- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Keep the EOC Coordinator and Liaison Officer advised of safety conditions.
- Coordinate with the Law Enforcement Branch to:

- Ensure that proper security of the EOC is maintained at all times.
  - Provide security for any EOC critical facilities, supplies or materials.
  - Provide executive security as appropriate or required.
  - Provide security input and recommendations as appropriate.
  - Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- Establish or relocate security positions as dictated by the situation.

**POLICY GROUP****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Participate as a member of the Policy Group providing support to the EOC Director.
- Ensure that the EOC Director has clear policy direction.
- Assist in making executive decisions based on policies of the City Council.
- Assist the EOC Director in the development of rules, regulations, proclamations and orders.
- Ensure Continuity of Government and Continuity of Operations.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- Upon arrival, identify yourself as a member of the Policy Group.
- Determine if all **your** key Department personnel or alternates have been notified or are en-route to the EOC as necessary.
- Obtain a briefing or preliminary survey of the emergency/disaster from **your** staff and impact on **your** Department's operational capability.
- Provide the EOC Director with a status report of **your** Department.
- Request additional personnel to maintain a 24-hour operation as required.
- Assist the EOC Director in the preparation of the Action Plan.
- Determine information needs and advise the EOC Director of those needs.
- Assign Department staff to the EOC as needed.
- Advise and assist the EOC Director in the release of information to the public and the media, requests for additional resources, requests for release of resources and plans for recovery, reconstruction and demobilization.
- In consultation with the EOC Director, develop temporary emergency policies for managing the strategic aspects of the emergency.
- Ensure Continuity of Government and Continuity of Operations and prepare the EOC for transition to a recovery organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

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**CITY COUNCIL-PART OF THE POLICY GROUP****SUPERVISOR:** Electorate**GENERAL DUTIES:**

- Proclaim and/or ratify a local emergency.
- Establish executive level policies for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from EOC Director and provide information to the public and media in coordination with the PIO.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster as requested.

**RESPONSIBILITIES:**

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Official.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties:**

- See Common EOC responsibilities on page M-17.
- Check In at the City Manager's Office/Policy Group
- Receive incident briefing from the EOC Director.
- Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.
  - Three members of the City Council are needed for an official quorum.
  - Emergency proclamations must be ratified within seven (7) days.
  - Approve extraordinary expenditure requirements as necessary.
- Review, at least every 21 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- In consultation with the EOC Director, Policy Group and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.
- Oversee the release of official statements.
- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and EOC Coordinator.
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or Public Information Officer.
- If available, the Disaster Council will provide guidance to the Policy Group.

- Develop or utilize existing citizen's advisory group to address concerns.
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider developing a plan to provide a "citizen and business aid" location that can be utilized for information and assistance to citizens and businesses impacted by an emergency.
- Encourage post-event discussions in the community to identify perceived areas of improvements.

**NOTE:** Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director.

**MANAGEMENT SECTION  
SUPPORT DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**EOC DIRECTOR (Look in Forms Section also)**

HOMELAND SECURITY ADVISORY SYSTEM GUIDELINES –  
PALM SPRINGS PROTECTIVE MEASURES.....MS-3

**LEGAL OFFICER (Look in Forms Section also)**

LEGAL DOCUMENTS

Orders and regulations which may be selectively promulgated  
by the Governor during a state of emergency .....MS-5

Orders and regulations promulgated by the Governor to take effect  
upon the existence of a state of war emergency .....MS-7

Local and State Proclamations .....MS-11  
Exhibit 1 - Emergency Services Director Declaring Local Emergency.....MS-15  
Exhibit 2 - City Council Declaring Local Emergency .....MS-17  
Exhibit 3 - City Council Confirming Local Emergency (until otherwise  
terminated).....MS-19  
Exhibit 4 - City Council Confirming Local Emergency (for time certain).....MS-22  
Exhibit 5 - City Council Resolution to request State Governor proclaim a  
Emergency .....MS-25  
Exhibit 6 - City Council Resolution to Request the State Governor Proclaim an  
Emergency and Presidential Declaration.....MS-27  
Exhibit 7 - City Council Resolution Terminating Local Emergency .....MS-29  
Exhibit 8 - Local resolution requesting state Director, Office of  
Emergency Services concurrence in Local Emergency .....MS-31

CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID  
AGREEMENT .....MS-33

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC) .....MS-39

CITY OF PALM SPRINGS'S EMERGENCY ORGANIZATION AND  
FUNCTIONS ORDINANCE .....MS-45

AUTHORITIES AND RESPONSIBILITIES OF HEALTH OFFICERS IN DISASTERS .....MS-49

**PUBLIC INFORMATION OFFICER (Look in Forms Section also)**

EMERGENCY ALERT SYSTEM ACTIVATION PROCEDURES .....	MS-57
THE PUBLIC INFORMATION OFFICER .....	MS-59
MEDIA PHONE LIST- Radio/TV/Print .....	MS-67
MEDIA RELATIONS Dos and Don'ts .....	MS-71
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MEDIA ACCREDITATION.....	MS-83
MEDIA ACCESS REGULATIONS – California Penal CODE 409.5 .....	MS-85
FEDERAL AVIATION REGULATIONS (Pertaining to the media) .....	MS-87

**EOC COORDINATOR (Look in Forms Section also)**

EOC VISITOR CONTROL PROCEDURES .....	MS-89
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**FORMS**

EPI RELEASE LOG .....	MS-91
PUBLIC INFORMATION SUMMARY .....	MS-93
EOC VISITATION REQUEST FORM.....	MS-95
ACTIVITY LOG .....	MS-97



## **PALM SPRINGS PROTECTIVE MEASURES**

The following protective measures may be implemented based on the United States Homeland Security National Terrorism Advisory System:

### **Preparedness**

Emergency Operations Center is not activated.

- Ensure staff receives proper training on Homeland Security Advisory System, and protective measures.
- Regularly assess facilities for vulnerabilities and take measures to reduce them
- Refine and exercise as appropriate preplanned protective measures.
- Review and update emergency response procedures as necessary.
- Provide the public with any information that would strengthen its ability to act appropriately.
- Check communications with designated emergency response or command locations.

### **Elevated Threat Level**

An elevated threat level warns of a credible terrorist threat against the United States.

This condition may or may not activate the Emergency Operations Center depending on a regional/local assessment.

- Increase surveillance of critical locations whose loss will have an adverse effect on the City's ability to provide service to the public and/or accomplish its primary mission
- Coordinate emergency plans as appropriate with nearby jurisdictions
- Assess preplanned protective measures within the context of the current threat
- Keep staff aware of what procedures are taking place

### **Elevated Threat Level - Immediate Area (County or Contiguous County)**

This condition may or may not activate the Emergency Operations Center depending on local/regional assessment.

- Take additional precautions at public events
- Review building evacuation plans
- Review mail handling/package delivery procedures
- Review information technology system security issues including remote capabilities
- Review emergency reporting procedures
- Be prepared to have someone monitor the Response Information Management System (RIMS) if directed
- Restrict public access to buildings if threat assessment is credible regionally/locally.
- Coordinate necessary security effort with laws enforcements agencies. (Palm Springs Police Department, Riverside County Sheriff and California Highway Patrol)
- Prepare to execute contingency procedures
- Test staff notification procedures/systems.

**Imminent Threat**

Imminent threat warns of a credible, specific, and impending terrorist threat against the United States. Emergency Operations Center activation may activate from monitoring to full activation; this will depend on the local/regional assessment.

- Stand ready to increase or redirect personnel to address critical emergency needs.
- Monitor, redirect, or constrain transportation systems
- Consider closing public facilities based on Terrorism Early Warning Group threat guidance
- Consider canceling large scale public events if their security cannot be enhanced, based on Terrorism Early Warning Group threat guidance
- Activate Emergency Operations Center, level of activation determined by threat assessment from Terrorism Early Warning Group threat guidance.
- Direct staff to monitor RIMS
- Ensure all staff is kept informed

**Extracted from the California Emergency Plan**

**ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY  
THE GOVERNOR DURING A STATE OF EMERGENCY**

**Order 1 (Employment)**

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Secretary of California Emergency Management Agency but shall not extend beyond the termination date of said State of Emergency.

**Order 2 (Medical Supplies)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Secretary of California Emergency Management Agency outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Order 3 (Salary Payment)**

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Secretary of California Emergency Management Agency will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

**Order 4 (Bonding)**

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Secretary of California Emergency Management Agency outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

**Order 5 (Temporary Housing)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Secretary of California Emergency Management Agency outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

**Order 6 (Petroleum Fuels)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Secretary of California Emergency Management Agency outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 7 (Banking)**

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Secretary of California Emergency Management of Agency outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

**Extracted from the California Emergency Plan**

**ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY**

**Order 1 (Orders and Regulations in Effect)**

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

**Order 2 (Warning)**

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

**Order 3 (Authority and Implementation under State of War Emergency)**

It is hereby ordered that the Secretary of California Emergency Management is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Secretary of California Emergency Management is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

**Order 4 (Personnel)**

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Secretary of California Emergency Management, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War-Emergency Organization.

#### **Order 5 (War Powers)**

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

#### **Order 6 (Sales Restrictions)**

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

#### **Order 7 (Alcohol Sales)**

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

#### **Order 8 (Petroleum Sales)**

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

#### **Order 9 (Food Sales)**

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

**Order 10 (Medical Supplies)**

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

**Order 11 (Banking)**

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

**Order 12 (Rent Control/Rationing)**

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

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## **LOCAL AND STATE EMERGENCY PROCLAMATIONS**

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2, and 3.**) A copy of the resolution must be provided to the Riverside County Operational Area for transmission to CalEMA.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the emergency/major disaster.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 21 days.**

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
  - Establish curfews.
  - Take any measures necessary to protect and preserve public health and safety.
  - Exercise all authority granted by local ordinance.

### **LOCAL RESOLUTION REQUESTING THE SECRETARY OF CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA), CONCURRENCE IN LOCAL EMERGENCIES**

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed and assistance is needed in the repair and restoration, the governing body may request the Secretary of CalEMA to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency or major disaster, and the person designated to receive process and coordinate all aid. The resolution will be sent to CalEMA through the Riverside County Operational Area.

To assist the Secretary of CalEMA in evaluating the situation, and in making a decision on whether or not to concur with the local emergency declaration, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Damage Assessment Summary

**Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act (CDAA).** The following financial assistance is available through CalEMA under the CDAA:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters
- Indirect costs
- Direct costs of grant administration

## **STATE OF EMERGENCY/PRESIDENTIAL DECLARATION**

### **Resolution Requesting Governor to Proclaim a State of Emergency**

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA (see **Exhibits 4 and 5**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the Secretary of CalEMA through the Riverside County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**)
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the CDAA is requested)
- Financial assistance available:
- Eligible disaster response costs
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs
- Direct costs of grant administration.

The Secretary of CalEMA prepares a recommendation as to the action that should be taken by the Governor. If the recommended action is a Governor's Proclamation, CalEMA prepares the proclamation.

### **Presidential Declaration**

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 5**) asking the Secretary of CalEMA to recommend that the Governor request a Presidential Declaration of an Emergency or Major Disaster under the authority of Public Law 93-288, Robert T Stafford Act Disaster and Emergency Assistance Act. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary

justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Possible available financial assistance depending on type of declaration:

- Individual assistance to the private sector
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria)
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs
- Direct costs of grant administration

### **LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY**

The governing body must review the need for continuing the local Emergency Proclamation **at least every 21 days**, and proclaim the termination at the earliest possible date (see **Exhibit 7**).

### **SAMPLE EMERGENCY PROCLAMATION FORMS**

The following suggested resolutions were developed by CalEMA to carry out the authority granted in Chapter 2.20 of Title 2 of the City of Palm Springs's Municipal Code relating to Emergency Organization and Functions. As the provisions of the emergency ordinance in effect in any particular city or county may differ, it is suggested that these resolutions be reviewed prior to the occurrence of any emergency by the city attorney.

**Government Code Section No. 8630:** "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official so designated by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d)The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

When a county proclaims a local emergency pursuant to Section 8630 of the Government Code, based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also proclaim the existence of a local emergency independently. Further, cities within a county are bound by county rules and regulations adopted by the county pursuant to Section 8634 of the Government Code during a county proclaimed local emergency when the local

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emergency includes both incorporated and unincorporated territory of the county even if the cities do not independently proclaim the existence of a local emergency.

Exhibit 1	Emergency Services Director Declaring Local Emergency	Use this document for the Emergency Services Director (usually the City Manager) to proclaim the existence of a local emergency when the City Council is not in session, nor can immediately be called into session.
Exhibit 2	City Council Declaring Local Emergency	Use this document for the City Council if in session or can immediately be called into session to proclaim the existence of a local emergency.
Exhibit 3	City Council Confirming Local Emergency (until otherwise terminated)	Use this document to confirm and continue the local emergency if proclaimed by the Emergency Services Director. This document is used to continue the local emergency until otherwise terminated by the City Council. <sup>1</sup>
Exhibit 4	City Council Confirming Local Emergency (for time certain)	Use this document to confirm and continue the local emergency if proclaimed by the Emergency Services Director. This document is used to continue the local emergency for a certain time period such as two weeks.
Exhibit 5	City Council Resolution to request State Governor proclaim Emergency.	Use this document (usually in conjunction with the City Council Declaring the Local Emergency) to request a State Declaration.
Exhibit 6	City Council Resolution Request State Governor proclaim an Emergency AND Presidential Declaration.	Use this document (usually in conjunction with the City Council Declaring the Local Emergency) to request a State Declaration and request a Presidential Declaration.
Exhibit 7	City Council Resolution Terminating a Local Emergency	Use this document to terminate the local emergency

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<sup>1</sup> Cal. Gov. Code § 8630(c)(1) The governing body shall review at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

**Exhibit 1: EMERGENCY SERVICES DIRECTOR DECLARING A LOCAL EMERGENCY**

EXECUTIVE ORDER OF THE CITY OF PALM SPRINGS,  
CALIFORNIA, PROCLAIMING THE EXISTENCE OF A  
LOCAL EMERGENCY BY THE CITY OF PALM SPRINGS  
DIRECTOR OF EMERGENCY SERVICES.

THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY FINDS AS FOLLOWS:

A. Palm Springs Municipal Code Chapter 2.20 empowers the Director of Emergency Services (City Manager or Designee) to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session.

B. That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_ commencing on or about \_\_\_\_\_.

C. That the City Council of the City of Palm Springs is not in session, and cannot immediately be called into session.

THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY DECLARES AND ORDERS AS FOLLOWS:

SECTION 1. That a local emergency now exists throughout the City of Palm Springs, California.

SECTION 2. During the existence of said local emergency the powers, functions and duties of the emergency organization of the City of Palm Springs shall be those prescribed by state law, ordinances, and resolutions of the City of Palm Springs, SEMS and the Multihazard Functional Plan, as approved by the City Council, and the use of the National Incident Management System (NIMS) approved by City Council Resolution No. 21683.

THIS DECLARATION OF THE EXISTENCE OF A LOCAL EMERGENCY ADOPTED AND APPROVED AT \_\_\_\_\_ .M., THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER  
Director of Emergency Services

ATTEST:

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JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that the Director of Emergency Services of the City of Palm Springs, California, hereby proclaimed the existence of a local emergency pursuant to Palm Springs Municipal Code Chapter 2.20 at \_\_\_\_\_ .M., this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California

\*Section 8630 of the Government Code provides: "... ( c)(1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review. (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the local emergency is terminated. (d)The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

**Exhibit 2: CITY COUNCIL DECLARING A LOCAL EMERGENCY**

Resolution No. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF PALM SPRINGS, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY BY THE CITY OF PALM SPRINGS DIRECTOR OF EMERGENCY SERVICES.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY FINDS AS FOLLOWS:

A. Palm Springs Municipal Code Chapter 2.20 empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity.

B. That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by \_\_\_\_\_ commencing on or about \_\_\_\_\_.

C. The aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY DECLARES AND ORDERS AS FOLLOWS:

SECTION 1. That a local emergency now exists throughout the City of Palm Springs, California.

SECTION 2. During the existence of said local emergency the powers, functions and duties of the emergency organization of the City of Palm Springs shall be those prescribed by state law, ordinances, and resolutions of the City of Palm Springs, SEMS and the Multihazard Functional Plan, as approved by the City Council, and the use of the National Incident Management System (NIMS) approved by City Council Resolution No. 21683.

THIS DECLARATION OF THE EXISTENCE OF A LOCAL EMERGENCY ADOPTED AND APPROVED AT \_\_\_\_\_ .M., THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

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DAVID H. READY, CITY MANAGER  
Director of Emergency Services

ATTEST:

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JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, Resolution No. \_\_\_\_\_, proclaiming the existence of a local emergency pursuant to Palm Springs Municipal Code Chapter 2.20 at \_\_\_\_\_ .M on \_\_\_\_\_, 20\_\_, is a full, true and correct copy, and was duly adopted at the meeting of the City Council of the City of Palm Springs on the \_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California



**Exhibit 3: CITY COUNCIL CONFIRMING LOCAL EMERGENCY (UNTIL OTHERWISE TERMINATED)**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, CONTINUING THE EXISTENCE OF A LOCAL EMERGENCY AND RATIFYING THE ACTIONS OF THE DIRECTOR OF EMERGENCY SERVICES, PURSUANT TO PALM SPRINGS MUNICIPAL CODE CHAPTER 2.20, RELATING TO THE \_\_\_\_\_, 20\_\_ \_\_\_\_\_.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, FINDS:

A. On \_\_\_\_\_, 20\_\_, the City of Palm Springs experienced a severe \_\_\_\_\_ *[describe event, causes, damages]*.

B. The conditions of extreme peril to the safety of persons and property arose within said city.

C. Chapter 2.20 of the Palm Springs Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session.

D. The City Council was not in session on \_\_\_\_\_, 20\_\_.

E. At approximately \_\_\_\_\_.m. on \_\_\_\_\_, 20\_\_, the City of Palm Springs, Director of Emergency Services, proclaimed the existence of a local emergency pursuant to Palm Springs Municipal Code Chapter 2.20, Federal and State Laws.

F. The initial and preliminary estimates by the City's Disaster Response team, indicate that the cost to the City in response to the local emergency and disaster will be in excess of \_\_\_\_\_ *[note this section may be deleted if unable to reasonably estimate costs at this time]*.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS HEREBY DETERMINES, RESOLVES AND APPROVES:

SECTION 1. The above findings are true and correct and are adopted findings of the City Council of the City of Palm Springs.

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SECTION 2. The City Council hereby ratifies the actions of the Director of Emergency Services proclaiming the existence of a "Local Emergency" at \_\_\_\_\_ .m. on \_\_\_\_\_.

SECTION 3. The City Council hereby ratifies the actions of the Director of Emergency Services and subordinate emergency personnel for all actions taken during the disaster including but not limited to:

- a. *[generally list actions].*
- b. .
- c. .
- d. .

SECTION 4. The City Council further proclaims and orders that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Palm Springs, California.

SECTION 5. The City Manager, or designee, as the Director of Emergency Services is authorized and directed to continue to alleviate the conditions that pose a threat to the safety to persons and property within the City, consistent with all applicable rules and regulations of the City; and authorized and directed to take such other and further actions, and sign such other and future documents, as is necessary and proper to implement this Resolution on behalf of the City.

SECTION 6. The City Emergency Services Coordinator is hereby designated as the authorized representative of the City of Palm Springs for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available Federal and State assistance.

PASSED, APPROVED, AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER

ATTEST:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK

CERTIFICATION

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**EMERGENCY OPERATIONS PLAN - 2012**

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STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. \_\_\_\_\_ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California

**Exhibit 4: CITY COUNCIL CONFIRMING LOCAL EMERGENCY (FOR TIME CERTAIN)**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, CONTINUING THE EXISTENCE OF A LOCAL EMERGENCY AND RATIFYING THE ACTIONS OF THE DIRECTOR OF EMERGENCY SERVICES, PURSUANT TO PALM SPRINGS MUNICIPAL CODE CHAPTER 2.20, RELATING TO THE \_\_\_\_\_, 20\_\_ \_\_\_\_\_.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, FINDS:

A. On \_\_\_\_\_, 20\_\_, the City of Palm Springs experienced a severe \_\_\_\_\_ *[describe event, causes, damages]*.

B. The conditions of extreme peril to the safety of persons and property arose within said city.

C. Chapter 2.20 of the Palm Springs Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session.

D. The City Council was not in session on \_\_\_\_\_, 20\_\_.

E. At approximately \_\_\_\_\_.m. on \_\_\_\_\_, 20\_\_, the City of Palm Springs, Director of Emergency Services, proclaimed the existence of a local emergency pursuant to Palm Springs Municipal Code Chapter 2.20, Federal and State Laws.

F. While the causes of said emergency are no longer present, the City is in the very early recovery phase of the disaster due to, but not limited to: \_\_\_\_\_ which continue to pose a potential threat to safety of persons and property within the City.

G. The initial and preliminary estimates by the City's Disaster Response team, indicate that the cost to the City in response to the local emergency and disaster will be in excess of \_\_\_\_\_ *[note this section may be deleted if unable to reasonably estimate costs at this time]*.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS HEREBY DETERMINES, RESOLVES AND APPROVES:

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**EMERGENCY OPERATIONS PLAN - 2012**

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SECTION 1. The above findings are true and correct and are adopted findings of the City Council of the City of Palm Springs.

SECTION 2. The City Council hereby ratifies the actions of the Director of Emergency Services proclaiming the existence of a "Local Emergency" at \_\_\_\_ .m. on \_\_\_\_\_.

SECTION 3. The City Council hereby ratifies the actions of the Director of Emergency Services and subordinate emergency personnel for all actions taken during the disaster including but not limited to:

- a. *[generally list actions].*
- b.
- c.
- d.

SECTION 4. The City Council further proclaims and orders that said local emergency shall be deemed to continue to for a period of two weeks, to \_\_\_\_\_, 2012, unless otherwise continued by the City Council and/or terminated in advance by the City Council.

SECTION 5. The City Manager, or designee, as the Director of Emergency Services is authorized and directed to continue to alleviate the conditions that pose a threat to the safety to persons and property within the City, consistent with all applicable rules and regulations of the City; and authorized and directed to take such other and further actions, and sign such other and future documents, as is necessary and proper to implement this Resolution on behalf of the City.

SECTION 6. The City Emergency Services Coordinator is hereby designated as the authorized representative of the City of Palm Springs for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available Federal and State assistance.

PASSED, APPROVED, AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

---

DAVID H. READY, CITY MANAGER

ATTEST:

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JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. \_\_\_\_\_ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California

**Exhibit 5: CITY COUNCIL RESOLUTION TO REQUEST STATE GOVERNOR PROCLAIM AN EMERGENCY**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, REQUESTING THE GOVERNOR OF THE STATE OF CALIFORNIA PROCLAIM A STATE OF EMERGENCY RELATING TO THE \_\_\_\_\_, 20\_\_ \_\_\_\_\_.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, FINDS:

A. On \_\_\_\_\_, 20\_\_, the City of Palm Springs experienced a severe \_\_\_\_\_ [*describe event, causes, damages*].

B. The conditions of extreme peril to the safety of persons and property arouse within said city.

C. In accordance with State law the City Council of the City of Palm Springs, California, proclaimed an emergency did exist thought out said City.

D. It has now been found that local resources are unable to cope with the effects of said emergency.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS HEREBY DETERMINES, RESOLVES AND APPROVES:

SECTION 1. The above findings are true and correct and are adopted findings of the City Council of the City of Palm Springs.

SECTION 2. The City Council hereby requests the Governor of the State of California proclaim a State of Emergency, and requests the City of Palm Springs be inclusive of the Governor's proclamation.

SECTION 3. The City Council hereby orders that a copy of this Resolution be forwarded to the Governor of the State of California and to the Secretary of the California Emergency Management Agency.

SECTION 4. The City Emergency Services Coordinator is hereby designated as the authorized representative of the City of Palm Springs for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available Federal and State assistance.

PASSED, APPROVED, AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER

ATTEST:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. \_\_\_\_\_ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California



**Exhibit 6: CITY COUNCIL RESOLUTION REQUESTING STATE GOVERNOR TO PROCLAIM EMERGENCY AND PRESIDENTIAL DECLARATION**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, REQUESTING THE GOVERNOR OF THE STATE OF CALIFORNIA PROCLAIM A STATE OF EMERGENCY AND REQUESTING THE GOVERNOR REQUEST A PRESIDENTIAL DECLARATION, RELATING TO THE \_\_\_\_\_, 20\_\_  
\_\_\_\_\_.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, FINDS:

A. On \_\_\_\_\_, 20\_\_, the City of Palm Springs experienced a severe \_\_\_\_\_ [*describe event, causes, damages*].

B. The conditions of extreme peril to the safety of persons and property arose within said city.

C. In accordance with State law the City Council of the City of Palm Springs, California, proclaimed an emergency does exist throughout said City.

D. It has now been found that local resources are unable to cope with the effects of said emergency.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS HEREBY DETERMINES, RESOLVES AND APPROVES:

SECTION 1. The above findings are true and correct and are adopted findings of the City Council of the City of Palm Springs.

SECTION 2. The City Council hereby requests the Governor of the State of California proclaim a State of Emergency, and requests the City of Palm Springs be inclusive of the Governor's proclamation, and further requests that the Governor of the State of California, request a Presidential Declaration.

SECTION 3. The City Council hereby orders that a copy of this Resolution be forwarded to the Governor of the State of California and to the Secretary of the California Emergency Management Agency.

SECTION 4. The City Emergency Services Coordinator is hereby designated as the authorized representative of the City of Palm Springs for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available Federal and State assistance.

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**EMERGENCY OPERATIONS PLAN - 2012**

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PASSED, APPROVED, AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER

ATTEST:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK

**CERTIFICATION**

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. \_\_\_\_\_ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California

\* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

**Note:** Attach list of damaged Public Facilities showing location and estimated cost of repairs.

**Exhibit 7: CITY COUNCIL RESOLUTION TERMINATING LOCAL EMERGENCY**

Resolution No. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF PALM SPRINGS, CALIFORNIA, TERMINATING THE EXISTENCE OF A LOCAL EMERGENCY.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY FINDS AS FOLLOWS:

A. A local emergency existed in the City of Palm Springs as declared by Resolution No. \_\_\_\_\_ adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

B. The situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Palm Springs.

C. The aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, HEREBY DECLARES AND ORDERS AS FOLLOWS:

SECTION 1. The City Council of the City of Palm Springs, State of California, does hereby proclaim the termination of said local emergency.

PASSED, APPROVED AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER

ATTEST:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.

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**EMERGENCY OPERATIONS PLAN - 2012**

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CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, Resolution No. \_\_\_\_\_, is a full, true and correct copy, and was duly adopted at the regular meeting of the City Council of the City of Palm Springs on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES THOMPSON, CITY CLERK  
City of Palm Springs, California

**Exhibit 8: LOCAL RESOLUTION REQUESTING STATE DIRECTOR,  
OFFICE OF EMERGENCY SERVICES CONCURRENCE IN LOCAL EMERGENCY**

**RESOLUTION NO.  
OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA  
REQUESTING STATE DIRECTOR, CALIFORNIA EMERGENCY SERVICES'  
CONCURRENCE IN LOCAL EMERGENCIES\***

WHEREAS, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Palm Springs found that due to \_\_\_\_\_;  
*(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*  
a condition of extreme peril to life and property did exist within said city; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Secretary of the California Emergency Management Agency with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that \_\_\_\_\_, (Title) \_\_\_\_\_, is hereby designated as the authorized representative of the City of Palm Springs for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

PASSED, APPROVED AND ADOPTED BY THE PALM SPRINGS CITY COUNCIL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
DAVID H. READY, CITY MANAGER

ATTEST:

\_\_\_\_\_  
JAMES THOMPSON, CITY CLERK

**CERTIFICATION**

STATE OF CALIFORNIA )  
COUNTY OF RIVERSIDE ) ss.  
CITY OF PALM SPRINGS )

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, Resolution No. \_\_\_\_\_, is a full, true and correct copy, and was duly adopted at the regular meeting of

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**EMERGENCY OPERATIONS PLAN - 2012**

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the City Council of the City of Palm Springs on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City of Palm Springs, California

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JAMES THOMPSON, CITY CLERK

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\* Proclamation of local emergency must be made within 10 days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

**Note:** Attach list of damaged Public Facilities showing location and estimated cost of repairs.

**Extracted from the California Emergency Plan**

**CALIFORNIA DISASTER AND CIVIL DEFENSE  
MASTER MUTUAL AID AGREEMENT**

This agreement was adopted by the City of Palm Springs in December 6, 1950.

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

**WITNESSETH:**

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, law enforcement, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.
- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Section 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
  - (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in



the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
  - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
  - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
  - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
  - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this

agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
- 8 The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
  - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of  
California and all its  
Departments and Agencies

ATTEST:

/signed/ FRANK M. JORDAN  
Secretary of State

November 15, 1950  
(GREAT SEAL)

**Note:**

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means 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, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

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**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)****ARTICLE I - PURPOSE AND AUTHORITIES**

This compact is made and entered into by and between the participating Member States which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

**ARTICLE II - GENERAL IMPLEMENTATION**

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

**ARTICLE III - PARTY STATE RESPONSIBILITIES**

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in

this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The Authorized Representative of a party state may request assistance of another party state by contacting the Authorized Representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### **ARTICLE IV – LIMITATIONS**

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

#### **ARTICLE V - LICENSES AND PERMITS**

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

#### **ARTICLE VI – LIABILITY**

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of

any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

### **ARTICLE VII - SUPPLEMENTARY AGREEMENTS**

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

### **ARTICLE VIII – COMPENSATION**

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

### **ARTICLE IX – REIMBURSEMENT**

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

### **ARTICLE X – EVACUATION**

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the



registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

### **ARTICLE XI – IMPLEMENTATION**

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

### **ARTICLE XII – VALIDITY**

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

### **ARTICLE XIII - ADDITIONAL PROVISIONS**

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

*Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996*

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**CITY OF PALM SPRINGS ORDINANCE RELATING TO  
EMERGENCY ORGANIZATION AND FUNCTIONS**

**Title 2 ADMINISTRATION AND PERSONNEL**

**Chapter 2.20 DISASTER COUNCIL**

**2.20.010 Purposes.**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. (Ord. 1186 § 1 (part), 1983)

**2.20.020 Emergency defined.**

As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions, including without limitation conditions resulting from war or imminent threat of war, but 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 this city, requiring the combined forces of other political subdivisions to combat. (Ord. 1186 § 1 (part), 1983)

**2.20.030 Disaster council membership.**

The City of Palm Springs disaster council is created and shall consist of the following:

- (1) The director of emergency services, who shall be chairman;
- (2) The coordinator of emergency services;
- (3) Such chiefs of emergency services as are provided for in a current emergency plan of this city, adopted pursuant to this chapter;
- (4) Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council. (Ord. 1186 § 1 (part), 1983)

**2.20.040 Disaster council powers and duties.**

It shall be the duty of the disaster council, and it is empowered to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are

necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman or, in the absence from the city or inability to call such meeting, upon call of the designated replacement as per the order of succession. (Ord. 1186 § 1 (part), 1983)

### **2.20.050 Director and coordinator of emergency services.**

(a) The director is empowered to:

- (1) Request the city council to proclaim the existence of a "local emergency" if the city council is in session, or to issue such proclamation if the emergency is proclaimed by the director of emergency services. The city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
- (2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
- (3) Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter;
- (4) Direct cooperation between and coordination of services and staff of the emergency organization of this city, and resolve questions of authority and responsibility that may arise between them;
- (5) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined in Section 2.20.020;
- (6) In the event of the proclamation of a local emergency as provided in this section, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state-of-war emergency," the director is empowered:
  - (A) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
  - (B) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;
  - (C) To require emergency services of any city officer or employee and, in the event of the proclamation of a state of emergency in the county in which this is located or the existence of a state-of-war emergency, to command the aid of as many citizens of this community as he deems 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 disaster service workers;
  - (D) To requisition necessary personnel or material to any city department or agency; and

- (E) To execute all of his ordinary power as city manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.
  - (b) The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council.
  - (c) The coordinator shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this city, and shall have such other powers and duties as may be assigned by the director. (Ord. 1186 § 1 (part), 1983)

#### **2.20.070 Emergency organization.**

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency and all groups, organizations and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of Section 2.20.050 (a) (6) (C), be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city. (Ord. 1186 § 1 (part), 1983)

#### **2.20.080 Emergency plan.**

The disaster council shall be responsible for the development of the city emergency plan, which plan shall provide for the effective mobilization of all the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council. (Ord. 1186 § 1 (part), 1983)

#### **2.20.090 Expenditures.**

Any expenditures made in connection with the emergency 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. (Ord. 1186 § 1 (part), 1983)

#### **2.20.100 Violations--Penalties.**

It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars, or by imprisonment for not to exceed six months, or both, for any person during an emergency to:

- (1) Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter;
- (2) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder or delay the defense or protection thereof;
- (3) Wear, carry or display, without authority, any means of identification specified by the emergency agency of the state. (Ord. 1186 § 1 (part), 1983)

PASSED AND ADOPTED JUNE, 1984.

## **AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS**

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code  
GC = Government Code  
CCR = California Code of Regulations  
PC = Penal Code

### **GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER**

**The local health officer is delegated the responsibility for enforcement of public health laws and regulations.**

#### **HSC § 101000 County Health Officer Appointment**

“Each board of supervisors shall appoint a health officer who is a county officer.”

#### **HSC § 101460 City Health Officer; Appointment.**

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

#### **HSC § 101400 Contracts For County Performance Of City Health Functions.**

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

#### **HSC § 101025 Duties Of Governing Body Of County**

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

#### **HSC § 101030 Enforcement Duties.**

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;

(b) Orders including quarantine and other regulations prescribed by the department; and (c) Statutes related to public health; and

(c) Statutes related to public health.”

**HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.**

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

(a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.

(b) Statutes relating to the public health.”

**HSC § 101405 Powers of County Health Officers In City.**

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

**EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY**

**GC § 8558 Degrees Of Emergency.**

“Three conditions or degrees of emergency are established by this chapter:

(a) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) **"State of emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, 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, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.



(c) "**Local emergency**" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, 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 other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

**GC § 8630 Proclamation by local governing body.**

"(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

**County Declaration of Local Emergency Applies to the Cities within the County**

**GC § 8630 Proclamation By Local Governing Body. Notes Of Decisions:**

**62 Ops.Atty.Gen. 710, 11-16-79**

1. In general. "When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently."

**Health Officer's Authority During a Proclaimed Emergency**

**HSC § 101040 Authority To Take Preventive Measures During Emergency.**

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section.

The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

### **Health Emergency**

#### **HSC § 101080 Declaration Of Health Emergency; Conditions; Duration; Review.**

“Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

### **Health Officer's Authority During a Declared Health Emergency**

#### **HSC §101085 Health Emergencies; Powers Of Health Officials.**

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

- (1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the

material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

### **Personnel Resources Available to the Health Officer during a Health or Local Emergency**

#### **HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

*Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been*

*interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster.*

**The Authority to Order an Evacuation**  
**PC § 409.5**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. **If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.**

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

**COMMUNICABLE DISEASE PREVENTION AND CONTROL****HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

**HSC §120130 Isolation and Quarantine**

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

**HSC §120175 Measures to Prevent Spread of Disease**

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

**HSC §120275 Violation of Isolation or Quarantine Order**

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

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**EMERGENCY ALERT SYSTEM (EAS) ACTIVATION  
PROCEDURES**

(This information has been moved to the Appendix, a restricted use of this Plan, due to the sensitive nature of the information).

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## **THE PUBLIC INFORMATION OFFICER (PIO)**

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer to handle VIP tours.

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

### **EMERGENCY NOTIFICATION**

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- City of Palm Springs
- Type of incident

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## **EMERGENCY OPERATIONS PLAN - 2012**

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- Safety information
- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (where to report to for press briefings, designated access routes, command post location, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

### **EMERGENCY PHASE**

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

### **Rumor Control**

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

### **MEDIA INFORMATION**

#### **Joint Information Center or Media Center**

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide information to the Incident Commander/EOC Director and staff as well as the public.

On smaller incidents a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (when confirmed by the Coroner and family has been notified), injuries, displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies and level of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure delivery of accurate and timely information the public needs and wants.

### **Media Identification**

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497(1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer's plates. No more than one set of the special plates will be

issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

### **News Conferences and Briefings**

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours, if such action will not hinder response efforts. (coordinate with the liaison officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority (Incident Commander or EOC Director) before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

### **Media Pools**

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

### **Media Access Photo Sites (MAPS)**

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access and they will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

## **POST-EMERGENCY PHASE**

### **Recovery**

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

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## EMERGENCY OPERATIONS PLAN - 2012

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The following information should be released to the public when providing **EMERGENCY** public information.

### LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- \_\_\_ What to do (and why)
- \_\_\_ What **not** to do (and why)
- \_\_\_ Information (for parents) on status and actions of schools (if in session)
- \_\_\_ Hazardous/contaminated/congested areas to avoid
- \_\_\_ Curfews
- \_\_\_ Road, bridge, freeway overpass, dam conditions, and alternate routes to take.
- \_\_\_ Evacuation:
  - Routes.
  - Instructions (including what to do if vehicle breaks down).
  - Arrangements for persons without transportation.
  - Location of mass care/medical
  - Coroner facilities, food, safe water. Status of hospitals.
- \_\_\_ First aid information
- \_\_\_ Fire fighting instructions
- \_\_\_ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls
- \_\_\_ Instructions/precautions about utility use, sanitation, how to turn off utilities
- \_\_\_ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- \_\_\_ Weather hazards/health risks (if appropriate)

### EMERGENCY STATUS INFORMATION

- \_\_\_ Before release, clear all information with the EOC Director.
- \_\_\_ Verify all information before release
- \_\_\_ Provide all hotline numbers
- \_\_\_ Description of the emergency situation, including:
  - Number of deaths and injuries
  - Property damage to city and businesses and dollar value
  - Persons displaced
  - Magnitude of earthquake, number of fires, etc.
- \_\_\_ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- \_\_\_ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- \_\_\_ Where people should report/call to volunteer or send donations
- \_\_\_ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster survivors can locate family members

### OTHER USEFUL INFORMATION

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.

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## **EMERGENCY OPERATIONS PLAN - 2012**

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- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.



**MEDIA PHONE LIST - RADIO/TV/PRINT****TELEVISION****LOCAL – Palm Springs Area**

<b>KMIR (CH. 6, NBC)</b> 72920 Parkview Palm Desert, CA 92260	Main Office FAX Number David Reesse News Director dreese@kmir6.com	760-568-3636 760-341-7029
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<b>KESQ (CH. 2-CBS, 3-ABC)</b> 31276 Dunham Way Thousand Palms, CA 92275	Main Office FAX Number Rich Tarpenting Assignment Manager RTarpenting@kesq.com	760-773-0342 760-343-3512 760-340-7093
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<b>KVER 4 (Univision)</b> 41601 Corporate Way Palm Desert, CA 92260	Main Office FAX Number	760-341-5837 760-341-0951
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**2006 and Newer News Archive for all Desert News Channels**

7 Collegiate Cir., Rancho Mirage, Ca. 92270  
PHONE: 778-4336  
Contact: Jay Jenkins

**SOUTHERN CALIFORNIA**

<b>KABC Channel 7</b> 1960 Chicago Ave. D-11 Riverside, CA 92507	Main Office	951-682-5970
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500 Circle Seven Dr. Glendale, CA 91701	Main Office FAX Number	818-863-7777 818-863-7227
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<b>KTLA - Channel 5</b> 5800 Sunset Blvd. Los Angeles, CA 90027	General Information Morning News Evening News	323-460-5500 323-460-5404 323-460-5333
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<b>KCAL - Channel 9</b>		818-655-2000
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**EMERGENCY OPERATIONS PLAN - 2012**

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**CBS Studio City Broadcast Center** 818-655-2000  
4200 Radford Avenue  
Studio City, CA 91604

**KTTV /FOX- Channel 11 and KCOP 13**  
1999 S. Bundy Dr. News Desk 310-584-2000  
Los Angeles, CA 90025 news@fox11.com FAX 310-584-2288

**KSCI Channel 18** News Desk 310-478-1818  
1990 S Bundy Suite 850 FAX 310-442-2309  
Los Angeles, CA 90025

**KCET Channel 28** News Desk 747-201-5000  
2900 West Alameda Avenue. FAX 747-201-5392  
Los Angeles, CA 90027

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**RADIO**

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**LOCAL – Palm Springs Area**

**KCLB and KCLZ AM-FM** **EAS STATION** 760-322-7890  
1321 N. Gene Autry Trail FAX 760-391-5252  
Palm Springs, CA 92262

**Sunny 103.1 FM** 760-568-5103  
2100 E. Tahquitz Cyn. FAX 760-340-5756  
Palm Springs, CA 92262

**Palm Springs City Low Power AM Station 1690**

**KEZN**  
2100 E. Tahquitz Cyn. Studio Line 760-568-5103  
Palm Springs, Ca 92262 News 760-340-9383  
FAX 760-340-5756

**Alpha Media Group, PS** Newsroom 760-322-7890  
**(7 stations, including KNWZ)** FAX 760-322-5493  
1321 N. Gene Autry Trail Gene Nichols  
Palm Springs, CA 92262 760-322-7890

**KPLM/KJJZ** Main Office 760-568-4550  
75153 Merle Dr Suite G FAX 760-341-7600  
Palm Desert, CA 92211

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**EMERGENCY OPERATIONS PLAN - 2012**

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**KUNA FM (Spanish)** see KESQ

**KWXY AM & FM** Main Office 760-325-2582  
2100 E Tahquitz Canyon Way  
Palm Springs, CA 92262

**San Bernardino Area Stations**

**KCAL** Main Office 909-793-3554  
1940 Orange Tree Lane Suite 200 FAX 909-793-6621  
Redlands, CA 92374

**KTDD AM** 951-684-1991  
2030 Iowa Ave Suite #A  
Riverside, CA 92507

**KFRG** Main Office 909-825-9525  
900 E. Washington #315 FAX 909-825-0441  
Colton, CA 92324

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**PRINT**

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**Newspapers**

<b>Name/Address</b>	<b>Phone number</b>	<b>Fax number</b>
<b>The Desert Sun</b> 750 Gene Autry Trail Palm Springs, CA 92262	760-322-8889	760-778-4654
<b>Executive editors:</b> Greg.Burton@thedesertsun.com	760-778-4637	Breaking News. 760-778-4666
<b>Reporters/columnists:</b> Colin.Atagi@thedesertsun.com Sherry.Barkas@thedesertsun.com Daniela.Franco@thedesertsun.com Jill.Castellano@thedesertsun.com	760-778-4645 760-778-4694 760-778-4775 760-778-4691	
<b>Press Enterprise</b> 1825 Chicago Ave, Suite 100 Riverside, CA 92507	951-684-1200	FAX 951-788-1324
<b>The Public Record</b>	760-771-1155	FAX 760-771-1188

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**EMERGENCY OPERATIONS PLAN - 2012**

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<b>Name/Address</b>	<b>Phone number</b>	<b>Fax number</b>
<b>Los Angeles Times</b> 202 West 1 <sup>st</sup> street Los Angeles, CA 90012	213-237-5000	FAX 213-237-7679
<b>El Informador</b> 44-917 Golf Center Parkway Suite 3 Indio, CA 92201	760-342-7558	760-342-2918
<b>La Prensa Hispana</b> 45-102 Smurr St, Indio, Ca 92201	760-342-2565	760-342-1036

**MEDIA RELATIONS  
Dos and Don'ts**

<b>DO</b>	<b>DON'T</b>
Prepare Assume you're being recorded Respect their deadlines Know the law regarding media Speak officially-no opinions Give the whole story Treat them all equally Highlight your priorities Say "I don't know" Be there for them-return calls Prepare a fact sheet of frequently asked questions Suggest interesting story ideas Offer tours or support information Think "sound bite" or quote Listen to the question Practice Anticipate questions Correct their mistakes Remember you are the expert	Lie Fake it Go "off the record" Say "no comment" Use industry slang or terminology Speculate Make flippant remarks Tell one news agency what another is doing Wear sunglasses on camera Fill the "pregnant pause" Put down your detractors Argue with the press Try to say everything at once Answer hypotheticals Say "Ah" or "Um Respond to emotional appeals with emotion Send a news release unless it's newsworthy Break the connection

**Speak only for your agency or level of government.**

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

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## **Rumor Control/Hotline Phone Bank**

The Rumor Control/Hotline Phone Bank can be utilized by the PIO during times of emergency and non-emergency to facilitate information dissemination to the public. The Hotline is located in the small conference room behind the City Council Chambers. It is pre-wired for use as the Hotline.

### **How it works:**

There are five telephones located in the EOC communications room for use on the Hotline.

The phones are plugged into the conference room table and are all connected to the same phone number.

The PIO will provide a briefing and information sheet that includes the information to be provided to the public. Allow for questions and answers from the staff assigned to answer phones before opening the lines.

The main number to the Hotline is broadcasted to the public as a contact point for information.

When the call comes in on the hotline all phones in the room will ring. The first phone to be answered locks the call in on that extension and the other phones are available for the next caller.

**TIP:** As all phones will ring until answered it is a good idea to only plug in as many phones as you have people to answer them. If you only have three people to answer phones, only plug in three phones.

**Note:** The conference room also has a phone that is separate from the hotline. This number is not to be provided to the public as this number is for city management to contact the hotline staff with updated information or other direction.

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**SAMPLE MESSAGES FOR RELEASE  
TO THE PUBLIC AND MEDIA**

**ROLLING POWER OUTAGE**

Please be advised that Edison is undergoing a Stage III Power Alert, resulting in temporary rolling power outages for portions of the City of Palm Springs. Power will be restored within a given amount of time, generally within one hour. For more information, contact Edison at 1-800-655-4555. (Make sure to include information where people can go to if they are electrically dependent for life. Also if in the summer where cooling stations have been established,)

**RADIO MESSAGE  
EARTHQUAKE - NO INFORMATION AVAILABLE**

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. An earthquake of undetermined magnitude has just been felt in the \_\_\_\_\_ area. At this time we have no confirmed reports of injuries or damage. Law enforcement and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve by turning it a quarter turn to the right. Switch off electrical power at the circuit breaker if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**RADIO MESSAGE  
EARTHQUAKE - UPDATE ON EARTHQUAKE**

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. The magnitude of the earthquake which struck the \_\_\_\_\_ area at \_\_\_\_ today has been determined to be \_\_\_\_\_. The epicenter has been fixed at \_\_\_\_\_ by (*scientific authority*)

The City has received reports of \_\_\_\_\_ deaths (***confirmed by coroner***), \_\_\_\_\_ injuries, and \_\_\_\_\_ homes damaged. No dollar damage figure is yet available. Law enforcement and fire units are securing the area and performing search and rescue as necessary.

(*Continue with summary of situation.*)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

### **SUMMARY STATEMENT FOR MEDIA EARTHQUAKE**

At approximately \_\_\_\_\_ today, a magnitude \_\_\_\_ earthquake struck the area, with its epicenter at \_\_\_\_\_. Fire and law enforcement units were immediately dispatched to assess injuries and damage.

*(Indicate injuries, deaths (**confirmed by the Coroner**), property damage, fires, etc., reported to date.)*

\_\_\_\_\_ aftershocks were felt, the largest occurring at *(time)* \_\_\_\_\_. No additional damage was reported *(or specify damage)*.

Over \_\_\_\_\_ response personnel from law enforcement agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at for persons unable to remain in their homes and reported lodging and feeding approximately \_\_\_\_ persons. At *(time)* \_\_\_\_\_ on *(date)* \_\_\_\_\_, the City of Palm Springs City Council proclaimed the existence of a Local Emergency. Damage to private and public buildings has been estimated to exceed \$\_\_\_\_\_.

If applicable:

The County Board of Supervisors has requested that the Governor proclaim a State of Emergency.

or

The County Board of Supervisors has requested that the Governor proclaim a State of Emergency and also asked the Governor to request the President to declare a Major Disaster/Emergency.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**RADIO MESSAGE  
HAZARDOUS MATERIAL INCIDENT  
(including Weapons of Mass Destruction (WMD))**

**UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA**

This is *(identify presenter)* \_\_\_\_\_ at the \_\_\_\_\_. An unidentified substance has been spilled/released at *(specific location)* \_\_\_\_\_. Please avoid the area, if possible, while crews are responding. The best alternate routes are:

\_\_\_\_\_.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

**RADIO MESSAGE  
HAZARDOUS MATERIAL INCIDENT  
(including WMD)**

**LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION**

This is *(identify presenter)* \_\_\_\_\_ at the \_\_\_\_\_. A small amount of \_\_\_\_\_, a hazardous substance, has been spilled/released at \_\_\_\_\_. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate \_\_\_\_\_ block area to evacuate. Please avoid the area. The material is slightly/highly (choose one) harmful to humans and can cause the following symptoms: \_\_\_\_\_.

. If you think you may have come in contact with this material, you should *(give health instructions and hotline number, if available)*. For your safety, please avoid the area if at all possible. Alternate routes are (Insert alternate routes) and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it. Thank you for your cooperation.

**(Suggest EAS use: request repeated broadcast.)**

**RADIO MESSAGE  
HAZARDOUS MATERIAL INCIDENT  
(including WMD)**

**HIGH HAZARD SPILL/RELEASE-GENERAL EVACUATION  
REQUESTED/MANDATORY**

This is (*identify presenter*) \_\_\_\_\_ at the \_\_\_\_\_. A large/small amount of \_\_\_\_\_, a highly hazardous substance, has been spilled/released at \_\_\_\_\_. Because of the potential health hazard, authorities are requesting/requiring all residents within blocks/miles of the area to evacuate. If you are (*give evacuation zone boundaries*), you and your family should/must (choose one) leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to (*indicate shelter*) \_\_\_\_\_.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call \_\_\_\_\_. Children attending the following schools: (*list*) will \_\_\_\_\_ be \_\_\_\_\_ evacuated \_\_\_\_\_ to: \_\_\_\_\_.

Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly harmful to humans and can cause the following symptoms:\_\_\_\_\_. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at \_\_\_\_\_.

To repeat, if you are in the area of \_\_\_\_\_ you should/must (choose one) leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**SUMMARY STATEMENT FOR MEDIA  
HAZARDOUS MATERIAL INCIDENT  
(including WMD)**

**(TO BE ADAPTED ACCORDING TO THE SITUATION)**

At approximately \_\_\_\_\_ a.m./p.m. today (a private citizen, city employee, etc) reported a spill/release of a potentially hazardous substance to this office.

(*Law enforcement/fire*) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (*describe*) \_\_\_\_\_.

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**EMERGENCY OPERATIONS PLAN - 2012**

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\_\_\_\_\_, a (hazardous/harmless)  
(chemical/substance/material/gas) which, upon contact, may produce symptoms of

Precautionary evacuation of the \_\_\_\_\_  
(immediate/X-block) area surrounding the spill was (requested/required) by (agency)

Approximately (number) \_\_\_\_ persons were evacuated.

Clean-up crews from (agency/company) \_\_\_\_\_ were dispatched to the scene, and normal traffic had resumed by (time) \_\_\_\_\_, at which time residents were allowed to return to their homes. There were no injuries reported (or) persons, including (no. of) \_\_\_\_ (fire/law enforcement) personnel, were treated at area hospitals for \_\_\_\_\_ and (all, number) \_\_\_\_\_ were later released. Those remaining in the hospital are in \_\_\_\_\_ condition.

Response agencies involved were

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**RADIO/TV MESSAGE  
FLOODING**

**ROADS CLOSED**

This is (identify presenter) \_\_\_\_\_ from the \_\_\_\_\_. The recent storm has caused severe/moderate (choose one) flooding in several/many areas of the city/county. As of \_\_\_\_\_ today, the following roads/streets have been closed by law enforcement officials: \_\_\_\_\_

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are \_\_\_\_\_

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

**RADIO/TV MESSAGE  
FLOODING**

**APPROVED VIEWING SPOTS**

This is *(identify presenter)* \_\_\_\_\_ from the \_\_\_\_\_. The following storm-damaged areas are still extremely hazardous and should be avoided: \_\_\_\_\_

\_\_\_\_\_

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

**RADIO/TV MESSAGE**

**EVACUATION ORDERED  
(specify mandatory or voluntary)**

This is *(identify presenter)* \_\_\_\_\_. The (disaster) situation continues in parts of the City of Palm Springs. For your safety, the City is asking that you leave the *(give boundaries of local area, evacuation routes)* area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at \_\_\_\_\_

\_\_\_\_\_

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, *(give instructions)* \_\_\_\_\_

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* \_\_\_\_\_

\_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN - 2012**

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If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call \_\_\_\_\_. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the (*give boundaries*) \_\_\_\_\_ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation and your courtesy to others.

[Repeat complete message. ]

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### **MEDIA ACCREDITATION PROCEDURES**

During a local emergency depending on the damages to city facilities, the City Hall Council Chambers will be used as the City's Media Information Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the City of Palm Springs. National Media will need to contact the Public Information Officer for the City to obtain credentials prior to entering the City. Additional verification may be required.

No provisions will be made to feed or house media personnel.

Members of the media **are not** allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.

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## **MEDIA ACCESS REGULATIONS**

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

### **California Penal Code**

#### **Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.**

- (a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.
- (b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

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## **Federal Aviation Regulations**

### **Subpart B - Flight Rules**

#### **Section 91.137 Temporary Flight Restrictions**

- (a) The Administrator will issue a Notice to Airmen (NOTAM) will be issued designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their impositions, whenever he determine sit is necessary to order to-
- (1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface;
  - (2) Provide a safe environment for the operation of disaster relief aircraft; or
  - (3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event which may generate a high degree of public interest.
- (b) When a NOTAM has been issued under (a)(1) of this section, no person may operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
- (c) When a NOTAM had been issued under paragraph (a)(2) of this section, no person may operate an aircraft within the designed area unless at least on of the following conditions are met:
- (1) That aircraft is participating in disaster relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
  - (2) The aircraft is carrying law enforcement officials.
  - (3) The aircraft is operating under the ATC approved IFR flight plan.
  - (4) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area is impracticable due to weather or terrain, notification is given to the Flight Service Stations (FSS) or the ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.
  - (5) The aircraft is carrying properly accredited news representatives, and, prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the Notice to Airmen and the operation is conducted above the altitude used by the disaster relief aircraft, unless

otherwise authorized by the official in charge of on scene emergency response activities.

(d) When a NOTAM has been issued under paragraph (a)(3) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:

- (1) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event.
- (2) The aircraft is operating under an ATC approved IFR flight plan.
- (3) The aircraft is carrying incident or event personnel, or law enforcement officials.
- (4) The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility specified in the NOTAM.

(e) Flight plans filed and notifications made with an FSS or ATC facility under this section shall include the following information:

- (1) Aircraft identification, type and color.
- (2) Radio communications frequencies to be used.
- (3) Proposed times of entry of, and exit from, the designated area.
- (4) Name of news media or organization and purpose of flight.
- (5) Any other information requested by ATC.

**EOC VISITOR CONTROL PROCEDURES**

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**See Forms Section**).

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All Visitation Request Forms will be reviewed by the EOC Coordinator . Only those visitors whom the EOC Coordinator determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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**EMERGENCY OPERATIONS PLAN - 2012**

Date	(24-Hr.) Time	In *	Out *	(Call Letters)		(Name) Newspaper	News Service	Other	Given By

\* T - Taped or live broadcast  
F - Field contact

P - Phone report  
N - News release (indicate no.)

O - Office visit

# EMERGENCY OPERATIONS PLAN - 2012

## PUBLIC INFORMATION SUMMARY

1. INCIDENT NAME		2. TYPE		3. Cause							
4. LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME						
8. AREAS INVOLVED			14. AREAS EVACUATED								
9. AGENCIES RESOURCES COMMITTED			15. SHELTER CENTERS								
10. CASUALTIES A. INCIDENT PERSONNEL      B. PUBLIC a. Injuries      _____      a. Injuries      _____ b. Fatalities      _____      b. Fatalities      _____			16. HOSPITAL/CONTACT PERSON								
11. DAMAGE ESTIMATES A. PUBLIC      B. PRIVATE \$ _____      \$ _____			17. ROAD STATUS								
12. WARNINGS-EXPECTED HAZARDS <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">LOCATION</th> <th style="width:33%;">TYPE</th> <th style="width:33%;">PERIOD</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </tbody> </table>			LOCATION	TYPE	PERIOD				18. MISCELLANEOUS		
LOCATION	TYPE	PERIOD									
13. CURRENT WEATHER		FORECAST WEATHER									
		19. PIO      PHONES									
		20. LOCATION									
		21. PREPARED BY		DATE/TIME							
		22. APPROVED BY			209-LEICS 1/98						

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**CITY OF PALM SPRINGS  
EOC VISITATION REQUEST FORM  
(Return to EOC Coordinator/Liaison Officer)**

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Please print)

ADDRESS \_\_\_\_\_

TELEPHONE (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

\_\_\_\_\_  
Signature

Signature of Authorizing Employee \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_ Areas Visited \_\_\_\_\_

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**OPERATIONS SECTION  
GENERAL SECTION****PURPOSE**

To enhance the capability of the City to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to:

- Protect life and property.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

**OVERVIEW**

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency. These elements may include:

- Law Enforcement Branch
- Fire/Rescue Branch
- Medical/Health Unit
- Care and Shelter Branch
- Public Works Branch
- Building/Facility Inspection Branch
- Aviation Branch

**OBJECTIVES**

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

**CONCEPT OF OPERATIONS**

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the emergency/major disaster. Operational periods should be incident driven.

**ORGANIZATION AND RESPONSIBILITIES**

The Operations Section's primary responsibilities in a disaster/emergency are to:

- Manage, coordinate and support tactical operations.
- Assist in the development of the Operations Section portion of the EOC Action Plan.
- Request resources needed to implement the Operations Section's tactics as a part of the EOC Action Plan development.

**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Operations Section.

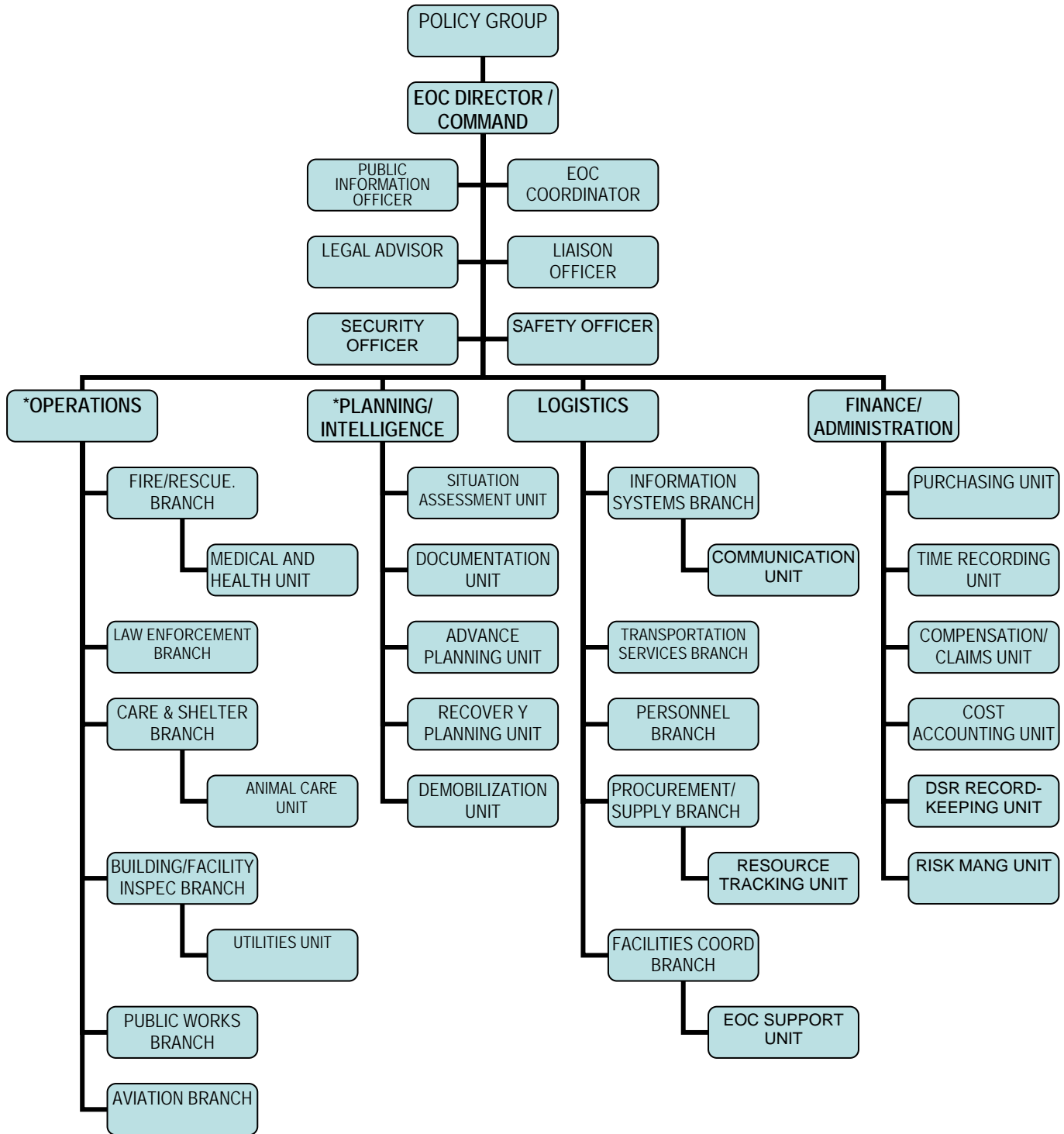
**When to Activate**

The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director. If communication systems are damaged due to a disaster, personnel shall assume they are needed and report to work immediately.

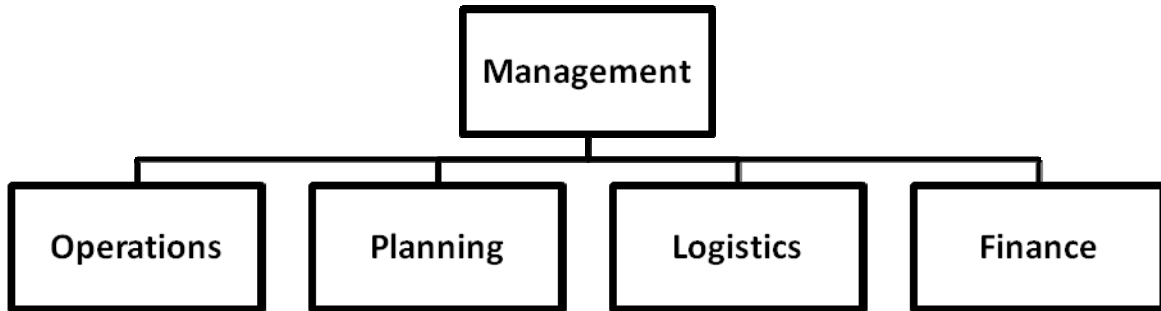
**Where to Report**

The EOC is located at the Palm Springs City Hall, 3200 Tahquitz Way. The alternate EOC is located at the Headquarters Fire Station #442, 300 N. El Cielo. Employees should report to their respective Department Operation Centers (DOC's) for assignment in the event of a local or regional emergency.

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

**RESPONSIBILITIES CHART****Responsibilities:****EOC Director (Management Section)**

The EOC Director is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all city operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After Action/ Corrective Action Report and maintaining documentation.

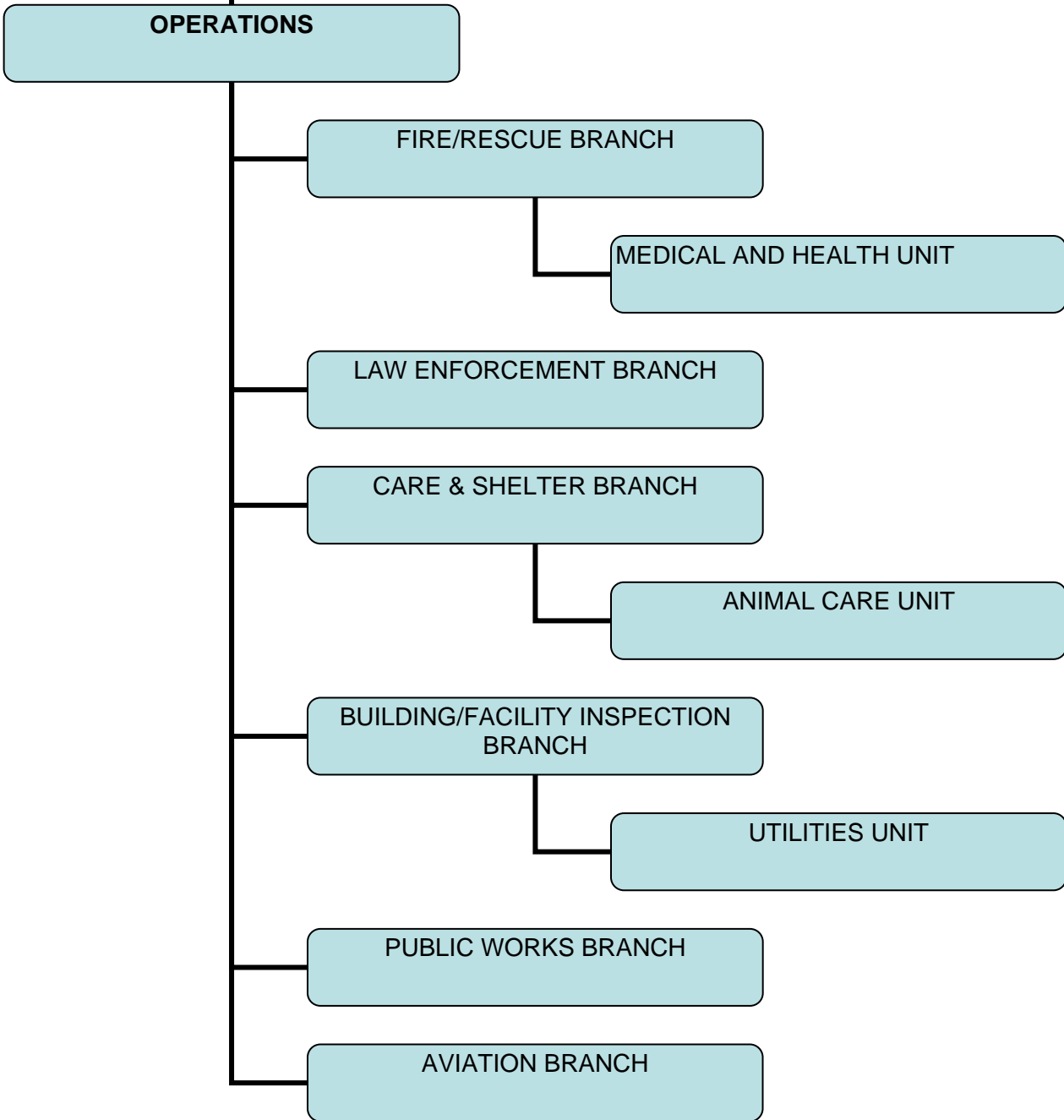
**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, materials, vehicles, donations management, and tracking resources.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities, expense tracking, and other administrative aspects related to the incident.

OPERATIONS SECTION ORGANIZATION CHART



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### **OPERATIONS SECTION STAFF**

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Law Enforcement Branch
- Fire/Rescue Branch
- Medical and Health Unit
- Care & Shelter Branch
- Animal Care Unit
- Public Works Branch
- Building/Facility Inspection Branch
- Utilities Unit
- Aviation Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

#### **Operations Section Coordinator**

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating the City's operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.

#### **Fire/Rescue Branch and Medical Unit**

The Fire/Rescue Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, search and rescue, hazardous materials elements of the incident. Standard Operating Procedures are maintained and followed by the Palm Springs Fire Department.

Medical Unit is responsible for the needs of triaging resources based on the current operational picture and EOC Action Plan and the Incident Action Plan. The Medical Unit is also a liaison position with Riverside County Operational Area for appropriate medical/health response and is responsible for managing personnel, equipment and resources to provide the best patient care possible and coordinating the provision of public health and sanitation.

**Law Enforcement Branch**

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources, assuming responsibility for the Coroner function in the absence of the Riverside County Medical Examiner.

**Care and Shelter Branch**

The Care and Shelter Branch is responsible for providing care and shelter for disaster survivors and will coordinate efforts with the American Red Cross and other volunteer agencies.

**Animal Care Unit**

The Animal Care Unit is responsible for providing care and shelter for animals and will coordinate efforts with the American Human Society and other volunteer agencies.

**Public Works Branch**

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc. as needed.

**Building/Facility Branch and Utilities Unit**

The Building/Facility Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident. The Building/Facility Branch will also identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

The Utilities Unit will have representatives from Companies that have damaged infrastructure within the City. The representatives will provide assistance to ensure that their utilities will not provide a hazard during building assessment.

**Aviation Branch**

The Aviation Branch is responsible for all Airport Operations. This Branch will coordinate and communicate with the Palm Springs International Airport as well as the Air Operations Branch, if established.

### **EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

- Check-in with EOC Security Officer upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the EOC and organization do.
- Open and maintain a position activity log. The activity log should chronologically describe the actions you have taken during your shift.
- Determine 24-hour staffing requirements and request additional support as required.
- Make sure you note your check-in time on the Section Time Log
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center (JIC).
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using an activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster.  
Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.*

#### **General Operational Duties**

- Keep up to date on the situation and resources associated with your position.
- Maintain current status reports and displays.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.

- Anticipate potential situation changes, such as severe aftershocks, in all planning.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel time and equipment records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Clean and straighten your area before shift change.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are know.

**Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Brief your replacement and/or your Section Coordinator regarding any outstanding or significant items
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Section Coordinator and on the large EOC organization/sign-in sheet

**OPERATIONS SECTION COORDINATOR****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Ensure that the Operations Section function is carried out, including the coordination of response for Law Enforcement, Fire/Rescue, Care and Shelter, Public Works, Building/Inspection, and Safety and Aviation.
- Establish and maintain mobilization areas for incoming mutual aid resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**RESPONSIBILITIES:**

Coordinate the City's operations in support of the emergency response through implementation of the City's EOC Action Plan and coordinate all requests for mutual aid and other operational resources.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Section Duties**

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the major disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- Determine the need to evacuate and issue evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders. **(See Part Two, Operations Support Documentation – Shelter-In-Place.)**
- In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- Display on maps the primary and alternate evacuation routes which have been determined for the incident.
- Identify, establish and maintain mobilization centers for Operations-related equipment and personnel. Authorize release of equipment and personnel to incident commanders in the field.
- Participate in the EOC Director's action planning meetings.
- Direct Operations Branch Coordinators to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE,

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**EMERGENCY OPERATIONS PLAN - 2012 OPERATIONS SECTION COORDINATOR**

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ESSENTIAL information is depicted on the charts and maps. All Branch related items of interest should be recorded on an Incident Report.

- Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate, and disseminate information relative to the Operations of the major disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development Operations Section objectives. **(See Part Two, Planning/Intelligence Support Documentation – Action Planning.)**
- Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan, ICS Form 205.
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) **(see Part Two, Operations Support Documentation – NWS.)**
- Ensure Care and Shelter Branch works with the Animal Control for animal care management.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.
- Coordinate with Public Information Officer (PIO) for media field tours.
- Coordinate with Liaison Officer for special visitors' field tours.
- Determine location of current Staging Areas and resources assigned there.
- Keep Logistics Section up to date on changes in resource status.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are know.

**Deactivation:**

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Authorize demobilization of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

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**EMERGENCY OPERATIONS PLAN - 2012 OPERATIONS SECTION COORDINATOR**

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- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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**LAW ENFORCEMENT BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator****GENERAL DUTIES:**

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

**RESPONSIBILITIES:**

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Riverside County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Branch Duties**

Branch Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, criminal investigation, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

**Mobilization**

- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

**Initial Response**

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Notify Watch Commander of status.

- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Maintain contact with dispatch center to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.

**Alerting/Warning of Public (See Operations/Alerting and Warning)**

- Designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered in coordination with the Public Information Officer (PIO). At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of evacuee assistance center
  - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
  - Notifying police units to use loudspeakers and sirens to announce warning messages.
  - Determining if helicopters are available and/or appropriate for announcing warnings.
  - Using cable TV, local radio stations, Code Red, Nixle, City Radio Station or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
  - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings. **(See Part Two, Operations Support Documentation – Alerting and Warning.)**
  - Using Police and Fire volunteers and other City personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e., hospitals, schools, government facilities, special industries, etc.)
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other access functional and needs populations of the emergency situation/hazard by:
  - Using bilingual employees whenever possible.
  - Translating all warnings, written and spoken, into appropriate languages.
  - Contacting media outlets (radio/television) that serve the languages you need.
  - Utilizing TDD/TTY machines and 9-1-1 translation services to contact the deaf/hard of hearing.
  - Using pre-identified lists of access and functional needs and hearing impaired people for individual contact.
- Check vacated areas to ensure that all people have received the warnings.

**Evacuation**

- Implement the evacuation portion of the EOC Action Plan and/or support field operations.
- Establish emergency traffic routes in coordination with the Public Works Branch; coordinate with the Operational Area EOC. If necessary activate the Emergency Response I-10 Closure Plan (**See Part Two: Emergency Response I-10 Closure**).
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Assist Public Works with identifying and clearing debris from critical routes required to support emergency response vehicles.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary, coordinate with the Transportation Unit of the Logistics Section for transportation.
- Consider use of City vehicles if threat is imminent and evacuation routes are becoming congested. Coordinate use of City vehicles (trucks, vans, etc.) or Sun Bus Line with the Transportation Services Branch of the Logistics Section. Encourage the use of private vehicles if at all possible.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

**Security**

- Determine current security requirements and establish staffing as needed.
- Establish or relocate security positions as dictated by the situation.
- Coordinate security for critical facilities and resources.
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through the Riverside County Law Enforcement Mutual Aid Coordinator.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.
- Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- Assist in any EOC evacuation.
- Assist in sealing off any danger areas. Provide access control as required.

- Provide executive security as appropriate or required at the direction of the Chief of Police.
- Establish or relocate security positions as dictated by the situation.
- As requested, provide security for any critical facilities, supplies or materials.
- Provide security input and recommendations as appropriate to conditions to EOC Director.
- Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.
- Coordinate the assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.
- Coordinate with Animal Control and the Facilities and Procurement Units of the Logistic Section. Take required animal control measures as necessary.
- If requested, assist the Riverside County Coroner with removal and disposition of the dead. **(See Coroner Activities).**
- Activate the Critical Incident Stress Management teams if necessary. Make request through Logistics Section.

**Additional Actions in Response to a Major Air Crash**

- Notify the Federal Aviation Agency or appropriate military command for all air crash incidents.
- Coordinate with Aviation Branch and the Palm Springs International Airport.
- In response to a major air crash, request temporary flight restrictions.

**Additional Actions in Response to Hazardous Materials Incidents**

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Assessment Unit of the Planning/ Intelligence Section for updates.
- Assist with the needs from the Incident Command/Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, CalEMA, shipper, manufacturer, CHEMTREC, etc.

**Additional Actions in Response to Flooding and/or Dam Failure**

- Notify all units and personnel in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

**Coroner Activities** (Riverside County Coroner's Office – Sheriff's Department is responsible for Coroner tasks. However, if the Coroner is not available Law Enforcement will carry out this function with direction from the County Coroner).

- Ensure that Coroner notification has been made to the Riverside County Operational Area. Determine the expected time of arrival.
- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites, identify mass burial sites, establish and maintain records of fatalities. Coordinate the removal and disposition of the dead if requested by the County Coroner.
- Coordinate the removal and disposition of the dead if requested by the County Coroner.
- Continually attempt to contact the County Coroner to advise of condition and needs and return control of function as soon as possible to that office.
- Establish temporary morgue facilities.
- Coordinate with local morticians for assistance.
- Coordinate with the Contracting/Procurement Unit and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- Coordinate with the Procurement/Supply Branch of the Logistics Section for Procurement of body bags, tags, gloves, masks, stretchers, and other support items.
- Coordinate with Public Works and Fire/Rescue Branches and/or Medical Unit on removal procedures for bodies within unstable or hazardous structures. Do not move any bodies without Coroner's authorization.
- Advise all personnel involved in body recovery operations of the specific documentation requirements. See Coordinate all body recovery operations with the Coroner's Office. **(See Part Two, Operations Support Documentation – Procedures for Handling the Dead.)**
- Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- Consider changing shifts at six hours or less if involved in body recovery. Also consider routing into other assignments.
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Branch of the Logistics Section.
- Maintain list of known dead and associated personal belongings. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.
- Provide assistance to the County Coroner in the identification of remains if

requested.

- Notify next of kin as advised by the Coroner.
- Provide data on casualty counts to the Riverside County Operational Area EOC through the Law Enforcement Branch or the City's Liaison.
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination. Receive instructions from County Coroner.
- Be prepared to relocate morgue facilities if they are located in flood-prone areas.
- Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

**FIRE/RESCUE BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator**

<b>Fire Station #</b>	<b>Address</b>	<b>Phone</b>
#441	277 N. Indian Avenue	323-8191
#442	300 N. El Cielo Rd.	323-8192
#443	590 E. Racquet Club Road	323-8193
#444	1300 La Verne Drive	323-8194
<b>#445</b>	<b>5800 Bolero Road</b>	<b>CLOSED</b>

**GENERAL DUTIES:**

- Evaluate and process requests for fire and rescue resources or reports of hazardous materials spills or releases.
- Coordinate search and rescue and fire operations.
- Coordinate the control of hazardous materials incidents.
- Coordinate the control and suppression of fire incidents.
- Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed.
- Coordinate mobilization and transportation of all City resources through the Logistics Section.
- Implement that portion of the EOC Action Plan appropriate to the Fire/Rescue Branch.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.
- Environmental control measures.

**RESPONSIBILITIES:**

The Fire/Rescue Branch will provide for the timely and adequate response to fire and rescue requests and hazardous materials spills or releases. This Branch will coordinate personnel, equipment and resources to provide the best fire/hazmat response possible consistent with the EOC Action Plan. Priorities of importance are: Protection of life, environment, property and equipment.

Until the Riverside County Environmental Health Department is able to respond to the EOC, or field Command Post, the Fire/Rescue Branch will manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Duties:**

- Assess the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Coordinator
- Assist in preparation of the EOC Action Plan.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
  - Logistics Section will order all fire resources through the Riverside County Operational Area Fire Mutual Aid Coordinator.
  - Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
  - EOC Action Plan needs modification.
  - Additional resources are needed or surplus resources are available.
  - Significant events occur.
- Report to the Operational Area Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Alert emergency responders to the dangers associated with fire/hazardous materials.
- Coordinate search and rescue operations.
- Provide heavy equipment crews to assist in rescuing trapped persons.
- Assist law enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons.
- Assist in dissemination of warning to the public.
- Provide fire protection and safety assessment of shelters.
- Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed. **(See Part Two-Operations Support Documentation-Radiological Protection Procedures.)**
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel. Coordinate additional needs with Logistics Section.
- Determine if current and forecasted weather conditions will complicate large and intensive fires, hazardous material releases other potential problems.
- Review and approve accident and medical reports originating within the Fire/Rescue Branch.
- Resolve logistical problems reported by the field units.
- Implement the Radiological Protection Procedures as needed. (See Part Two-Operations Support Documentation-Radiological Protection Procedures).
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Assessment Unit of the Planning/Intelligence Section for updates.
- Assist with the needs of the Incident Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, CalEMA, shipper,



manufacturer, CHEMTREC, etc.

- Ensure that proper clean-up arrangements are made with County Environmental Health.
- Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch.
- Assist in alerting all emergency responders to the dangers associated with hazardous materials and fire.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing County resources and private providers.
- Assist in dissemination of warning to the public.
- Work with Care and Shelter Branch to provide support for safety assessment for shelter operations.
- Provide support for decontamination operations.
- Coordinate firefighting water supplies with the Utilities Unit. Obtain status of water system and report to field Incident Commander or Command Post.
- In Case of CBRNE** – Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by first responders to ensure personnel safety is maintained.

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**MEDICAL UNIT LEADER****SUPERVISOR:** Fire/Rescue Branch Director**GENERAL DUTIES:**

- Coordinate the provision of emergency medical care.
- Assess medical casualties and needs. (Number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed.
- Coordinate mobilization and transportation of all City resources through the Logistics Section.
- Implement that portion of the EOC Action Plan appropriate to the Medical Unit.
- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.
- Disease surveillance and detection and epidemiological investigation.
- Provide health education to the public.
- Provide medical expertise to first responders regarding health hazards, as needed.

**RESPONSIBILITIES:**

The Fire/Haz Mat/Medical Branch will provide for the timely and adequate response to fire and rescue requests and hazardous materials spills or releases. This Branch will coordinate personnel, equipment and resources to provide the best fire/hazmat response possible consistent with the EOC Action Plan. Priorities of importance are: Protection of life, environment, property and equipment.

Until the Riverside County Environmental Health Department is able to respond to the EOC, or field Command Post, the Fire/HazMat/Medical Branch will manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Duties:**

- Assess the impact of the disaster on the Fire Department operational capacity
- Assist in preparation of the EOC Action Plan.

- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
  - Order all fire resources through the Riverside County Operational Area Fire Mutual Aid Coordinator.
  - Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
  - EOC Action Plan needs modification.
  - Additional resources are needed or surplus resources are available.
  - Significant events occur.
- Assist in dissemination of warning to the public.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel. Coordinate additional needs with Logistics Section.
- Determine if current and forecasted weather conditions will complicate major medical incidents and/or other potential problems.
- Resolve logistical problems reported by the field units.
- Ensure that proper clean-up arrangements are made with County Environmental Health.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing County resources and private providers.
- Medical/health activities will be coordinated with the Riverside County operational area EOC Medical/Public Health Branch.
- Access status of local hospitals and resources. Coordinate with the Medical/Public Health Branch in the Riverside County Operational Area EOC.
- Coordinate emergency medical support and hospital care for disaster survivors during and after the incident.
- Estimate number and location of casualties that require hospitalization.
- Coordinate with the County to identify hospitals, nursing homes and other facilities that should be expanded into emergency treatment centers for disaster survivors.
- In the event of an evacuation, coordinate with the Logistics Branch and the County Public Health, to reduce the patient population in hospitals, nursing homes, and other care facilities.
- Coordinate with the County Public Health to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- In conjunction with the Care and Shelter Branch, establish and staff medical care stations at shelter facilities.
- Establish and operate first aid stations for emergency workers as appropriate to the incident.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional emergency medical personnel.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Provide to the PIO the locations of shelters, first aid facilities, Field Treatment Sites.

- Coordinate with Public Works Branch to protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Coordinate inspection of health hazards in damaged buildings.
- Coordinate with the Medical/Health Unit of the Operational area EOC in developing procedures to distribute medications and other medical supplies to shelters or treatment areas as needed.
- Coordinate with the Medical/Health Unit of the Operational Area EOC in appropriate disease prevention measures (i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc).
- Work with Animal Control Unit to remove and dispose dead/injured animals.
- If the Medical/Health Unit of the Operational Area EOC has obtained assistance from the National Disaster Medical System (NDMS), coordinate local medical staff with (NDMS) responders.
- In Case of Flooding** - Identify health facilities and critically fragile populations subject to flooding and prepare to move people from facilities.
- In Case of Chemical/Biological/ Radiological /Nuclear/Explosive – CBRNE-** Identify patients and notify hospitals if contaminated or exposed patient are involved.
- In Case of CBRNE** - Implement the Radiological Protection Procedures as needed. **(See Part Two, Operations Support Documentation – Radiological Protection Procedures.)**
- In Case of CBRNE** -Ensure hospital/ ambulance staff takes appropriate measures to ensure that contamination from survivors can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- In Case of CBRNE** – Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by first responders to ensure personnel safety is maintained.

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**CARE AND SHELTER BRANCH DIRECTOR**

**SUPERVISOR: Operations Section Coordinator**

The City of Palm Springs is within the jurisdiction of the Coachella Valley/Riverside Chapter of the American Red Cross.

**39-665 Entrepreneur Lane  
Palm Desert, CA 92260  
(888) 831-0031**

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster survivors.

The Riverside County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

**POTENTIAL SHELTER SITES**

Potential shelter facilities should:

- Be pre-identified and Site Surveys completed **(See Part Two, Operations Support Documentation – Care and Shelter)**
- In conjunction with the Coachella Valley/Riverside Chapter, American Red Cross, have permission and Memos of Understanding (MOUs) secured for shelter usage that including 24-hour contact numbers.
- In conjunction with the American Red Cross, have procedures for the following inspections before a shelter is established.
  - Structural safety inspection arranged with local Building Department.
  - OSHA safety inspection for safety of shelterees and workers.
  - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).
  - Police Department develop a safety and security plan for the facility

Examples of suitable potential shelter sites:

- City-owned facilities such as community centers, recreational facilities or auditoriums.
- Churches and other privately owned facilities.
- School multi-purpose buildings and gymnasiums.
- Convention Centers or conference centers

- Convention Centers or conference centers

Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.
- Feeding facilities

**See Operations Support Documentation/Care and Shelter for City Palm Springs pre-identified shelter sites and for Access and Functional Needs Specific Considerations**

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

**GENERAL DUTIES:**

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster survivors.
- Via the media, encourage residents to go to the shelter nearest their residence.

**RESPONSIBILITIES:**

Provide care and shelter for disaster survivors and coordinate efforts with the American Red Cross and other volunteer agencies.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Duties**

- If need is established, contact Coachella Valley/Riverside Chapter of the American Red Cross and request an ARC liaison for the City of Palm Springs's EOC. (The Coachella Valley/Riverside Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)



- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- The Coachella Valley/Riverside Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that Building & Safety Unit has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.
- In coordination with the American Red Cross, ensure that mass care facilities and staff can accommodate unaccompanied children, handicapped and aged individuals.
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Personnel Branch of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees, and sanitation needs.
- Coordinate with the Riverside County Operational Area Care and Shelter Branch for sheltering of residential care and special needs populations.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the Riverside County Operational Area Care and Shelter Branch, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.
- Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC, and other key facilities.
- Coordinate with Animal Control for the care of sheltererees' animals.
- Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.
- Coordinate with the Transportation Services Branch of the Logistics Section for the transportation needs of sheltererees.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties, and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.
- Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities are available or have been requested. Coordinate procurement and distribution through the American Red Cross or the Procurement/Supply Branch of the Logistics Section if requested by American Red Cross.

- Coordinate with the Facilities Coordination Branch of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.
- Request that the American Red Cross establish Reception Centers as required to reunite rescued individuals with their families and to provide other necessary support services.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

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**ANIMAL CARE UNIT LEADER**

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**SUPERVISOR:** Care and Shelter Branch Director

The Animal Care Unit shall ensure that plans are in place to open and operate animal evacuation centers and mass care facilities.

The Riverside County Department of Public Social Services has the Operational Area responsibility for Care and Shelter.

**POTENTIAL SHELTER SITES**

Potential shelter facilities should:

- Be pre-identified and Site Surveys completed
- Be in close proximity to human shelters so that owners can take care of their own pets.
- Have procedures for the following inspections before a shelter is established.
  - Structural safety inspection arranged with local Building Department.
  - OSHA safety inspection for safety of shelterees and workers.
  - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).
  - Police Department develop a safety and security plan for the facility

Examples of suitable potential shelter sites:

- City-owned facilities such as parks or other outdoor areas.
- Open areas within close walking distance to a shelter
- School sports fields.

Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for kennels or cages
- Sanitation and hygiene facilities, as available.
- Feeding facilities

**GENERAL DUTIES:**

- Identify the care and shelter needs of the community.
- Coordinate with the American Human Society and other emergency welfare agencies to identify, set up, staff and maintain animal care facilities.
- Via the media, encourage residents to go to take them with them to the nearest shelter with pet facilities.

**RESPONSIBILITIES:**

Provide care and shelter for disaster survivors and coordinate efforts with the American

Red Cross and other volunteer agencies.

<b>READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT</b>
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- See Common EOC responsibilities on page O-11.

**Duties**

- Identify the animal care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- Identify and prioritize which designated animal care facilities will be needed and if they are functional.
- Ensure that Building/ Facility Inspection Branch has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered open animal care facilities in low risk areas and inform public of locations.
- Ensure shelter management teams are organized and facilities are ready for meeting all health, safety and ADA standard.
- Coordinate with the Personnel Branch of the Logistics Section to contact volunteer agencies and recall City staff to assist with animal care functions including basic first aid, shelter and feeding of animals, and sanitation needs.
- Coordinate with the Riverside County Operational Area Animal Care Unit for additional shelter place if the City's facilities are at capacity.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health and safety standards.
- Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link animal care facilities, the EOC, and other key facilities.
- Coordinate with the Transportation Services Branch of the Logistics Section for the transportation needs of animals.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties, and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.
- Coordinate with the Facilities Coordination Branch of the Logistics Section in the evacuation and relocation or shelter-in-place of any animal care facilities which may be threatened by any hazardous condition.
- Obtain a status on the number and types of loose or homeless animals in the City.
- Identify Veterinarians that can be on call for animal emergencies.
- Determine extent of damage to, and the operational capacity of the City's Animal Shelter.
- Survey field command post(s) for status of stray animals or their animal related issues each operational period.

**PUBLIC WORKS BRANCH DIRECTOR****SUPERVISOR: Operations Section Coordinator****DUTIES:**

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials, and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- If situation requires resources beyond the capability of the EOC, notify the Riverside County Operational Area EOC.
- Provide information to media as appropriate.
- Ensure that sanitary sewage systems are available and protected from potential hazards.

**RESPONSIBILITIES:**

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Duties**

- Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.
- Maintain back-up power in the EOC and/or Alternate EOC and Critical City Facilities.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Coordinate with the Building/ Facility Inspection Branch to determine priorities for identifying, inspecting and designating hazardous structures to be demolished.

- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- Coordinate with the Riverside County Transportation Department to determine status of the Disaster Routes and other transportation routes into and within the affected area. Identify present priorities and estimated times for restoration.
- Maintain priority transportation routes clear of debris.
- Monitor transportation corridors.
- Advise Operations Section of transportation problems.
- Notify transportation officials (Caltrans) of City's emergency status. Coordinate assistance as required.
- Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with Law Enforcement Branch when implementing any traffic control management strategies.
- Coordinate with the Procurement/Supply Branch of the Logistics Section for sanitation service during an emergency.
- Support clean-up and recovery operations during an incident. Coordinate with County's Disaster Debris Management Team.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed, to prevent mosquito outbreak.
- Activate City's Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:
  - Disaster Incident Analysis/Waste characterization Analysis.
    - Conduct field assessment survey
    - Use video and photographs
    - Quantify and document amounts and types of disaster debris
    - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
    - Expect normal refuse volumes to double after a disaster
    - Develop a list of materials to be diverted
    - Make diversion programs a priority
    - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Management (OEM).
  - Determine debris removal/building deconstruction and demolition needs.
    - Coordinate with Building/Facility Inspection Branch to determine if a city contractor will be needed to remove debris from private property or perform demolition services. Debris removal from private property will not occur unless it is a life safety issue. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
    - Request a Policy decision to make regarding deconstruction or demolition services at no cost as most residents do not have earthquake insurance.
  - Select debris management program(s) from the following:

- Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
- Drop-off sites for the source separation of disaster debris
- Household Hazardous Waste – collection event or curbside program
- Identify temporary storage/processing sites, if necessary.
  - Coordinate with surrounding cities and the County
  - Determine capacity needs
  - Selection of sites will depend on type of debris and proximity to where debris is generated
  - Coordinate with FEMA regarding reimbursement for temporary sites and sorting which may require moving materials twice. Coordinate this activity with the EOC Director
- Identify facilities and processing operations to be used
- Determine contract needs
  - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
  - Document how contract price was developed
- Work with the Public Information Officer to establish a public information program for debris removal. Establish program length and develop monitoring and enforcement program
- Prepare report of program activities and results
- Prepare documentation for reimbursement

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**UTILITIES UNIT LEADER**

**SUPERVISOR:** Building/Facility Inspection Branch Director

**DUTIES:**

- The Liaison Officer will request representation by the Utility Companies services that are impacted by the incident.
- If no liaison from the effected utility company is in the EOC then the Building/Facility Inspection Branch Director will maintain contact and report each operational period on the status of restoration of services and assume the duties below.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

**Duties if Water Company Liaison is not in the EOC:**

- Ensure the procurement and distribution of potable water supplies and coordinate with the Medical and Health Unit on water purification notices. **(See Operations Support Documentation – Water Distribution.)**
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. **(See Operations Support Documentation - Water Distribution)**
- Provide water utilities in the affected area and the Riverside County Operational Area EOC with situation status and information related to actions to provide alternative water supply.
- Assess impact of incident based on Local Health Department, Department of Health Services (DHS) District Office of Drinking Water, and Utility emergency situation reports and other available information.
- Identify need for and prioritize locations for water distribution (include needs of critical facilities).
- Provide for water quality assurance.
- Evaluate, plan and implement actions to acquire and distribute alternative potable water.
- Contact Desert Water Agency, local health department, local water utilities, the County and other sources to determine: cause and extent of water system damage, duration of system outage, geographical area affected, population affected, actions taken to restore system, resources needed and emergency potable water needs.
- Determine the need to staff a water task group and secure resources through the Logistics Section. (See Operations Support Documentation - Water Task Group.)
- Contact Desert Water Agency , DHS District Office of Drinking Water, Fire Department, Police Department and other sources to compile situation information including:
  - Cause and extent of water system damage

- Estimated duration of system outage
  - Geographical area affected
  - Population affected
  - Actions taken to restore system
  - Resources needed to reactivate system
  - Emergency potable water needs (quantity and prioritized areas)
- Notify the Riverside County Operational Area EOC (OAEOC) of the situation and the need for mutual aid, if required, and participate in OAEOC Water conference calls as requested.
  - Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).
  - In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend that the EOC Director request mutual aid to identify and/or obtain water resources. A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC]).
  - Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
  - In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
  - Consult with DHS District Office, and PIO for appropriate public information announcements and media interface.
  - Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water.

***Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.***

**Duties if Utility Provider Liaison is not in the EOC:**

- Contact the utilities companies, based on damage to utilities, to send a Liaison to the EOC.
- Have the Representative provide the status of restoration services.
- Have the Representative coordinate with Operations Section Coordinator as to the utilities secured in the area that search and rescue is being performed for the safety of first responders.
- Coordinate the restoration of services based on the priority list provided by the Building/Inspection Branch Director.
- Provide a status update on the EOC Action Plan items to the Building/Inspection Branch Director each operational period.

**BUILDING /FACILITY INSPECTION BRANCH DIRECTOR****SUPERVISOR:** Operations Section Coordinator**GENERAL DUTIES:**

- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Begin the immediate inspection for re-occupancy of key City facilities by departments responsible for emergency response and recovery.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering support as requested for other Operations Section Branches; i.e., Urban Search and Rescue teams.
- Coordinate investigation and safety inspection of damage to buildings, structures and property within the City for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety inspection information and statistics to the Situation Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.

**RESPONSIBILITIES:**

The Building/Facility Inspection Branch is responsible for the evaluation of all City-owned and private structures that may have been damaged in an incident. The Building Official in the City is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement. The Building/Facility Inspection Branch will also identify and mitigate safety hazards and situations of potential liability during operations and ensure a safe working environment in the EOC.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**EOC Duties**

- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability — e.g., oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.)
- If the events that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate with EOC Security to obtain assistance for any special safety requirements.
- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

**Duties**

- Coordinate with Riverside County Building and Safety regarding city needs.
- Develop an initial cost estimate of damage through a windshield survey.
- Activate the Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC
  - Police stations
  - Fire Stations
  - \*Hospital
  - \*Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
  - \*Public schools
  - Transportation facilities
  - City facilities
  - Potential HazMat facilities, including gas stations
  - Designated shelters
  - Unreinforced masonry buildings
  - Concrete tilt-up buildings
  - Multi-story structures-commercial, industrial and residential
  - \*Mobile homes/modular structures

- Single-family dwellings

*\*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the emergency/disaster.*

- Use a three-phase approach to inspection based upon existing disaster intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection

***Be prepared to start over due to aftershocks.***

- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
- Determine if a city contractor will be needed to remove debris from private property or perform demolition services if it is a life safety issue. (Refer to Public Works Standard Operating Procedures for Waiver Liability).
- Alert and stage safety assessment teams as needed.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.
- Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- Brief all personnel on Building and Safety procedures and assignments.
- Coordinate with the Personnel Branch of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.
- Provide public school inspection reports to the State Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.

- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate City officials for:
  - Emergency Building and Safety ordinances.
  - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; CalEMA; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request law enforcement escort of safety assessment and inspection personnel.

**AVIATION BRANCH DIRECTOR****SUPERVISOR:** Operations Section Coordinator**DUTIES:**

- Provide timely assessments on the status of the airport and report the specifics of variations in operating conditions.
- Coordinate operational procedures of the DOC at the Palm Springs International Airport.
- Coordinate resource requests and needs of the DOC at the Airport.
- Provide damage assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.

**RESPONSIBILITIES:**

The Aviation Branch is responsible for monitoring the status of the Palm Springs International Airport and for maintaining its operational capabilities.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on page O-11.

**Duties**

- Assess the impact of the disaster on the Airport and its operational capacity.
- Set Aviation Departments priorities based on the nature and severity of the disaster.
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Activate data tracking system to document and report safety assessment information and forward to the Situation Assessment Unit of the Planning/ Intelligence Section.
- Assist in the preparation of the DOC Action Plan.
- Facilitate emergency communications with airport users and tenants as required to effectuate a safe operating environment and status of the airports condition.
- Coordinate with the PIO to broadcast emergency information regarding the airport.

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**PALM SPRINGS POLICE DEPARTMENT – THREAT LEVEL RESPONSE PLAN**

The following protective measures will be implemented at various Threat Condition levels:

PROTOCOLS	RESPONSIBLE PARTIES
<b><u>Preparedness</u></b>	
<ul style="list-style-type: none"> <li>• Investigative follow up of all terrorism related information and leads</li> </ul>	Detective Bureau TLO
<ul style="list-style-type: none"> <li>• Ongoing checking and inventory of response equipment and protective gear</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Ongoing response training for SORT and Entry Team members</li> </ul>	Team Leaders
<ul style="list-style-type: none"> <li>• Continual contact with CATIC, TEW, JTTF, and Department of Homeland Security</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Evaluate and analyze the need for additional security measures at specific locations or events as needed</li> </ul>	Watch Commander TLO
<ul style="list-style-type: none"> <li>• Provide available CATIC, TEW, JTTF, DHS information to all personnel</li> </ul>	TLO
<b><u>Elevated Threat Level</u></b>	
<ul style="list-style-type: none"> <li>• Increase patrol to critical locations</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Evaluate and analyze the need for additional security measures at specific locations or events as needed</li> </ul>	Watch Commander TLO
<ul style="list-style-type: none"> <li>• Provide available CATIC, TEW, JTTF, DHS information to all personnel</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Investigative follow up of all terrorism related information and leads</li> </ul>	Detective Bureau TLO
<ul style="list-style-type: none"> <li>• Ongoing checking and inventory of response equipment and protective gear</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Ongoing response training for SORT and Entry Team members</li> </ul>	Team Leaders
<b><u>Elevated Threat Level – Immediate Area (County or Contiguous County)</u></b>	
<ul style="list-style-type: none"> <li>• Activate Tactical Alert Level 1</li> </ul>	Chief
<ul style="list-style-type: none"> <li>• Personal notification to all SORT and Entry Team members of increased threat level                             <ul style="list-style-type: none"> <li>○ Ensure that they monitor their pagers</li> <li>○ Ensure that they have all assigned equipment ready for deployment</li> </ul> </li> </ul>	TLO/Team Leaders
<ul style="list-style-type: none"> <li>• Notification to all non-uniformed and sworn personnel to have uniforms and equipment ready</li> </ul>	Watch Commander

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<ul style="list-style-type: none"> <li>• Assign mutual aid response team comprised of on-duty personnel               <ul style="list-style-type: none"> <li>○ 1 Sergeant, 4 Officers</li> <li>○ SORT members, followed by Entry Team members, followed by patrol personnel</li> </ul> </li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Increase patrol to critical locations</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Provide available CATIC, TEW, JTTF, DHS information to all personnel</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Review procedures for SEVERE threat level with all personnel</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Place Press Information Officer on 24-hour call status</li> </ul>	TLO
<b><u>Imminent Threat</u></b>	
<ul style="list-style-type: none"> <li>• If needed, activate Tactical Alert Level II or III</li> </ul>	Chief
<ul style="list-style-type: none"> <li>• If needed, activate Terrorism Command Post</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Prepare to implement 12 hour shift rotation</li> </ul>	Chief
<ul style="list-style-type: none"> <li>• Prepare to cancel all days off and vacations</li> </ul>	Chief
<ul style="list-style-type: none"> <li>• All on-duty sworn personnel may be required to be in uniforms (Class B or BDUs)</li> </ul>	Div. Commanders
<ul style="list-style-type: none"> <li>• If needed, activate SORT/Entry Team squads for immediate City and mutual aid response</li> </ul>	Chief
<ul style="list-style-type: none"> <li>• Consider assigning personnel to guard critical locations</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Consider modifying response to calls for service – increase awareness of suspicious activities</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Maintain constant contact for information updates from CATIC, TEW, JTTF, DHS</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• If needed, restrict pedestrian and vehicle movement in high risk areas</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Monitor local and national news coverage for pertinent information</li> </ul>	Watch Commander
<ul style="list-style-type: none"> <li>• Place Press Information Officer on 24-hour call status</li> </ul>	TLO
<ul style="list-style-type: none"> <li>• Coordinate Palm Springs and SFS Volunteers, Reserves, and Chaplains for assistance</li> </ul>	Program Coordinator

**CITY OF PALM SPRINGS  
LIST OF FACILITIES TO USE AS SHELTERS**

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

**RESIDENTIAL CARE AND SKILLED NURSING FACILITIES**

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

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## **SHELTER-IN-PLACE**

**These instructions are to give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.**

### **-Bring people inside and-**

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the "closed" position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water-hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don't worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. In case of an earthquake, after shocks will occur-close drapes, curtains and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station.

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## **ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS**

Based on the National Organization on Disability (NOD)  
*Report on Special Needs Assessment for Katrina Evacuees (SNAKE) Project.*

### **TERMINOLOGY**

- **“Access and Functional Needs”** should be used instead of “special needs”.
- **Shelters**
  - **General Populations Shelter or Shelter:** A facility selected to provide a safe haven equipped to house, feed, provide a first aid level of care, and minimal support services on a short-term basis (e.g. Astrodome).
  - **Access and Functional Needs Shelter:** Similar to a general population shelter in service, however, can provide a higher than first aid level of care. There is currently no standard or consistency with these types of shelters.
  - **Refuge of Last Resort:** This is a facility not equipped with supplies or staff like a shelter. It is a place to go as a “last resort” when there is no alternative left in which one can get out of harm’s way. These are often spontaneous.
- **Disaster Recovery Center (DRC)** or Distance Assistance Center (DAC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:
  - Discuss their disaster-related needs
  - Obtain information about disaster assistance programs
  - Tele-register for assistance
  - Update registration information
  - Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
  - Learn how to complete the SBA loan application
  - Request the status of their application for Assistance to Individuals and Households

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## **ALERT AND WARNING ALERT AND WARNING PROCEDURES**

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

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Palm Springs will utilize various modes of alerting and warning the community. The following information describes the various systems and provides an explanation of the "Emergency Conditions and Warning Actions" through which these systems may be accessed.

### **LOCAL ALERTING AND WARNING SYSTEMS**

All warning systems will be coordinated through the City of Palm Springs's EOC Director. The following persons are authorized to activate the warning systems:

Incident Commander  
EOC Director (when EOC is activated)

Activation procedures and geographical boundaries of the systems are detailed below:

- **CodeRED** - The City of Palm Springs has instituted the CodeRED Emergency Notification System - an ultra high-speed telephone communication service for emergency notifications. This system allows the City to telephone all or targeted areas of the City in case of an emergency situation that requires immediate action (such as a boil-water notice, missing child or evacuation notices). The system is capable of dialing 50,000 phone numbers per hour. It then delivers the City's recorded message to a live person or an answering machine, making three attempts to connect to any number.
- **Social Media** - The Police Department can notify registered citizens by utilizing the NIXLE notification system.
- **AM Radio** - The City has a low power AM Radio Station 1690 to notify citizens however the broadcast capabilities may not reach all portions of the City.
- **Cable TV**  
Not only does the City have agreements with local cable companies to provide the public with alerting and notification of various disaster situations, but the City also has its own Government Access Television Channel located on the local cable systems' Channel 17.
- **Emergency Alert System (EAS)** - Refer to the Appendix, a restricted use document, for EAS Activation Procedures. Access to EAS for local emergency

events of concern to a significant segment of the population of Riverside County is through the Riverside County Sheriff's Communication Center. City officials requesting County-wide activation should first review the following criteria:

- Pertinent data
  - Area involved
  - Actions desired from citizens
  - Urgency of broadcast (immediate or delayed)
  - Period of time broadcasting should continue
- 
- **City Website** - Emergency information may also be accessed via the City website at: [www.PalmSprings-ca.gov](http://www.PalmSprings-ca.gov).

Other warning systems utilized by the City of Palm Springs include mobile emergency vehicle sirens and loudspeakers, door-to-door notification by Registered Volunteers.

## **OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS**

### **Public Notification System**

Riverside County uses a mass notification system (Reverse 911) to alert residents and businesses by phone, text, and e-mail of emergencies and may be utilized by the City of Palm Springs.

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

The County of Riverside has CalEMA OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the California Emergency Management Agency and other participating state agencies.

**EAS Emergency Alert System** – Refer to the Appendix, a restricted use document, for EAS Activation Procedures.

The Common Program Control Station (CPCS) is a primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Emergency Management, Government authorities, etc.) As specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency program for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned the responsibility as indicated in the State EAS Operational Plan. Riverside County Operational Area CPCS stations are:

Zone-1	KFRG	95.1	San Bernardino
Zone-1	KXFG	92.9	San Bernardino
Zone-2	KDES	98.5	Palm Springs

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Zone-3	KZXY	102.3	Victorville
Zone-4	KHYZ	99.5	Mountain Pass
Zone-4	KHWY	98.9	Essex
Zone-4	KRXV	98.1	Yermo
Zone-5	KATY	101.3	Idyllwild

Examples of emergencies identified by Riverside County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents and hazardous material accidents.

EAS activation can be authorized by any one of the following parties:

- Director of Emergency Services or designee
- Assistant Director of Emergency Services
- Emergency Operations Center Watch Commander
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

### STATE ALERTING AND WARNING SYSTEMS

#### **CALWAS California Warning System**

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

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time.

Backup systems for CALWAS includes:

- CESFRS California Emergency Services Fire Radio System
- CESRS California Emergency Services Radio System
- CLEMARS California Law Enforcement Mutual Aid Radio System
- CLERS California Law Enforcement Radio System
- CLETS California Law Enforcement Telecommunications System

#### **CESFRS California Emergency Services Fire Radio System**

CESFRS is the statewide communications network, available to all fire agencies. The three available channels have been designated Fire White #1, #2 and #3.

White #1 is authorized for base station and mobile operations. White #2 and White #3 are for mobile and portable use only. All three white channels are designated by the Federal Communications Commission as "Intersystem" channels and are intended solely for inter-agency fire operations, i.e. mutual aid. White #2 and White #3 are intended for on-scene use only.

### **CESRS California Emergency Services Radio System**

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

### **CLEMARS California Law Enforcement Mutual Aid Radio System**

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by CalEMA.

Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. In addition, the agency's political subdivision must be a signatory to the California Fire Service and Rescue Emergency Mutual Aid Plan Agreement and have developed a mutual aid response capability with trained personnel who will respond when requested by their operational area or regional mutual aid coordinator to provide required assistance.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. The City of Palm Springs participates in CLEMARS through the Palm Springs Police Department and is licensed for mobile and base station communications.

### **CLETS California Law Enforcement Telecommunications System**

CLETS is a high-speed message switching system which became operational in 1970. CLETS provides law enforcement and criminal justice agencies access to various data bases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative

personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment which link them to their county termination point. The CLETS terminal and Informational Manual for the City of Palm Springs is located at the Palm Springs Police Department. The County provides the local interface, known as JDIC (Justice Data Interface Controller).

### **EAS Emergency Alert System**

Each state has been divided into a number of EAS operational areas, consisting of one or more counties within radio reception range of EAS stations serving the area. California has thirty EAS Operational Areas (OA). Almost all AM-FM and TV broadcast stations have national defense emergency authorizations and several of these are protected from fallout. The purpose of EAS in California is to provide warning, emergency information, guidance, instructions and news of a manmade or natural threat to the public safety, health and welfare.

One primary station in each OA assumes the function of the Common Program Control Broadcast Station for the OA. It is called the CPCS-1 station. If for any reason a CPCS-1 is unable to carry out this responsibility, either primary or alternate broadcast stations assigned as CPCS locations, will be activated in descending order. CPCS assignments are made by the FCC, not the State or local governments. OAs are urged to develop EAS systems that employ a system whereby the local OES feeds all the radio stations simultaneously and not just the CPCS-1 station.

See the Federal EAS description for Program Priorities. Message priorities are as follows:

- **Priority One** - Immediate and positive action without delay is required to save lives.
- **Priority Two** - Actions required for the protection of property and instructions to the public requiring expedient dissemination.
- **Priority Three** - Information to the public and all others.

### **EDIS Emergency Digital Information System**

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

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

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

- **FLASH** - Alerts and warning of immediate life-safety value to members of the public.
- **NEWS** - Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- **INFO** - Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions.
- **TEST** - Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. **(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the OES Telecommunications Division.)**

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

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

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub.

The satellite is in a stationary or geo-synchronous orbit above the earth's equator. A high frequency (HF) radio system and a satellite communications network were constructed to link all 58 counties with CalEMA and other state agencies for disaster communications as well as day-to-day traffic. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel.

The equipment necessary for the remote sites includes a six-foot diameter dish antenna using Very Small Aperture Terminal or VSAT technology. These sites were originally set up by CalEMA (previously OES) and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

The final component is the hub. The hub is a large external dish antenna and a network control station which is managed by CalEMA personnel. The hub provides



access control for the system and can control up to 800 remote stations. CalEMA personnel will use the hub to define the network, detect trouble and serve as an emergency alert network for other CalEMA personnel.

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## **FEDERAL ALERTING AND WARNING SYSTEMS**

**EAS Emergency Alert System** The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- **Priority One** Presidential Messages (carried live)
- **Priority Two** EAS Operational (Local) Area Programming
- **Priority Three** State Programming
- **Priority Four** National Programming and News

Presidential messages, national programming and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's CLERS VHF/UHF radio relay stations.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

- **Federal** The EAS Advisory Committee
- **State** State Emergency Communications Co
- **Local** Operational Area Emergency Communications Committee

### **NAWAS National Warning System**

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See State Level CALWAS for more information.

**Tests**

NAWAS is tested three times daily at unscheduled times. The state warning point, CalEMA, acknowledges the test for California. If CalEMA does not respond, the alternate, CHP, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

**National Weather Service (NWS)**

The numbers for the NWS are in the Appendix section of this plan due to the fact that the numbers are restricted and confidential.

**National Weather Service**

11440 W Bernardo CT # 230  
San Diego, CA 92127-1643  
<http://www.nwsla.noaa.gov/>

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies and on the Internet at [www.nwsla.noaa.gov](http://www.nwsla.noaa.gov).

The City should report any unusual (funnel cloud, etc.) or other potentially hazardous weather situation to the NWS as quickly as possible.

More contact information for NWS is found in the Appendix.

### **EMERGENCY CONDITIONS AND WARNING ACTIONS**

Methods of warning state and local governments of specific emergency conditions are described below:

#### **Earthquake**

Earthquakes occur without warning. CalEMA can receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley
- California Institute of Technology, Pasadena
- Water Resources Department
- CalEMA Regional Offices
- Local Governments
- Federal/State Agencies
- Honolulu Observatory

This information may be received through NAWAS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

#### **Earthquake Advisories**

Earthquake Advisories are statements by CalEMA regarding scientific assessment that, within a specified period (usually 3-5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions and are issued following earthquakes in which there is concern about subsequent damaging earthquakes. The basis of the advisories is existing knowledge of the seismic history and potential of the area under consideration.

#### **Local Government**

Upon notification of an Earthquake Advisory from CalEMA, local government should: disseminate information to key personnel, ensure the readiness of systems essential to emergency operations; implement protective and mitigative actions; provide guidance to the public on appropriate precautionary actions.

#### **Notification Process**

CalEMA will notify State agencies, local governments and designated Federal agencies of all Earthquake Advisories through a telecommunications and radio fan-out process.

The method of contact to State agencies, local governments and Federal agencies will vary depending upon the availability of communications. Systems to be used may include: The California Warning System (CALWAS), the California Law Enforcement Telecommunications System (CLETS), the California Emergency Services Radio System (CESRS), FAX and commercial telephone service.

**CalEMA WILL FOLLOW A FOUR-STEP PROCESS IN ISSUING AND CANCELING ADVISORIES:**

1. Information regarding additional seismic activity will be disseminated in the form of an **Earthquake Advisory**. The Advisory will include information on the background of the Advisory, the areas included in the Advisory and the period of time in which the Advisory is in effect. **The Earthquake Advisory will be issued to jurisdictions determined to be located within the area of enhanced risk.** Advisories are usually issued for a 3-5 day period. CalEMA will keep local governments advised of any updates on the situation as they become available.

In most instances, the notification of the issuance of an Earthquake Advisory will be to the affected counties via CLETS, followed by an announcement over CALWAS. It is the responsibility of county offices that receive the Advisory to forward the information immediately to all cities within the county and county emergency services coordinators. City offices that receive the Advisory should, in turn, forward the information to the city emergency services coordinator.

2. Following the issuance of the Earthquake Advisory to jurisdictions within the area of enhanced risk, CalEMA will issue a **Notice of Earthquake Advisory** to State departments, specified Federal agencies and all other counties in the State.

The Notice of Earthquake Advisory is issued for informational purposes. No specific actions are recommended to jurisdictions receiving this notice, except at the discretion of local officials. It will be disseminated via the same telecommunications systems as the Earthquake Advisory.

3. CalEMA will inform the news media and public of an Earthquake Advisory by the issue of an **Earthquake Advisory News Release**.
4. At the end of the period specified in the initial Advisory, CalEMA will issue an **End of Earthquake Advisory Period** message. This cancellation message will be issued over the same telecommunications systems as were used to initially issue the Advisory and Notice of Advisory to State agencies, local government, specified Federal agencies, the news media and the public. An Advisory may be extended if scientific assessments continue to indicate reasons for such a continuation.

**Earthquake Prediction (Short-Term)**

The Short-Term Earthquake Prediction Response Plan provides direction and guidance to State agencies for responding to (1) a prediction that an earthquake may occur within a few hours to a few days or (2) issuance of an Advisory regarding an increase likelihood that a damaging earthquake may occur. When implemented, the actions

recommended within this Plan will result in increased operational readiness and preparedness of Stage agencies to deal effectively with a short-term earthquake prediction and with the predicted earthquake, should it occur.

Formal predictions include specific identification of expected magnitude, location, time and likelihood of occurrence (i.e., probability), that have been rigorously reviewed and confirmed by the California Earthquake Prediction Evaluation Council (CEPEC).

### **Fire**

Initial warnings of major conflagrations are normally issued by the affected area through the Operational Area and/or CalEMA Regional Fire Coordinator, using whatever means of communications that are appropriate and available. Requests for mutual aid follow the same channels.

### **Flood**

A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, CalEMA cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. CalEMA receives this information over selected circuits and relays it to CalEMA Regions through the CalEMA private line teletype system and to law enforcement agencies via CLETS.

### **Flood Stages and Bulletins**

During periods of potential flooding in Southern California, the National Weather Service, Riverside County, will issue the appropriate bulletins typically from San Diego. After receiving these messages, the state Warning Center transmits these messages immediately on CLETS to local governments in areas that are likely to be affected.

### **Hazardous Materials**

Potential hazardous materials situations are identified during the planning phase by the Riverside County Fire Department Hazardous Materials Unit. Area Plans address in detail the specifics for hazardous materials planning for the local area. Initial notifications of an incident are made by the responsible party or the responding agency to the **California Warning Center in Sacramento at 800-852-7550 or 916-845-8911** as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

### **Homeland Security Advisory System**

The Federal Government has implemented the Homeland Security Advisory System (HSAS) to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts.

The HSAS is designed to target our protective measures when specific information to a specific sector or geographic region is received. It combines threat information with

vulnerability assessments and provides communications to public safety officials and the public.

- **Homeland Security Threat Advisories** contain actionable information about an incident involving, or a threat targeting, critical national networks or infrastructures or key assets. They could, for example, relay newly developed procedures that, when implemented, would significantly improve security or protection. They could also suggest a change in readiness posture, protective actions, or response. This category includes products formerly named alerts, advisories, and sector notifications. Advisories are targeted to Federal, state, and local governments, private sector organizations, and international partners.
- **Homeland Security Information Bulletins** communicate information of interest to the nation's critical infrastructures that do not meet the timeliness, specificity, or significance thresholds of warning messages. Such information may include statistical reports, periodic summaries, incident response or reporting guidelines, common vulnerabilities and patches, and configuration standards or tools. It also may include preliminary requests for information. Bulletins are targeted to Federal, state, and local governments, private sector organizations, and international partners.

**Refer to the Management Support Documentation for National Terrorism Advisory System guidance.**

### **Severe Weather Warning**

These include severe weather bulletins and statements relating to special weather conditions. Bulletins are issued by National Weather Service offices in California when severe weather is imminent. By agreement, the National Weather Service office issues the bulletin and transmits the information to the state Warning Center on the National Weather Service teletype circuit. The Warning Center, in turn, relays the information to the affected areas.



## **NATIONAL WEATHER SERVICE ISSUANCES**

### **TYPES OF ISSUANCES**

**OUTLOOK**-For events possible to develop in the extended period (extended definition depends on the type of event)

**ADVISORY**-For events that are occurring or are forecast to develop in the short term (generally within the next six hours)

**WATCH**-For the **possibility** of an event happening within the short term (generally refers to the next 6 to 12 hours)

**WARNING**-The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next six hours)

**STATEMENTS (OR UPDATES)**-Issued as updates to the above products

### **SPECIFIC TYPES OF ISSUANCES**

#### **FLASH FLOODING:**

**Flash Flood Warning:** Flash Flooding is occurring or imminent.

**Urban and Small Stream Flood Advisory:** Flooding is occurring or imminent, but is not life threatening. (Nuisance flooding.) This may be upgraded to a Flash Flood Warning if conditions worsen.

**Flash Flood Watch:** There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

**Flash Flood Statement:** Updates any of the above three issuances.

**TORNADO AND SEVERE THUNDERSTORM WARNINGS:** Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4-inch hail), or the indication of any of the above based on radar data.

**TORNADO AND SEVERE THUNDERSTORM WATCHES:** Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

### **OTHER TYPES OF ISSUANCES**

**Dense Fog Advisory:** Issued when dense fog (visibility below two mile) is expected to last for three hours or longer)

**Dense Fog Warning:** Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the National Weather Service.

## **PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD**

**Overview:** The Riverside County Sheriff's Department Coroner Bureau is responsible for the collection, identification, and disposition of decedents during conditions of disaster or extreme peril. Responsibilities include the following:

1. Identify human remains and provide adequate and decent storage.
2. Determine the cause and manner of death.
3. Inventory and protect personal effects found on the decedent.
4. Locate and notify the next-of-kin.
5. Release of remains.
6. Files and records death certificates.

Additional responsibilities include:

1. Coordinate with all agencies both public and private for the collection, identification, notification and disposition of human remains and their personal property.
2. Recruit additional, qualified personnel to perform those various duties.
3. Establishes collection points and body staging areas for processing the dead.

**Assumptions:** It is likely that fatalities will occur during a major disaster. Communications and transportation may be disrupted. The Riverside County Sheriff's Department Coroner Bureau may not be able to provide assistance for 72 hours or longer. Therefore, the City must take action to ensure the safe handling and storage of decedents until the Coroner or Coroner-designated personnel can respond.

In the event of a major disaster within Riverside County, it may be several days before the dead can be collected and processed by the Riverside County Sheriff's Department Coroner Bureau.

Therefore, the following guidelines have been prepared to aid the City in handling the dead until the Coroner can relieve the City of that responsibility

### **Handling the Dead**

When it becomes necessary to remove the dead from disaster sites because rescue work is in progress or the health and safety of the community is threatened, specific procedures **must** be followed:

#### **Procedures:**

- I. Handling of decedents who have been located.
  1. Determine if the decedent(s) can be safely moved.
    - a. Structural damage and debris may prevent the safe removal of one or more decedents. If this is the case, clearly mark area for later removal of

- decedent by the Coroner Team and support personnel. Use an indelible marker or spray paint. Write letters DOA and arrow pointing to the location of the decedent.
- b. If decedent or body parts can be removed, refer to body-wrapping procedures before removing to fatality collection area.
2. Set aside an area that can be used as a collection point for fatalities. This can be termed the building mortuary. Cement parking structures, covered areas, nearby parks, etc. are ideal for this purpose. Special care should be taken not to place bodies where it may flood or the media will have access to. Following supplies are recommended to be kept on hand: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, indelible markers.
  3. When handling decedents, follow precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents.
    - a. If a body can be moved, perform the following:
      - (1) **Do not** remove any personal effects from the body at any time. Personal effects must remain with the body **at all times**.
      - (2) Secure body in plastic or vinyl body bag. If a body bag is not available, wrap and secure body with plastic sheet approximately 0.25mm in thickness. Place body in center of sheet cut 4 ft. X 10 ft. or use two heavy duty lawn debris trash bags. Secure in such a manner so that fluids are contained using tie wrap or 3 ply cotton rope. Do not damage body when securing (For example, do not secure rope around the face. This may disfigure the body and hinder identification efforts.).
      - (3) Complete Body Identification Sheet (see attached).
        - a. Attach a tag or label to the body with the following information (see attached sample):
        - b. Record identity, if known, e.g., through personal recognition, and important details on the discovery of the body (i.e., address, location, position).
        - c. Date and time found.
        - d. Exact location where found, including floor/room number, etc.
        - e. Name/address of decedent, if known.
        - f. If identified, how, when and by whom.
        - g. Name/phone number of person filling out tag.
        - e. If body is contaminated, so state with type of contamination.
        - f. Other casualties (living and dead) found nearby.
      - (4) Place each body in a separate disaster pouch or in plastic sheeting and tie securely to prevent unwrapping. Securely attach a second tag with the same information stated in Item No. 2 to the outside of the sheeting or pouch.

- (5) If personal effects are found and thought to belong to a body, place them in a separate container and labeled as in Item No. 2. **Do not** assume any loose effects belong to a body and do not attach loose effects to the body but, store separately.
- (6) Move the properly tagged body with its personal effects to a convenient location, i.e., garage or other cool building, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body **as soon as possible**.
- (7) Move bagged body to fatality collection area. Establish security to prevent looting of bodies. Keep log sheet for number of bodies stored and a grid showing the location of each body.

II. The putrefaction process is strongly temperature-dependent and also dependent on exposure.

A. Temperature (the season of the year) makes a big difference in the speed of putrefaction of exposed human bodies in Riverside County. The following approximations are dependent on the temperatures prevailing at the time:

	Summer	Winter
<b>Facially identifiable</b>	day 1	day 5
<b>Bloating</b>	day 2	day 2 - 6
<b>Putrefaction/external maggots</b>	day 3	day 3 - 10
<b>Collapse of face and abdomen/internal maggots</b>	day 4 - 8	week 2 - 3
<b>Skeletonizing</b>	week 2	week 3+
<b>Dismemberment</b>	week 3+	week 6+

**FOR MORE INFORMATION, CONTACT THE RIVERSIDE COUNTY SHERIFF'S DEPARTMENT CORONER BUREAU DISASTER AND COMMUNITY SERVICES PROGRAM (See Appendix for contact numbers).**

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## **CASUALTY COLLECTION POINT (CCP) FIELD TREATMENT SITE**

### **DEFINITION:**

Casualty Collection Point or Field Treatment Site is a location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.) Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. The State Emergency Management Services Authority is now referring to CCPs as Field Treatment Sites rather than Casualty Collection Points.

### **DIRECTION AND GUIDELINES:**

Each hospital is assigned one Field Treatment Site (FTS) and an alternate site. That facility is responsible for opening, staffing, and supplying this site. It is anticipated that prior assessment addressing numbers of professional and paraprofessional personnel available in each area will be done. Volunteer medical personnel will be requested by emergency alert stations to report to the nearest FTS when they are able to do so. A recent photo I.D. listing medical training and licensure should be presented. Field Treatment Sites will be opened by decision of the Health Officer in the event of multi-casualty incident(s) or requests for medical mutual aid from neighboring counties.

FTSs will be established, as necessary on the premises of local hospitals. If no hospital exists in the area, the EMS agency will coordinate with local emergency management agencies to establish a location.

For planning purposes, the following assumptions are made:

1. The flow of casualties is unpredictable depending upon its distance from casualties, success of public information efforts, its accessibility, and the pace of search and rescue operations. It is assumed, for planning purposes, that an influx of 600 casualties per 24-hour period is appropriate.
2. Due to limited availability of transportation, evacuation of casualties from some FTSs may not begin until 72 hours after the disaster occurs.
3. Supplies from outside the disaster area may not reach some FTSs for 12-48 hours after the disaster occurs.
4. Water, power, and other resources will be extremely scarce, limiting the type of medical field treatment feasible at a FTS.
5. You must plan from a worst-case incident involving dam failures, flooding, shaking intensity, liquefaction, etc.

The primary purpose of FTSs is to facilitate the stabilization of casualties for evacuation from the disaster site to a more definitive facility designated by the State. FTSs will be

able to provide only the most austere medical field treatment directed primarily to the moderately/severely injured or ill requiring later definitive care and who have a substantial potential of surviving until they are evacuated to the other state facility or other medical field treatment center. The state facility will operate under the direction of the State Disaster Medical Services Coordinator or his/her designee, and County officials shall be notified of such. The California National Guard will establish two field hospitals at the state facility capable of providing an intermediate level of surgical and medical care. This, however, will probably require a minimum of 48 hours to set up and staff and will contain about 300 beds.

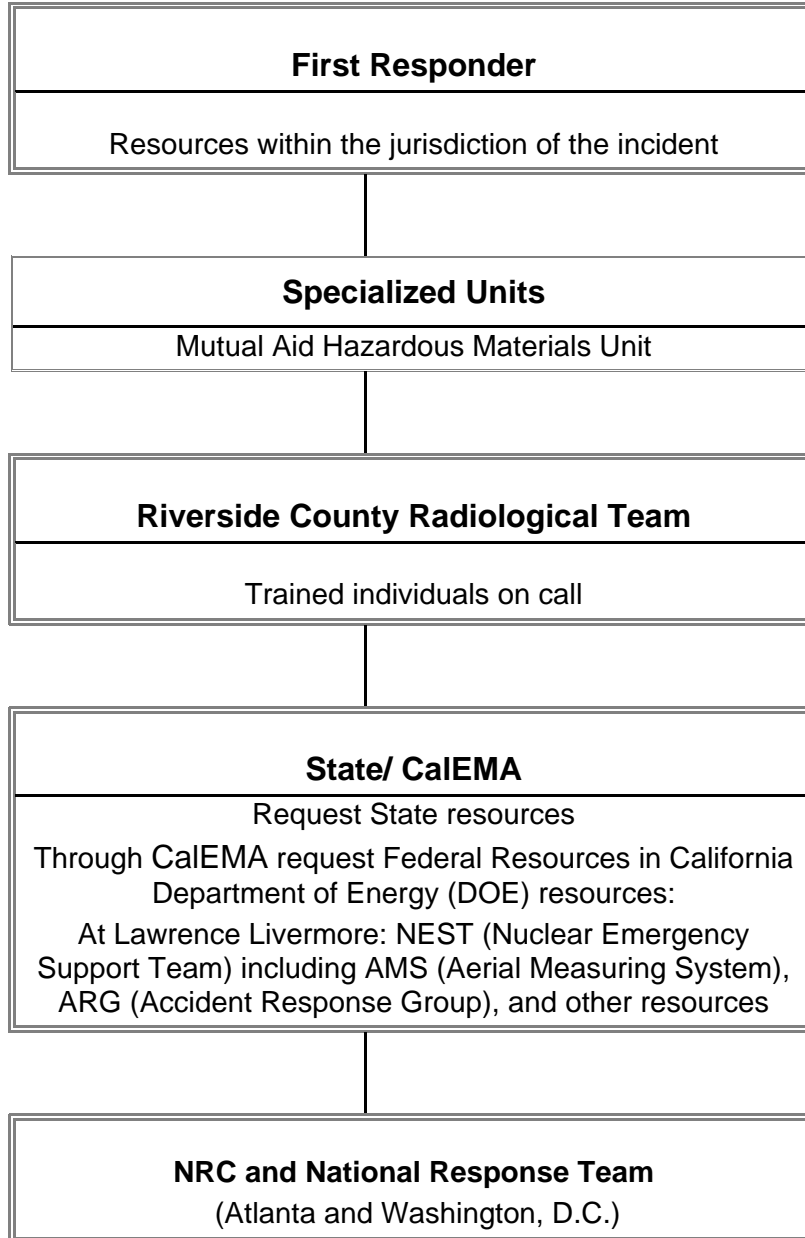
Field Treatment Sites are chosen according to the following criteria:

1. Proximity to hospitals (to allow rapid staffing and delivery of supplies).
2. Proximity to areas which are most likely to have large numbers of casualties.
3. Distribution of locations throughout the jurisdiction.
4. Ease of access for staff, supplies, and casualties.
5. Ease of evacuation (by land when practical, or if necessary, air and water).
6. Capability of utilization of large amounts of open space so that immediate use of buildings is not necessary.
7. Site without competing use (i.e., mass care and shelter areas)
8. Ability to secure the area.



**RADIOLOGICAL PROTECTION PROCEDURES  
FOR CITIES IN THE RIVERSIDE COUNTY OPERATIONAL AREA**

**RADIOLOGICAL INCIDENTS: TIERED RESPONSE**



**PROCEDURES**

*Refer to Fire Department SOPs for Hazardous Materials/Radiological Incidents.*

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## **EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION**

### **INTRODUCTION**

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

<b>Agent:</b>	<b>Function:</b>
Mission Springs Water District	Primary responsibility for purchase and distribution of alternate source of potable water for populations within its boundaries. Working with the City of Palm Springs coordinates resources and manages operations for distribution of alternative potable water to affected populations.
Desert Water Agency	
Riverside County (Operational Area) LEOC(s) Dept. of Health	Operates Operational Area Emergency Operations Center (OAEOC): Coordinates county resources and assists in providing potable water to affected population(s).
CalEMA	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

**Note:** For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. CalEMA will assist local government in pursuing possible Federal reimbursement for costs incurred.

## **WATER CONCEPT OF OPERATIONS**

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

### **PROCUREMENT AND DISTRIBUTION PROCESS**

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

### **DESERT WATER AGENCY AND MISSION SPRINGS WATER DISTRICT**

The City will coordinate and communicate with water suppliers to ensure that alternate sources of potable water will be available to affected populations when the water delivery system is damaged.

### **OPERATIONAL AREA**

The Riverside County Department of Health is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

### **CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CalEMA)**

If the Operational Area cannot provide enough alternate sources of potable water to affected populations CalEMA will activate the Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

### **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

### **RESPONSIBILITY**

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed by the City of Palm Springs, Department of Public Works under the Utility Unit. The unit will report to the Public Works Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
  - cause and extent of water system damage
  - estimated duration of system outage
  - geographical area affected
  - population affected
  - actions taken to restore system
  - resources needed to reactivate system
  - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Public Works Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement/Supply Branch.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement/Supply Branch.
7. Coordinate with DHS, water utilities, and EOC Public Information Officer for appropriate public information announcements and Media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

### **EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS**

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for one to two minutes. In the event of any other situation that may require supplying potable water, the Local Emergency Operations Center (LEOC) and Operational Area Emergency Operations Center (OAEOC) will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

#### **Bottled Water**

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

**Bulk Potable Water Deliveries:** (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics, other health facilities, and shelter operations.

Portions of the existing potable water system, or near by systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled. The City maintains six military grade 400 gallon water buffaloes at the Corporate Yard.

**Water Purification Systems:** (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

## **EMERGENCY RESPONSE I-10 CLOSURE PLAN**

### **PURPOSE OF THE PLAN**

- Identifies key actions in response to freeway closures caused by any emergency
- Identifies routes for exiting the freeway
- Provides tools for estimating the regional traffic impact from complete closures
- Identifies needed roadside services and who provides them
- Identifies public information actions and resources
- Establishes the stakeholder body and their contact information

### **WHY DO WE NEED IT?**

Emergency incidents on Interstate 10 require that responders from every Coachella Valley jurisdiction having authority be able to refer to one single authoritative plan when I-10 is closed or needs to be closed for public safety purposes.

### **WHAT DOES THE PLAN CONSIST OF?**

- Existing Conditions
  - Situation
  - Study Area
  - Command and Control
  - Transportation Network
- Freeway Actions
  - Estimate Impact
  - Direct Exits and Turnaround
  - Frontage Roads
  - Motorist Services
- Arterial Actions
- Public Information

**For specific information, please refer to the *Coachella Valley Association of Government's Emergency Response I-10 Closure Plan, December 2008.***

(This Plan is currently being evaluated by the Riverside County OES)

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**City of Palm Springs  
Daily Shelter Activity Report  
Report due into City EOC by 8:00 A.M. each day for the Previous Day**

Shelter Site: \_\_\_\_\_ Date: \_\_\_\_\_

To: City of Palm Springs

From: \_\_\_\_\_

<b>Shelter Capacity</b>	<b>Overnight Capacity</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>

Report Period: \_\_\_\_\_ Shelter Phone: \_\_\_\_\_

	<b>Day Shift</b>	<b>Evening Shift</b>
Shelter Manager	_____	_____
Asst. Shelter Manager	_____	_____
Nurse	_____	_____
Workers	_____	_____

<b>Narrative (Day Shift)</b>

<b>Narrative (Evening Shift)</b>



**OPERATIONS CRITICAL FACILITIES STATUS LOG**

Please refer to the Appendix Section of this Plan for this information. Due to the sensitive nature of this information it has been moved to the restricted use section of the Plan.

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**BODY IDENTIFICATION SHEET**

A. Name: \_\_\_\_\_

Method of Identification:                      Visual Recognition \_\_\_\_\_  
ID found on Body \_\_\_\_\_

DOE (Unidentified):

WHERE: Found at (room number, floor, street, nearest intersection, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

TIME: Found at \_\_\_\_\_ AM/PM.

There were no signs of life (e.g., obvious signs of decomposition, no movement, no heart beat, does not react to pain). The decedent was declared dead by the person signing this document.

B. The following valuables and personal effects were found with the body and listed as follows:

Clothing \_\_\_\_\_ Wristwatch \_\_\_\_\_ Jewelry \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_

These items have been wrapped with the body.

I (print name) \_\_\_\_\_ hereby attest to the information cited above.

\_\_\_\_\_  
(Signature of party completing document)                      Date \_\_\_\_\_

Driver's Lic.: \_\_\_\_\_ or SSN \_\_\_\_\_ or

Cal ID

Address: \_\_\_\_\_

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**EMERGENCY OPERATIONS PLAN - 2012**

Summary of Riverside County Public Health activities for each of the Plan's essential components according to WHO Pandemic phases					
Activity Area	Phase 1 & 2 Interpandemic Period	Phase 3 Pandemic Alert (No, or rare, human-to-human transmission)	Phase 4 Pandemic Alert (Small clusters of human-to-human transmission)	Phase 5 Pandemic Alert (Larger clusters of human to-human transmission)	Phase 6 Pandemic period
<b>Surveillance</b>	Surveillance for illness and resources utilization Monitoring of world/national/state trends	Increase surveillance for influenza-like illness (ILI) among recent travelers to the affected region Continue monitoring of world, national, and statewide trends Disease surveillance to detect a case of novel virus in Riverside County	Review of death related to ILI/pneumonia Monitoring of international, national and statewide trends Work with agencies to detect influenza in animals	Surveillance efforts increased for both influenza and the circulation of influenza virus	Monitoring demographic characteristics of influenza cases to respond more effectively to the pandemic
<b>Laboratory</b>	Surveillance of hospital lab activity	Subtype influenza A isolates obtained	Report unusual human influenza cases to state, DHS and CDC	Provide guidelines for lab reporting on influenza specimens	Continue working with public health staff, local physicians, and hospital workers to implement safe and effective methods for specimen collection and management

**EMERGENCY OPERATIONS PLAN - 2012**

Activity Area	Phase 1 & 2 Interpandemic Period	Phase 3 Pandemic Alert (No, or rare, human-to-human transmission)	Phase 4 Pandemic Alert (Small clusters of human- to-human transmission)	Phase 5 Pandemic Alert (Larger clusters of human to-human transmission)	Phase 6 Pandemic period
<b>Communication</b>	Develop and/or update press release templates Advise health care providers of the state of novel (new) virus alert and latest recommendations regarding target groups for antivirals	Develop a communication infrastructure to address pandemic influenza Establish and continually update as needed web-based information on the Riverside County Public Health website Institute an aggressive influenza containment public information campaign emphasizing hand washing, cough and sneeze etiquette, early recognition of symptoms. In rare human-to-human transmission case or cases technical information public information, and press releases will be disseminated Public information will include travel alerts, guidelines and limiting the spread of the disease, and information about when and where to obtain care. Prepare fact sheets detailing responses to questions coming from the media	Continue activities of Phase 1 to 3 Notify hospitals, EMS, health care providers, emergency responders, coroner, mortuary organization & labs	Continue and increase the information flow to medical providers, public, and local stakeholders	Intensify public information a campaign about containment measures, e.g., cough and sneezing etiquette, keeping ill persons at home and avoiding crowds
<b>Emergency Response</b>	Develop and/or update local response plans Participate with national, state, and local agencies in pandemic influenza guidance efforts	Collaborate with CDC Quarantine station in developing their pandemic influenza response plan Ensure on going coordination among surveillance, epidemiology, laboratory, EMS, and other local response efforts	Continue to assist health care facilities	Activate the emergency response system plan	Continue the emergency response plan to manage the local response at the time of the pandemic

**PART TWO  
PLANNING/INTELLIGENCE SECTION**

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**PLANNING/INTELLIGENCE SECTION  
GENERAL SECTION**

**PURPOSE**

To enhance the capability of the City of Palm Springs to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life, property and the environment.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.

**OVERVIEW**

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, forecast, display, and disseminate incident information and status of all assigned, available and "out-of-service" resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field incidents. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

**OBJECTIVES**

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Riverside County Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a major disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, Public Information Officer, General Staff and the Riverside County Operational Area via the City EOC or Police/Fire Communications Center.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, CalEMA, FEMA and the Riverside County Operational Area via.
- Prepare required reports identifying the extent of damage and financial losses.

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## **EMERGENCY OPERATIONS PLAN - 2012**

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- Determine the City's post-incident condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's After-Action/Corrective Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalEMA and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

### **CONCEPT OF OPERATIONS**

The Planning/Intelligence Section will operate under the following policies during a major disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the incident. Operational periods should be incident driven.

### **SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Planning/Intelligence Section.

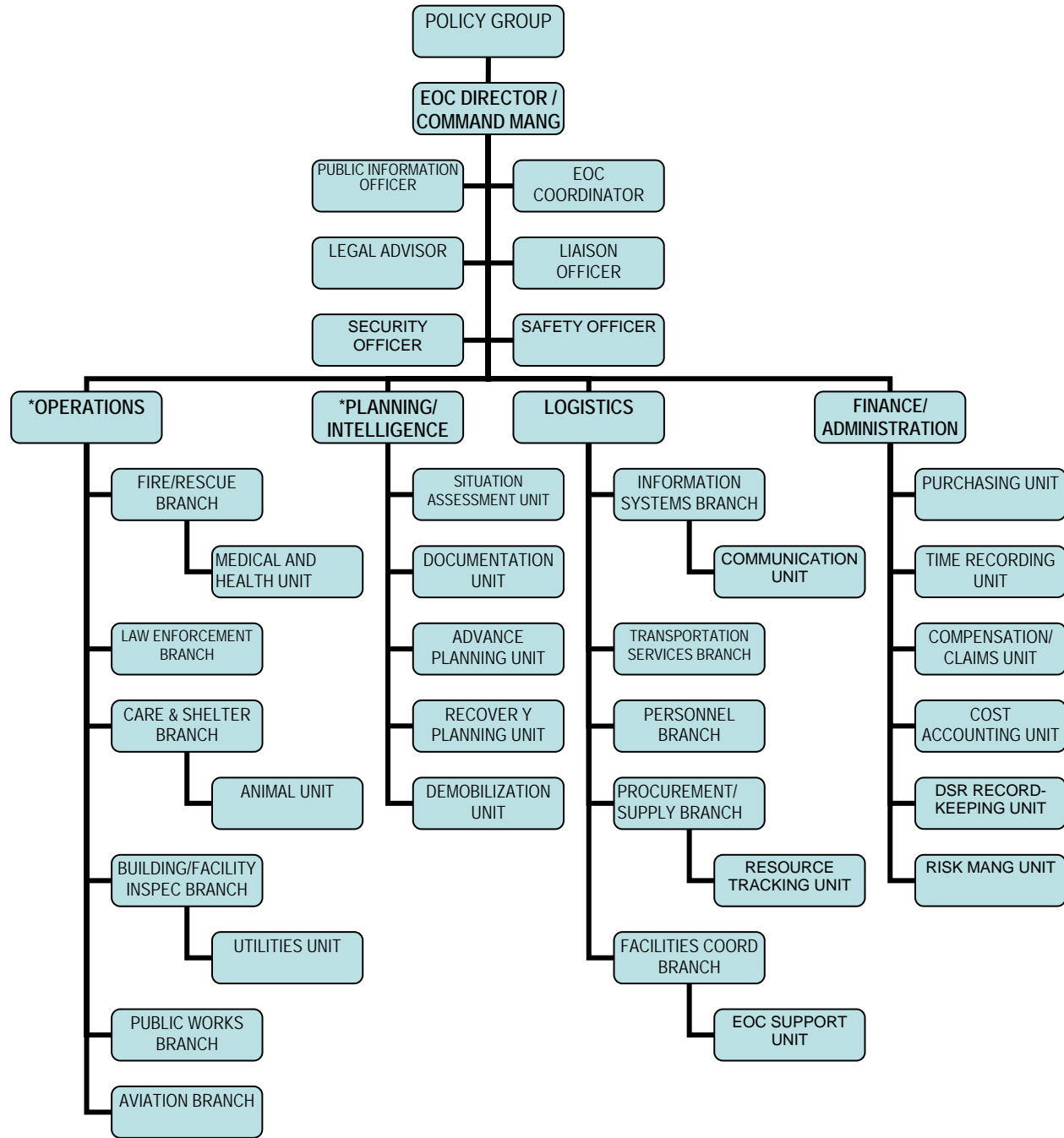
#### **When to Activate**

The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

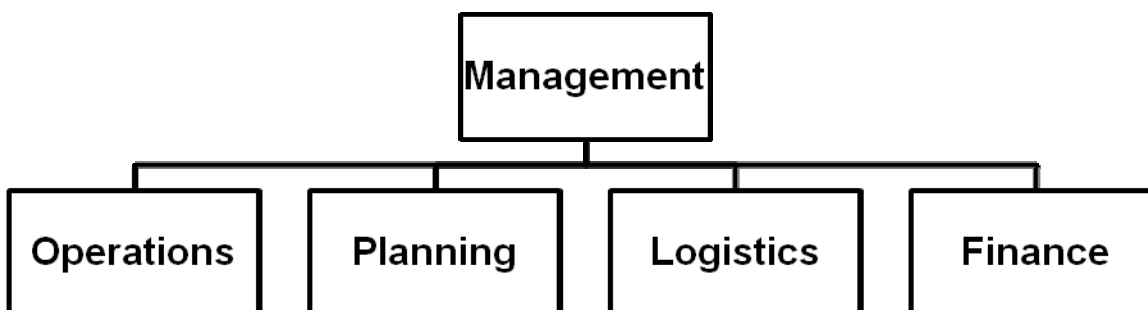
#### **Where to Report**

The EOC is located at the Palm Springs City Hall, 3200 Tahquitz Way. The alternate EOC is located at the Headquarters Fire Station #442, 300 N. El Cielo Rd. Employees should report to their respective Department Operation Centers (DOC's) for assignment in the event of a local or regional emergency.

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

**RESPONSIBILITIES CHART****Responsibilities:****EOC Director (Management Section)**

The EOC Director is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning Section is responsible for:

- **Collecting, evaluating and disseminating information.**
- **Tracking resources.**
- **Developing the City's EOC Action Plan in coordination with other sections.**
- **Initiating and preparation of the City's After-Action/Corrective Action Report.**
- **Maintaining documentation.**

**Logistics Section**

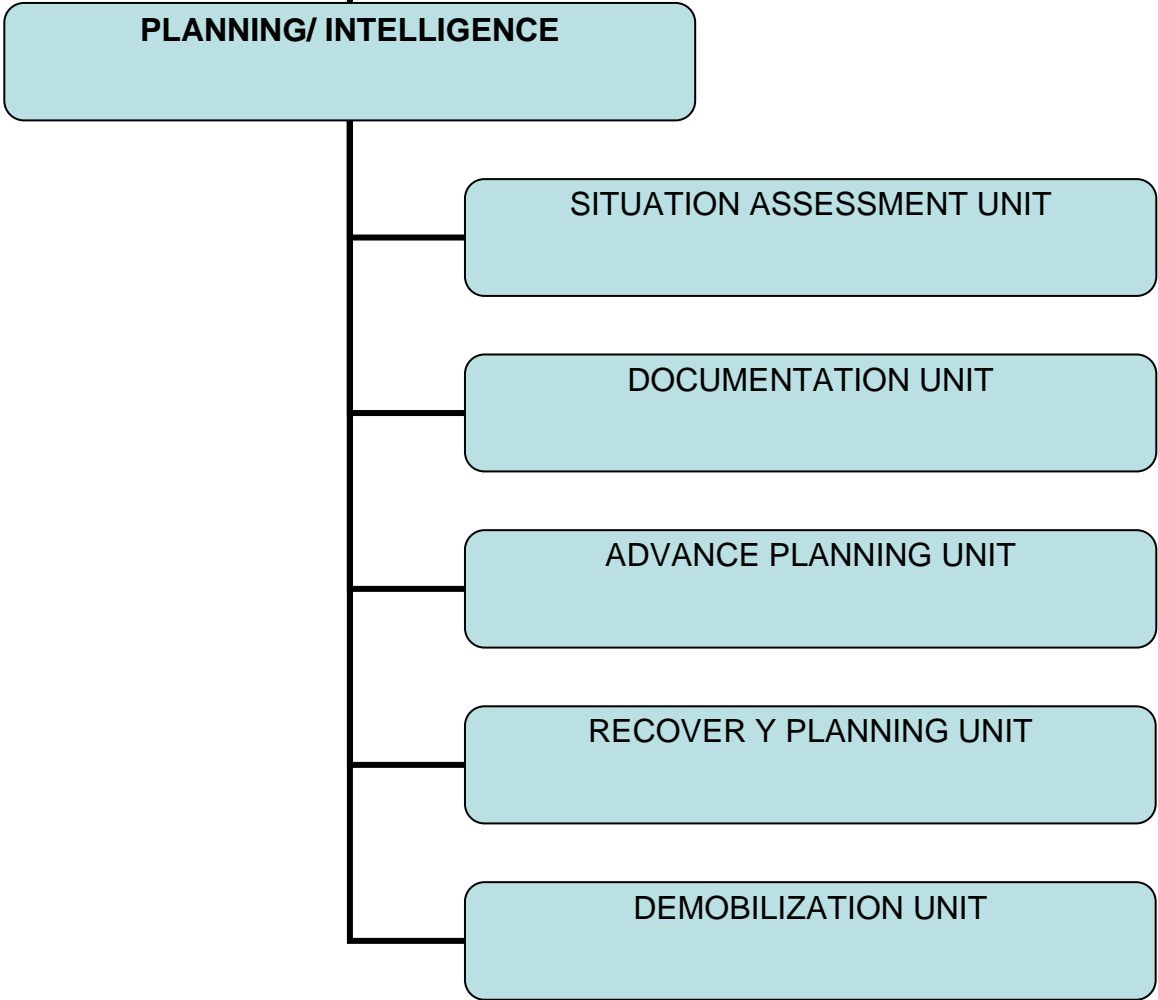
The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, materials, vehicles, donations management, and tracking resources.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities, expense tracking, and other administrative aspects related to the incident.



**PLANNING/INTELLIGENCE SECTION  
ORGANIZATION CHART**



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### **PLANNING/INTELLIGENCE SECTION STAFF**

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Assessment Unit
- Documentation Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit

Additional Planning Units, activate if required:

- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

#### **Planning/Intelligence Section Coordinator**

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

#### **Situation Assessment Unit**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff. The Unit also will maintain detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed).

#### **Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action/Corrective Action Reports; maintaining

accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes. The Documentation Unit also assists the Building/Facility Inspection Branch of the Operations Section with maintaining detailed records of safety/damage assessment information and supporting the documentation process.

**Advance Planning Unit**

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

**Recovery Planning Unit**

The Recovery Unit is responsible for ensuring that the City receives all disaster/emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

**Demobilization Unit**

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe, timely, and cost-effective release of personnel and equipment.

Additional Section Unit, activate if necessary:

**Technical Specialist**

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

**EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

- Check-in with EOC Security Officer upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Pick up your colored position sign and post on wall under "EOC Positions Activated" (cluster by EOC Section color)
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the EOC organization do.
- Open and maintain a position activity log. The activity log should chronologically describe the actions you have taken during your shift.
- Determine 24-hour staffing requirements and request additional support as required.
- Make sure you note your check-in time on the Section Time Log
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center (JIC).
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using an activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by CalEMA and FEMA.*

**General Operational Duties**

- Keep up to date on the situation and resources associated with your position.
- Maintain current status reports and displays.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Clean and straighten your area before shift change.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are know.

**Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Brief your replacement and/or your Section Coordinator regarding any outstanding or significant items
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Section Coordinator and on large EOC organization/sign-in sheet

**PLANNING/INTELLIGENCE SECTIONS COORDINATOR****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Ensure that the Planning/Intelligence functions are performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports
  - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report
  - Advance planning
  - Planning for demobilization
  - Providing Geographic Information Services (GIS) and other technical support services to the various organizational elements within the EOC
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**RESPONSIBILITIES:**

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on P-11.

**Section Duties**

- Activate organizational elements within your Section, as needed, and designate leaders for each element or combination of elements.
  - Situation Assessment Unit
  - Documentation Unit
  - Advance Planning Unit
  - Recovery Planning Unit
  - Demobilization Unit
  - Technical Specialist, if needed
- Brief incoming Section personnel prior to them assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.

- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Review responsibilities of branches in your Section. Develop a plan for carrying out the Section responsibilities.
- Meet with other Section Coordinators as necessary.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Prepare work objectives for Section staff and make staff assignments.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Direct the Situation Assessment Unit leader to initiate collection and display of significant disaster events.
- Direct the Documentation Unit leader to initiate collection and display of disaster information.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Branch/Unit, as needed.

**Duties:**

- Carry out responsibilities of the Planning/Intelligence Section branches/ groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, survivors and bystanders. Arrange debriefings through the Personnel Branch of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Services Branch of the Logistics Section. Have the Public Works Branch provide the estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organizational structure as appropriate.



- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Assess the impact of the disaster/emergency on the city, including the initial safety/damage assessment by field units.
- Develop situation analysis information on the impact of the emergency from the following sources:
  - Fire Department
  - Police Department
  - Public Works and Engineering
  - Parks and Recreation
  - Aviation
  - Building and Planning
  - Palm Springs Unified School District
  - Sunline Transit/Transportation
  - Palm Springs Chamber of Commerce
  - Red Cross, Coachella Valley/Riverside Chapter
  - Police and Fire Volunteers
  - RACES
  - Media (Radio and Television), only as a secondary confirmation source
- Ensure that pertinent emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Riverside County Operational Area and the public.
- Review and approve incident reports, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Riverside County Operational Area.
- Working with the EOC management team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Two, Planning/Intell.-Support Documentation - Action Planning.)**
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

- Begin planning for recovery phase.
- Using activity log (**ICS-214**), maintain all required records and documentation to support the After-Action Report and the history of the incident. ***Precise information is essential to meet requirements for possible reimbursement by the State EMA and FEMA.***

**Deactivation:**

- Authorize demobilization of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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**SITUATION ASSESSMENT UNIT LEADER**

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**SUPERVISOR:** Planning/Intelligence Section Coordinator

**GENERAL DUTIES:**

- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources: personnel, equipment and vehicles.
- Establish a resource reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Documentation Unit of the EOC Planning/Intelligence Section in strategy planning and briefing presentations.

**Situation Status**

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Riverside County Operational Area via the City EOC or Police/Fire Communications Center.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

**RESPONSIBILITIES:**

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

Maintain detailed tracking records of resource allocation and use (resources already in place, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the EOC Operations Section (to determine resources currently in place and resources needed) and with the EOC Planning/Intelligence Section (to provide resources information to the EOC Action Plan). **(See Planning Support Documentation - Action Planning)**

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC Duties on P-11

**Duties:**

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.
  - Structural property damage (estimated dollar value).
  - Personal property damage (estimated dollar value).
  - City of Palm Springs resources committed to the disaster/emergency.
  - City of Palm Springs resources available.
  - Assistance provided by outside agencies (Mutual Aid Resources) and resources committed
  - Shelters, type, location and number of people that can be accommodated.
- Possible Information Sources include:
  - Disaster briefings
  - EOC Action Plan
  - Section Reports
  - Intelligence Reports
  - Field Observations
  - Casualty Information
  - Resource Status Reports
  - Aerial Reports and Photographs
  - Values and Hazards Information
  - On Duty Personnel from other Sections
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain EOC displays.
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer.
- Contact the Riverside County Sheriff's Coroner Bureau, Law Enforcement, Fire Department and Red Cross for casualty information.
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
  - Management Section
  - Operations Section
  - Logistics Section
  - Finance/Administration Section

- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Keep current weather information posted.
- Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Riverside County Operational Area.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.
- Assist at Planning Meetings as required.
- As appropriate, assign "field observers" to gather information.
- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources deployed.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.
- Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff and assist in preparation of the EOC Action Plan.
- Make recommendations to the Planning/Intelligence Section Coordinator of resources that are not deployed or should be deactivated.

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**DOCUMENTATION UNIT LEADER****SUPERVISOR: Planning/Intelligence Section Coordinator****GENERAL DUTIES:**

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the EOC Director/Command.
- When the incident is over, compile, copy and distribute the After-Action Report with input from other sections/units.
- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building/Facility Inspection and Public Works Branch of the Operations Section for exchange of information.
- Coordinate with Riverside County Public Works

**RESPONSIBILITIES:**

Compile and distribute the City's EOC Action Plans and After-Action/Correction Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

Maintain detailed records of safety/damage assessment information and support the documentation process.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on P-11.

**Duties:**

- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Assessment Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section **(see Planning Support Documentation –Safety/Damage Assessment Forms)**.
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Collect, record, and total the type, location and estimated value of damage.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- Coordinate with all Operations branches (Law Enforcement, Fire, Public Works, Aviation, Care and Shelter and Building/Facility Inspection) for possible information on damage to structures.
- Provide final safety/damage assessment reports to the Documentation Unit.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. **(See Part Two, Planning/Intelligence Support Documentation – Action Planning After Action/Corrective Action Reports.)**
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources, or other directions/information requiring use of the message center form.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.
- Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster incidents at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.



**ADVANCE PLANNING LEADER****SUPERVISOR:** Planning/Intelligence Section Coordinator**GENERAL DUTIES:**

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery (**See Planning Support Documentation – Action Planning**).

**RESPONSIBILITIES:**

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on P-11.

**Duties:**

- Obtain current briefing on the operational situation from the Situation Status Unit.
- Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the EOC Planning/Intelligence Section Coordinator and Deputy EOC Director.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - Determine top priorities for actions and resources.
  - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- Provide reports to the Planning/Intelligence Section Coordinator and others as directed.
- Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

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**RECOVERY PLANNING UNIT LEADER****SUPERVISOR:** Planning/Intelligence Section Coordinator**GENERAL DUTIES:**

- Ensure that the City of Palm Springs receives all emergency assistance and disaster recovery costs for which it is eligible.
- Ensure that the City of Palm Springs is prepared to participate jointly with FEMA, CalEMA, Riverside County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance. **(See Types of Recovery Programs in the Planning/Intelligence Support Documentation).**
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

**RESPONSIBILITIES:**

Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on P-11.

**Duties:**

- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with Riverside County Operational Area and CalEMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe

- In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of Appropriateness" from the Planning Commission. An alternate process should be adopted after proclamation of a disaster giving this authority to the City Planner.)
- With Section Coordinators, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Planning and Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with Riverside County Department of Health Services for restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.
- Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Public Works and Care and Shelter for housing for the needy; oversight of care facility property management; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Community Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance Department.
- Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with FEMA, CalEMA, Riverside County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

**DEMOBILIZATION UNIT LEADER****SUPERVISOR: Planning Section Coordinator****GENERAL DUTIES:**

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

**RESPONSIBILITIES:**

Prepare an EOC Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on P-11.

**Duties:**

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff Coordinators to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
  - Agencies not requiring formal demobilization
  - Personal rest and safety needs
  - Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information
  - Priorities for release (according to agency and kind and type of resource)
  - Phase over or transfer of authorities
  - Completion and submittal of all required documentation
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.

- Brief Planning/Intelligence Section Coordinator on demobilization progress.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

**PLANNING/INTELLIGENCE SECTION  
SUPPORTING DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**PLANNING/INTELLIGENCE SECTION COORDINATOR (Look in Forms also)**

ACTION PLANNING ..... PS-3  
AFTER ACTION/CORRECTIVE ACTION PLANS ..... PS-9

**RECOVERY UNIT (Look in Forms also)**

TYPES OF RECOVERY PROGRAMS ..... PS - 15

**FORMS**

EOC ACTION PLAN TEMPLATE ..... PS-17  
    EOC Assignment List ..... PS-25  
    EOC Radio Communications Plan..... PS-26  
  
AFTER ACTION/CORRECTIVE ACTION PLAN TEMPLATE ..... PS-27  
  
ACTIVITY LOG ..... PS-35

**OTHER INSTRUCTIONAL – Response Information Management System (RIMS)**

RIVERSIDE COUNTY OPERATIONAL AREA DISASTER REPORTING FORMS  
    Operational Area Preliminary Damage Estimate ..... PS-37  
    Operational Area Situation Report..... PS-39

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## **ACTION PLANNING**

Action plans are an essential part of SEMS/NIMS at all levels. Action planning is an effective management tool involving three essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives
- A basis for measuring work and cost effectiveness, work progress and providing accountability

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans should focus on citywide related issues. The format and content for action plans at the incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

### **INCIDENT ACTION PLANS (FIELD LEVEL)**

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-department and multi-jurisdictional incident
- Complex incidents
- Long-term incidents when operational periods would span across shift changes

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?)
- Primary and alternative strategies (as appropriate) to achieve incident objectives (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used)
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally)
- Overall support organization including logistical, planning and finance/administration functions

- A communications plan
- Safety messages
- Other supporting documentation needed, e.g. An incident map showing access, key facilities, etc.; a medical support plan, etc.

### **EOC ACTION PLANNING (EOC)**

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations. If the City is to have a well planned and executed approach to resolving the problems posed by the disaster, the City must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire City will be focused and acting as a unified, coordinated body. If the City is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall City efforts.

For the City to continue its efforts, it is important that common City organizational goals are maintained and pursued. These goals are set by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Deputy Emergency Operations Director.

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This short list of organizational goals must be verifiable and measurable.

**Once the city goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The Policy Group must receive copies of the EOC Action Plan.**

### **SUMMARY OF ACTIVITIES BY SECTION**

- |                                  |   |
|----------------------------------|---|
| 1. <b>PLANNING/INTELLIGENCE</b>  | Presents the verbal Action Report or the situation status report  |
| 2. <b>MANAGEMENT</b>             | Sets goals  |
| 3. <b>PLANNING/INTELLIGENCE</b>  | Posts goals for organization's use  |
| 4. <b>OPERATIONS</b>             | Determines tactics to achieve goals   |
| 5. <b>LOGISTICS</b>              | Determines how it will support operations   |
| 6. <b>FINANCE/ADMINISTRATION</b> | Determines how it will support operations   |
| 7. <b>PLANNING/INTELLIGENCE</b>  | Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues the Action Planning process |

**ACTION PLANNING AT SEMS EOC LEVEL**

Action planning at all EOC level, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the EOC Director in concert with the general staff. Once the EOC is fully activated, an EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable think Specific Measurable, Attainable, Relevant, and Timely (SMART) )
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

**FOCUS OF THE EOC ACTION PLAN**

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

**ACTION PLAN MEETING**

This meeting is critical. The status of the incident and action plan should be discussed. The Planning & Intelligence Section Coordinator is responsible for holding this meeting.

**THE PLANNING “P” TOOL (page PS-7)**

The Planning “P” is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period: Once the incident begins, the steps are Notifications, Initial Assessment, Incident Briefing (using the EOC

Action Plan pages 1 and 2), and Initial Management Meeting.

- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are Setting Management Priorities, Section Meetings (to develop Section Objectives), Preparing for the Chief/Command Meeting, Section Chiefs/Coordinators Meeting, Preparing for the Planning Meeting, Planning Meeting, EOC Action Plan Prep & Approval, and Section Briefing (briefing of new shift coming on).
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

### **Initial Assessment**

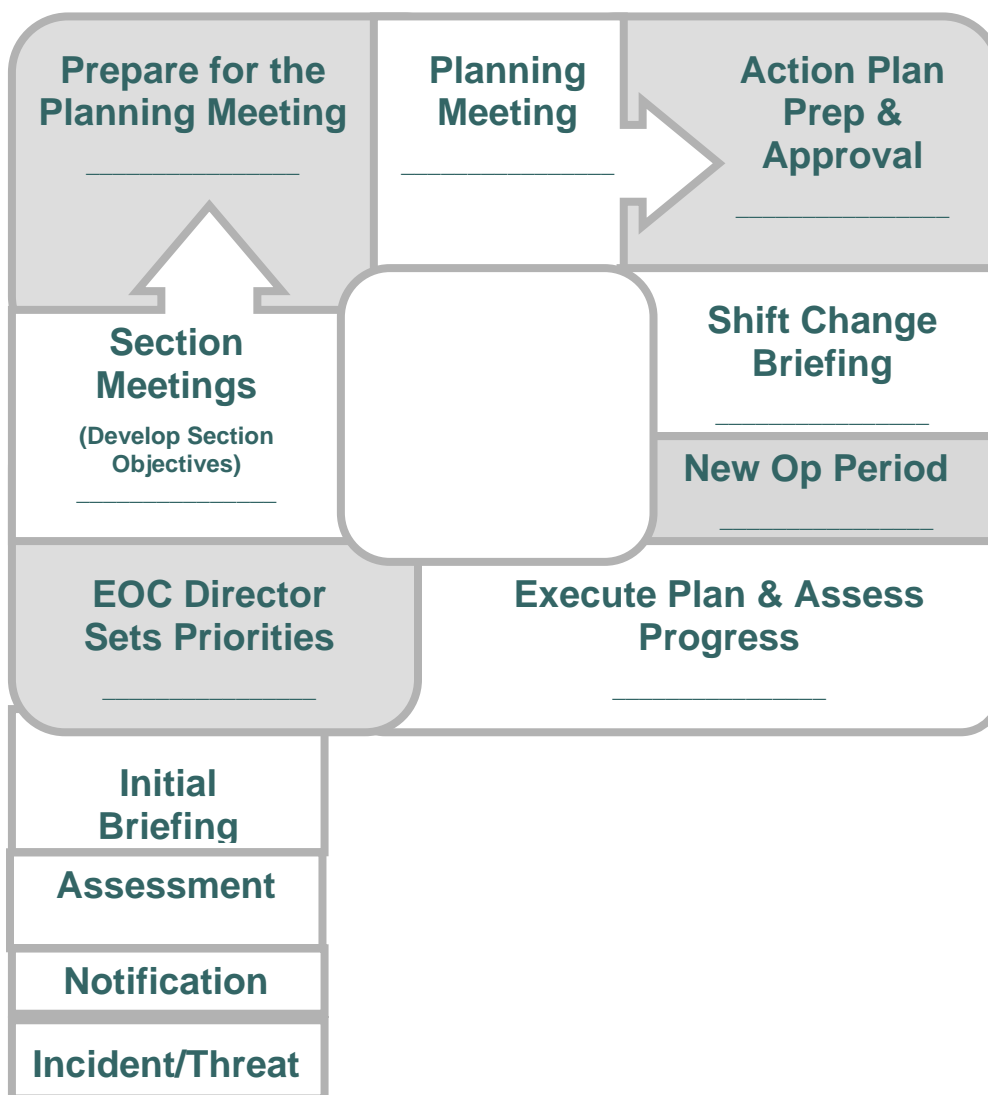
Planning begins with a thorough size-up that provides information needed to make initial management decisions. The EOC Action Plan pages 1 and 2 provides Management Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

### **The Start of Each Planning Cycle**

- **Setting Management Priorities:** The EOC Director with input from the General Staff establishes incident priorities and General Objectives for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities and General Objectives for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives should be Specific, Measurable, Attainable, Realistic and Time Oriented (SMART).
- **Preparing for the Command Meeting:** The Planning Section will compile all of the Section Objectives submitted by each Section Coordinator and have it ready for the Section Coordinators Meeting.
- **Section Coordinators Meeting:** EOC Director and General Staff will review completed objectives for all Sections and fine tune them for the upcoming Planning Meeting.
- **Prep for the Planning Meeting:** The Planning Section will compile the entire EOC Action Plan with any attachments and have it ready for the Planning Meeting.
- **Planning Meeting and Action Plan Prep & Approval:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
  - Give a situation and resource briefing; conduct planning meeting – Planning Intelligence Coordinator
  - Provide priorities and policy issues – EOC Director
  - Provide Section Objectives and/or Objective Status – Management and General Staff.

- Provide a status on resources – Logistics Section Coordinator
  - Provide a Safety and Security Briefing – Safety Officer and Security Officer
  - Finalize, approve and implement the EOC Action Plan – Planning Section Coordinator finalizes the EOC Action Plan, EOC Director approves the EOC Action Plan, Management and General Staff implement the EOC Action Plan.
- **Section Briefing:** The Section Briefing may be referred to as the shift briefing. This briefing is conducted at the beginning of each Operational Period.
  - **New Operational Period Begins:** After the Section Briefing a new Operational Period begins and the EOC Action Plan process starts all over.

**PLANNING P TOOL**



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## **AFTER ACTION/CORRECTIVE ACTION**

(This information is based on the *California Implementation Guidelines for the National Incident Management System, Workbook and User Manual*, May, 10 2006)

### **Introduction**

The SEMS Technical Group established the After Action/Corrective Action (AA/CA) SEMS Specialist Committee to address the NIMS requirements for After Action, Corrective Actions, and plans within the framework of SEMS. Products developed by this committee will be for use by state, local and tribal governments in order to support efforts towards NIMS compliance.

### **Legal Authorities**

#### ***Local and State Agency requirement to transmit AAR to CAL EMA for declared events.***

Section 2450 (a) of the SEMS Regulations states “Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to CAL EMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, Title 19, §2900(q).”

The completion of an AAR is a part of the required SEMS reporting process. The Emergency Services Act (*Chapter 7 of Division 1 of Title 2 of the Government Code*), Section 8607 (f) specifies that the Office of Emergency Services (Now referred to as Cal EMA) shall in cooperation with involved state and local agencies complete an AAR within 120 days after each declared disaster. It also states “This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.”

### **Tribal Governments**

While tribal governments are not required by law to comply with SEMS, they are encouraged to submit AARs to Cal EMA; this provides for the statewide AAR to reflect a comprehensive collective response of local, state, and Tribal governments. As such, tribal governments have been included in this guidance.

### **AAR Contents**

Section 2450 (b) of the SEMS Regulations states, “The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.”

### **AARs for non-declared disasters / AARs as tools**

AARs are used to document an event and to identify “corrective actions” that need to be completed. Overall, the AA/CA process improves the quality of emergency management in California. AA/CA reports should be completed for both declared and non-declared disasters, for training/ exercises, and pre-identified planned events consistent with NIMS requirements.

For exercises conducted using federal funding, such as DHS Office of Domestic Preparedness, Grants and Training funding, complete an After Action Report and Improvement Plan within the grant required timeframe of the event, and post the report on the ODP Grants and Training secure portal, or attach the Word version of the After Action/Corrective Action Report to the portal. After Action Reports should follow the format identified in the Homeland Security Exercise and Evaluation Program (HSEEP).

### **AAR/CA Process**

The complete AAR/CA process involves five (5) basic components:

1. Compile and sort all documentation from the response and recovery activities.
2. Analyze and triage emergency response and recovery activities data by SEMS functions.
3. Prepare and submit the AAR, including corrective actions. [In many cases, the AAR will have corrective actions. These may not be final corrective actions, and they may not be the ones that become action items in a corrective action plan.]
4. Identify corrective action planning activities necessary based on the AAR.
5. Implement and track to completion the identified CAs.

### **Function of AA/CA Reports**

The SEMS required Cal EMA AAR is the only one mandated to be available to state and local agencies. Non-Cal EMA agencies have no mandated need to share their reports with any agency except Cal EMA. It should be noted that state and local government agencies are required to comply with requests under the California Public Records Act.

Cal EMA's AA/CA reports are available to all interested public safety and emergency management organizations and serve the following important functions:

- Provide a source for documentation of response and recovery activities
- Identify problems and successes that occurred during emergency operations
- Analyze the effectiveness of components of the SEMS
- Describe and defines a plan of action for implementing improvements, including mitigation activities

### **Importance of Documentation**

Documentation is critical for developing AARs and must be initiated early in the response phase of a declared or non-declared event, a training/exercise, or a pre-identified planned event. Documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for determining reimbursement eligibility
- Is essential for the continual improvement of the emergency management system.

#### *Initiate documentation process*

Assign Responsibility for AAR:

- Initiate early during response phase
  - Assign responsibility to Planning/Intelligence Section
  - Assign the responsibility for collecting and filing all documents and data pertaining to the event
  - Emphasizes the importance of documentation



- Allows for early identification of possible system improvements and facilitates possible on-the-spot improvements
- Allows data to be compiled before too much time has elapsed and participants have returned to their normal duties
- Allows for establishing timelines and expedites the actual preparation of the AAR
- Designated person assigned should have background in
  - Planning function
  - Emergency management organizational functions
  - SEMS
  - NIMS
- Continuance of documentation following Field and EOC deactivations.
  - Follow-up AAR function may be assigned to the same person involved early in the incident/event to provide continuity.

### **Sources of Documentation**

Documentation sources include, but are not limited to:

- Planning function reports and forms
- Data from all functions of the emergency organization
- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Response Information Management System (RIMS) forms and locally developed forms/reports that support the RIMS forms (Emergency Management Information System, EMIS)
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation.

### **Supplemental Documentation**

Documentation developed during emergency operations can be supplemented with the following:

- Exit interview or critique forms completed as personnel rotate out of a function.
- Critiques performed at various time frames during and after emergency operational activities.
- Critiques may be conducted informally or with more formal, structured workshops.
- Surveys distributed to individuals and organizations after the event which can be used either for direct input to the AAR or as a basis for workshop discussions.
- Research teams can gather information and write the applicable portions of the AAR.
- Other AARs prepared by participating agencies and organizations may be utilized as a data gathering tool.

### **Data Organization and Structuring**

There are many approaches to structuring and organizing compiled data.

Some questions to consider before preparing the AAR include:

- What is the purpose of the critique or survey?

- Who is the survey's audience?
- Have all key "players", for example, all activated personnel, been included in the survey/workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements and corrective actions to be taken?
- Does the survey/workshop process permit identification of needed external improvements?
- Do the needed improvements involve the SEMS levels?
- Are the identified issues or problems linked to the appropriate corrective actions?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Are all phases of emergency management reflected in the data collection process, including response, recovery, mitigation, and preparedness?
- Does the critique/survey format coincide with the after action report format?
- Does the designated person understand the assignment and tasks?

### **AAR Preparation**

An eight step process to prepare the AAR is recommended.

1. Compile and sort by SEMS functions the information from surveys, critiques, and after action workshops.
2. Review and analyze documentation based on SEMS functional areas.
3. Evaluate lessons learned, areas needing improvement, corrective action recommendations, and use this information to develop proposed CAs.
4. Prepare draft AA/CA Report and distribute to participating state, local and tribal jurisdictions and private and volunteer organizations for review and comments.
5. Incorporate reviewer's comments as appropriate to develop a final draft report.
6. Redistribute the final draft to all previously identified reviewers for official approval.
7. Review and incorporate final comments from reviewers.
8. Prepare final AA/CA Report, obtain appropriate executive management approval, and forward the report to all participating jurisdictions, private and volunteer organizations, Cal EMA Regions, and Cal EMA Headquarters. For all incidents, tribal governments are invited to forward the approved AA/CA report to the next higher SEMS organization level.

### **Identification of CA planning activities**

Corrective Action planning activities describe the actions that must be completed to alleviate the issue or problem identified in the AAR. This will require a system or method of following through, or tracking, the identified corrective action to ensure its completion. Depending on the complexity and severity of the identified issue or problem in the AAR, CAs could be briefly described in a matrix or may require the development of an integrated plan of action. Regardless of the complexity, each CA should contain:

- Description of the system and method of tracking the CA, that is, spreadsheet, database, etc., that will be used to ensure implementation of the CA
- Brief description of the issue or problem, and the needed corrective action or activity
- Party or organization(s) responsible for completing the CA
- Expected end product
- Expected completion date
- Funding source and justification of the need for funding in order to carry out CAs.

- Identification of cross-jurisdictional or multi-agency working groups needed to implement the CAs, if appropriate.

### **Tracking and Implementing Corrective Actions**

Implementation of CAs frequently requires a significant amount of time and commitment that could continue well into the Recovery stage. In some instances, the corrective action plans may require several years to fully implement. The Director of Emergency Management will have the overall responsibility for following through that the Corrective Action plan is implemented and completed as written.

#### **For declared events:**

##### **Statewide AAR/CA**

Cal EMA will compile a consolidated statewide AAR for declared incidents in compliance with the SEMS statute and regulations. This consolidated AAR will also include proposed CAs, based upon input from the appropriate agencies and jurisdictions. This consolidated report is referred to as the AAR.

##### **Cal EMA Coordination of Local, Tribal, and State Agency Input**

To facilitate timely completion of the Statewide AAR and to provide assistance for state and local agencies with reporting requirements, Cal EMA, in accordance with its procedures, will do the following:

1. Notify the appropriate jurisdictions, agencies, and other interested parties of the Statewide AAR requirements and 90-day timeframe for submission of their AARs.
2. Establish a work group and work plan for developing the Statewide AAR.
3. Gather data for the Statewide AAR using a variety of methods, including, but not limited to workshops, hot-washes, interviews, and AARs from the appropriate agencies/departments, and jurisdictions.
4. Prepare a draft Statewide AAR that includes the proposed CAs and circulate it for review and comment among the appropriate interested parties. As part of this review process, state agencies and/or departments may be requested to obtain approval of their AAR input from their agency/department, or branch for their component of the consolidated Statewide AAR.
5. Prepare a final AAR using comments obtained during the review process. The final AAR will be distributed both electronically and in hardcopy format to the appropriate interested parties. CAs will be shared with the emergency management community and strategies will be developed for implementing the CAs. Strategy development or event specific CA plans will be a collaborative effort among the organizations involved in an event

#### **For non-declared incidents:**

Note: A similar process as that described in the previous section for declared incidents, may be followed for non-declared incidents, exercises/trainings, or pre-identified planned events, based upon Cal EMA's determination that an AAR process is appropriate and would benefit emergency management in California.

#### ***After Action/Improvement Plan reporting for federally funded exercises:***

For federally funded exercises, follow the applicable grant guidelines/conditions.

### **Corrective Action Components**

Plans for improving and/or correcting items identified in the AAR should address multiple areas. For each principal corrective action identified, include the following information:

- Issue Description (identified issue or problem)
- Description of corrective actions to be taken and/or recommendations
- Identify the SEMS level and function that connects with the CA
- Assignments – Identify agencies/departments/ jurisdictions/ positions that would be involved with correcting the issue or problem
- Associated costs and budget for carrying out corrective actions, if available
- Timetable for completion of the identified corrective actions, if known
- Follow-up responsibility (identify agencies/ jurisdictions/ positions that will be involved with following-up on or tracking the corrective action to completion, if known)
- Documentation to verify the corrective actions taken to completion

### **AA/CA in Recovery Phase**

SEMS regulations call for identifying “Recovery activities to date.” The Recovery activities listed in the AAR are the likely areas that will fall within the 120 day scope. The Joint Field Office (JFO) may develop a separate AAR to address Recovery activities.

It is the responsibility of the key stakeholders to develop the CA measures needed to remedy any problems identified in the JFO AAR.

### **Recovery Activities**

The description of Recovery Activities should include the following information:

- General background and description of recovery activities performed by participating agencies
- Proclamation/Declaration process
- Joint Field Office (description of locations and services offered to public)
- Damage Assessment (description of assessed damages)
- Safety Assessment Program activities
- Public Assistance Programs (description of activities and services provided to government agencies that were adversely impacted by the disaster)
- Applicant Briefings
- Individual Assistance Program (description of services/programs offered to individuals adversely affected by the disaster)
- Activation of Assistance Centers (description of services offered to public)
- Hazard Mitigation Program (description of services offered)

Based on the number of agencies involved in the response, recovery, and mitigation activities, those activities identified by participating agencies may be displayed in the body of the report, or they may be displayed in an attachment that delineates the information by each participating agency.

**TYPES OF RECOVERY PROGRAMS**

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
Fire Management Assistance Grant (FMAG): fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State Public Assistance (PA) - Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control/capabilities of the local jurisdiction.
State PA - Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control/capabilities of the local jurisdiction.
Federal PA - Major Disaster: response and restoration costs	Yes	Yes	Yes	The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal PA - Emergency: response costs only	Yes	Yes	Yes	The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal Individuals and Households Program (IHP): grants to individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
State Supplemental Grant Program (SSGP): supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA Economic Injury Disaster Loans (EIDL): working capital loans for small businesses	No	No	Yes	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under an USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. USDA can implement this program when requested by CAL EMA on behalf of a local agricultural commissioner or local government authority.
Crisis Counseling Programs: referral services and short-term counseling	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short- or long-term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

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**EMERGENCY OPERATIONS PLAN - 2012**

**CITY OF PALM SPRINGS  
EOC ACTION PLAN**

Disaster/ Name:		Date	Time Prepared:
Plan Prepared by:			
Plan Reviewed by: (Plans/Intel Coordinator)			
Plan Approved by: (EOC Director)			
Operational Period:	From:	To:	Page 1 of 8

The City's Emergency Management Policy is to provide effective life safety measures, reduce property loss, and protect the environment; provide a basis for the direction and control of emergency operations; plan for continuity of government, provide for the rapid resumption of impacted businesses and community services; provide accurate documentation and records required for cost recovery efforts; provide for the protection, use and distribution of remaining resources; coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

**Current Situation Summary:**

- 
- 
- 
- 
- 
- 

**Major Incidents/Events:**

- 
- 
- 
- 
- 
- 

**Safety Issues:**

- 
- 
- 

**Resources Needed:**

- 
- 
- 
- 
-





Summary of Section Objectives for Period # \_\_\_\_\_ (Date and Time)

#	Objective	Branch/Unit/ Position	Estimated Completed Date/Time
<b>Management</b>			
1			
2			
3			
<b>Operations Section</b>			
1			
2			
3			
4			
5			
<b>Planning &amp; Intelligence Section</b>			
1			
2			
3			
<b>Logistics Section</b>			
1			
2			
3			
<b>Finance/Administration Section</b>			
1			
2			
3			

**Attachments:**

- ( ) Organization Chart      ( ) Telephone Numbers      ( ) Weather Forecast      ( ) Maps
- ( ) LAC Locations          ( ) Incident Map              ( ) Safety Plan              ( ) Transportation Plan
- ( ) Medical Plan            ( ) Operating Facilities Plan      ( ) Communication Plan      ( ) Other \_\_\_\_\_

*Based on situation and resources available, develop an Action Plan for each Operational Period.*

Disaster/Event Name:			
Plan Prepared by:			
Plan Approved by: (EOC Director.)			
Operational Period:	Date:	From:	To:

MANAGEMENT			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: <input type="checkbox"/> PIO phone numbers <input type="checkbox"/> EOC Organizational Chart			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

OPERATIONS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: <input type="checkbox"/> City Map w/major incidents, street closures, evacuation areas, etc. <input type="checkbox"/> Weather			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

**PLANNING/INTELLIGENCE**

Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

LOGISTICS			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments: ( ) ( )			

Disaster/Event Name:			
Plan Prepared by:			
Plan Reviewed by: (Section Coordinator)			
Operational Period:	Date:	From:	To:

FINANCE/ADMINISTRATION			
Objective	Section, Branch or Unit Assigned	Time Required or To Completion	Resource Support
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Attachments:    ( ) ( )			

**EMERGENCY OPERATIONS PLAN - 2012**

1. Incident Name		2. Operational Period (Date/Time) From:		ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
<b>3. Management Section</b>		<b>4. Name</b>		<b>5. Operations Section</b>	
EOC Director:				Section Coordinator:	
Public Information:				Law Enforcement Branch:	
EOC Coordinator:				Fire/Rescue Branch:	
Liaison Officer:				Public Works Branch :	
Legislative Officer:				Care and Shelter:	
Legal Advisor:				Building and Safety:	
				Aviation Branch:	
				Medical/Rescue Unit	
				Care and Shelter Branch	
				Animal Unit	
				Building/Facility Inspection Branch:	
<b>7. Planning Section</b>		<b>8. Name</b>		<b>9. Logistics Section</b>	
Situation Assessment Unit:				Information Systems Branch:	
Documentation Unit:				Transportation Services Branch:	
Adv. Planning Unit:				Personnel Branch:	
Recovery Planning				Facilities Coord Branch :	
Demobilization Unit:				Procurement/Supply	
Utilities Unit:				Communication Unit	
				Resource Tracking Unit:	
<b>11. Finance Section</b>		<b>12. Name</b>		<b>12. Agency Representatives</b>	
Purchasing Unit:					
Time Recording Unit:					
Compensation Claims Unit:					
Cost Accounting Unit:					
DSR Record Keeping Unit:					
Risk Management Unit:					
14. Prepared By: (Resources Unit)				Date/Time	
ORGANIZATION ASSIGNMENT LIST				April 2003 SEMS/NIMS 203-OS	





Sample Reporting Form

**AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE**

(EVENT NAME)

*(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).*

***Federally funded exercises:*** Completed AA/CA reports completed in this Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.

**GENERAL INFORMATION**

Information Needed	Text goes in text boxes below.
<b>Name of Agency:</b>	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
<b>CAL EMA Admin Region:</b> (Coastal, Inland, or Southern)	
<b>Completed by:</b>	
<b>Date report completed:</b>	
<b>Position: (Use SEMS/NIMS positions)</b>	
<b>Phone number:</b>	
<b>Email address:</b>	
<b>Dates and Duration of event:</b> (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
<b>Type of event, training, or exercise:*</b> * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
<b>Hazard or Exercise Scenario:*</b> *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

**SEMS/NIMS FUNCTION EVALUATION**

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**EMERGENCY OPERATIONS PLAN - 2012**

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**MANAGEMENT (Public Information, Safety, Liaison, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)**

	Satisfactory	Needs Improvement
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

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**EMERGENCY OPERATIONS PLAN - 2012**

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**PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**LOGISTICS (Services, support, facilities, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

**FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)**

	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Overall Assessment of Function (check one)</b>		

**If "needs improvement" please briefly describe improvements needed:**

Planning	
Training	
Personnel	
Equipment	
Facilities	

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**EMERGENCY OPERATIONS PLAN - 2012**

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**AFTER ACTION REPORT QUESTIONNAIRE**

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

<b>Response/Performance Assessment Questions</b>	<b>yes</b>	<b>no</b>	<b>Comments</b>
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

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**EMERGENCY OPERATIONS PLAN - 2012**

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Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

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24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

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25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

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26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

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27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

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**NARRATIVE**

Use this section for additional comments.

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**POTENTIAL CORRECTIVE ACTIONS**

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, CAL EMA Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

**ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC**

**EMAC / SEMS After Action/Corrective Action Report Survey**

**NOTE:** Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for *(Insert name of the disaster)*?

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2. Have you taken an EMAC training class in the last 24 months?

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3. Please indicate your work location(s) (State / County / City / Physical Address):

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4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

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5. Please indicate what discipline your deployment is considered (please specify):

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6. Please describe your assignment(s):

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Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment <b>outside</b> of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to					

**EMERGENCY OPERATIONS PLAN - 2012**

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
	deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

**EMERGENCY OPERATIONS PLAN - 2012**

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify the areas where EMAC worked well:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAL EMA Only: Form received on: \_\_\_\_\_ Form reviewed on: \_\_\_\_\_ Reviewed By: \_\_\_\_\_







**RIVERSIDE OPERATIONAL AREA PRELIMINARY DAMAGE ASSESSMENT REPORT**

RIVERSIDE COUNTY OPERATIONAL AREA PRELIMINARY DAMAGE ASSESSMENT REPORT – Page 1 of 2

**Submit Form**

REPORTING AGENCY: \_\_\_\_\_

DATE OF SUBMISSION: \_\_\_\_\_

TIME OF SUBMISSION: \_\_\_\_\_

**INDIVIDUAL ASSISTANCE DAMAGE ASSESSMENT ESTIMATES**

~SEE PAGE 2 FOR INDIVIDUAL ASSISTANCE DAMAGE ASSESSMENT LEVEL GUIDELINES~

INDIVIDUAL ASSISTANCE DAMAGE ESTIMATES	A. DESTROYED	B. MAJOR DAMAGE	C. MINOR DAMAGE	D. AFFECTED	E. ESTIMATED LOSS IN \$\$
HOMES:					
MOBILES:					
BUSINESSES:					
OTHER:					
<b>TOTALS:</b>	0	0	0	0	0

**PUBLIC DAMAGE ASSESSMENT ESTIMATES**

~DO NOT INCLUDE NORMAL OPERATING COSTS~

	NUMBER OF SITES	ESTIMATED COSTS IN \$\$
CAT A: DEBRIS CLEARANCE		
CAT B: EMERGENCY PROTECTIVE MEASURES		
CAT C: ROAD SYSTEM REPAIRS		
CAT D: WATER CONTROL FACILITIES		
CAT E: BUILDINGS & EQUIPMENT		
CAT F: PUBLIC UTILITY SYSTEMS		
CAT G: OTHER (NOT IN ABOVE CAT.)		
<b>TOTALS:</b>	0	\$ 0

**FEDERAL PROGRAM DAMAGE ESTIMATES**

	ESTIMATED COSTS IN \$\$
FEDERAL HIGHWAYS (TITLE 23 PROGRAM): (FOR DAMAGES TO FEDERAL HIGHWAY SYSTEMS)	
U.S. ARMY CORPS OF ENGINEERS (PL99): (FOR EMERGENCY FLOOD CONTROL PROJECTS)	
SOIL CONSERVATION SERVICE: (FOR EMERGENCY WATERSHED REHABILITATION)	
OTHER: (Describe)	
<b>TOTAL:</b>	\$ 0

*~Use Only Whole Numbers When Entering Estimate Data~*

TO SUBMIT THIS FORM EMAIL TO: RVCEOC@FIRE.CA.GOV (PREFERRED) OR FAX TO: (951) 955-5995

**INDIVIDUAL ASSISTANCE DAMAGE ASSESSMENT LEVEL GUIDELINES**

Includes: Damage definitions by General Description, Things to look for and Estimating Water Depths

**GENERAL DESCRIPTIONS**

**DESTROYED:** Structure is a total loss. Not economically feasible to rebuild. Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged. Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone with noticeable distortion to walls. More than 4 feet of water in first floor or more than 2 feet in mobile home.

**MAJOR:** Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. Will take more than 30 days to repair. Walls are collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities, furnace, water heater, well, septic system. Portions of the roof and decking are missing. Twisted, bowed, cracked or collapsed walls. Structure penetrated by large foreign object such as a tree. Damaged foundation. 2-4 feet of water in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.

**MINOR:** Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. Will take less than 30 days to repair. Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles/roof tiles moved or missing. Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling or foundation. Minor damage to septic system. 2 inches to 2 feet of water in first floor without basement. 1 foot or more in basement. Crawlspace-reached insulation. Sewage in basement. Mobile home, no water in "belly board."

**AFFECTED/HABITABLE:** Structure has received minimal damage and is habitable without repairs. Chimney or porch damaged. Carpet on first floor soaked. Broken windows. Few missing shingles, some broken windows. Damage to air conditioning units /etc. Some minor basement flooding. Less than 2 inches of water in first floor. Minor basement flooding. Mobile home, no water in "belly board."

**ESTIMATING WATER DEPTHS**

(Adapted from FEMA 9327.1-PR April 2005)

Brick: 2 ½ inches per course

Lap or Aluminum Siding: 4 inches or 8 inches per course

Stair Risers: 7 inches

Concrete or Cinder Block: 8 inches per course

Door Knobs: 36 inches above floor

Standard Doors: 6 feet 8 inches

**Submit Form**

**REPORTING AGENCY**

REPORTING JURISDICTION: SUBMITTED BY:  
DATE OF THIS REPORT SUBMISSION: TYPE OF INCIDENT:  
TIME OF THIS REPORT SUBMISSION: SUBMISSION #:  
INCIDENT NAME: CONTACT PHONE #: *(UPDATE EACH TIME THIS FORM IS SUBMITTED)*

**EOC OVERVIEW SECTION**

IS YOUR EOC ACTIVATED: ACTIVATION LEVEL:  
EOC MANAGER (OR EQUIVALENT): EOC MANAGER CELL #:  
EOC MANAGER EMAIL: EOC MAIN #:  
EOC MAIN FAX #: EOC SATELLITE PHONE #:  
HAVE YOU DECLARED A LOCAL EMERGENCY: IF YES, HAVE COPIES BEEN PROVIDED TO THE OA:  
WHAT ARE YOUR OPERATIONAL PERIODS:

**COMMUNICATIONS SECTION**

TELEPHONE COMMUNICATIONS:  
RIV. CO. OA WEBEOC:  
PUBLIC INFORMATION OFFICER:  
EARLY WARNING NOTIFICATION SYSTEM:

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*   
DISASTER NET:  
AMATEUR RADIO:  
PIO CELL #:

**UTILITIES SECTION**

GAS STATUS:  
NUMBER OF GAS CUSTOMERS AFFECTED:  
ELECTRICITY/POWER STATUS:  
NUMBER OF POWER CUSTOMERS AFFECTED:  
WATER STATUS:  
NUMBER OF WATER CUSTOMERS AFFECTED:

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*   
ESTIMATED GAS OUTAGE DURATION:  
ESTIMATED POWER OUTAGE DURATION:  
ESTIMATED WATER OUTAGE DURATION:

**ROAD CLOSURES SECTION**

DOES YOUR JURISDICTION HAVE ANY ROAD CLOSURES:  
CLOSURE LOCATION (1): *IF APPLICABLE*  
CLOSURE LOCATION (2): *IF APPLICABLE*

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*   
APPROPRIATE DISPATCH CTR. NOTIFIED OF CLOSURE(S):

*USE COMMENTS SECTION TO LIST ADDITIONAL CLOSURES, EVAC OR SHELTER SITES*

**HIGHWAY CLOSURES**

DOES YOUR JURISDICTION HAVE ANY HIGHWAY CLOSURES:  
CLOSURE LOCATION (1): *IF APPLICABLE*  
CLOSURE LOCATION (2): *IF APPLICABLE*

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*   
APPROPRIATE DISPATCH CTR. NOTIFIED OF CLOSURE(S):

**EVACUATION CENTERS**

HAS YOUR JURISDICTION ESTABLISHED EVACUATION SITE(S):  
EVACUATION CENTER LOCATION Site 1:

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*   
NO. OF SITES ESTABLISHED (IF APPLICABLE):

**EMERGENCY OPERATIONS PLAN - 2012**

RIVERSIDE COUNTY OPERATIONAL AREA SITUATION REPORT – PAGE 2 of 2

EVACUATION CENTER Site 1 – MAXIMUM CAPACITY:  
EVACUATION CENTER SITE 1 – ACCEPTING ANIMALS:  
ESTIMATED DURATION OF EVACUATION CENTER SITE 1:

CURRENT POPULATION SITE 1:  
EVACUATION CENTER SITE 1 CURRENTLY OPERATED BY:  
EVACUATION SITE 1 IS NOW CLOSED

EVACUATION CENTER LOCATION Site 2:  
EVACUATION CENTER SITE 2 – MAXIMUM CAPACITY:  
EVACUATION CENTER SITE 2 – ACCEPTING ANIMALS:  
ESTIMATED DURATION OF EVACUATION CENTER SITE 2:

CURRENT POPULATION @ SITE 2:  
EVACUATION CENTER SITE 2 CURRENTLY OPERATED BY:  
EVACUATION SITE 2 IS NOW CLOSED

*IF YOU HAVE ADDITIONAL EVACUATION SITES TO LIST, PLEASE INCLUDE UNDER THE COMMENTS SECTION.*

**SHELTER LOCATIONS**

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*

HAS YOUR JURISDICTION ESTABLISHED SHELTER SITE(S):

NO. OF SITES ESTABLISHED (IF APPLICABLE):

SHELTER LOCATION Site 1:  
SHELTER LOCATION Site 1 – MAXIMUM CAPACITY:  
SHELTER LOCATION Site 1 – ACCEPTING ANIMALS:  
ESTIMATED DURATION OF SHELTER LOCATION Site 1:

CURRENT POPULATION Site 1:  
EVACUATION CENTER Site 1 CURRENTLY OPERATED BY:  
SHELTER SITE 1 IS NOW CLOSED

SHELTER LOCATION Site 2:  
SHELTER LOCATION Site 2 – MAXIMUM CAPACITY:  
SHELTER LOCATION Site 2 – ACCEPTING ANIMALS:  
ESTIMATED DURATION OF SHELTER LOCATION Site 2:

CURRENT POPULATION Site 2:  
EVACUATION CENTER Site 2 CURRENTLY OPERATED BY:  
SHELTER SITE 2 IS NOW CLOSED

*IF YOU HAVE ADDITIONAL SHELTER LOCATIONS TO LIST, PLEASE INCLUDE UNDER THE COMMENTS SECTION.*

**CASUALTY SECTION**

*NOTHING TO REPORT AT THIS TIME FOR THIS SECTION:*

NUMBER OF ESTIMATED CASUALTIES:

**COMMENTS SECTION**

**TO SUBMIT FORM - EMAIL TO: RVCEOC@FIRE.CA.GOV (PREFERRED) OR FAX TO: (951) 955-5995**

**PART TWO  
LOGISTICS SECTION**

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## **LOGISTICS SECTION GENERAL**

### **PURPOSE**

To enhance the capability of the City of Palm Springs to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life, property and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

### **OVERVIEW**

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, mobilization and tracking of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support including transportation (ground support), equipment maintenance/fueling, feeding and communications. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/major disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

### **OBJECTIVES**

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a major disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director..
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements.

**CONCEPT OF OPERATIONS**

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director/Deputy EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.
- While in a disaster mode, operational periods will be 12 hours for the duration of the incident. Operational periods will normally change at 8:00 a.m. and 8:00 p.m. Operational periods should be incident driven.
- Available and accessible resources from neighboring jurisdictions, the private sector, and volunteer organizations will be accessed through the City's own resources and private sector contacts. Non-fire and non-law mutual aid will be accessed through the Riverside County Operational Area. Fire and Law will initially request resources through other agencies in the area if they cannot be filled then the request will be pushed to the Riverside County Operational Area.

**SECTION ACTIVATION PROCEDURES**

The EOC Director is authorized to activate the Logistics Section.

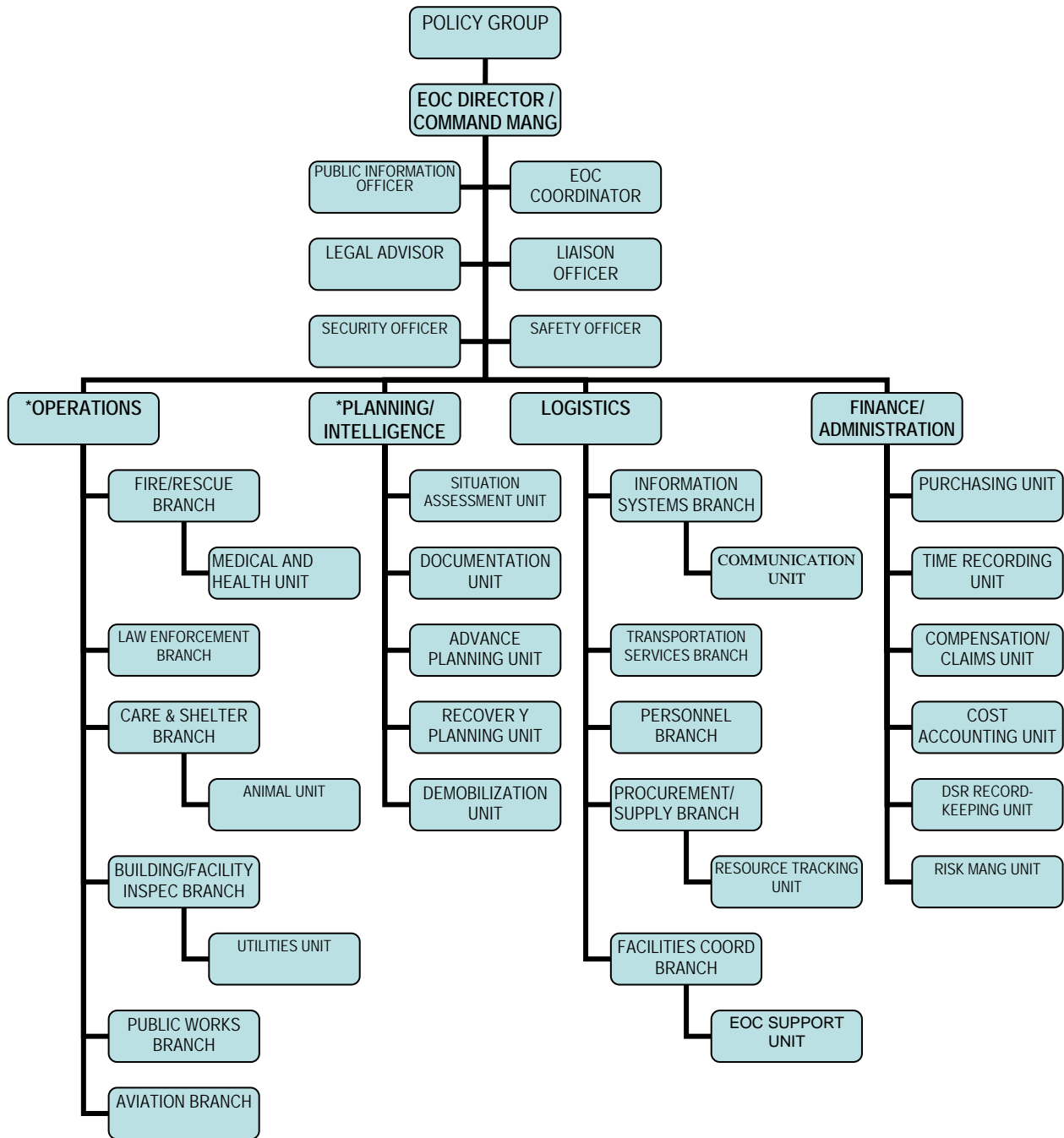
**When to Activate**

The Logistics Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

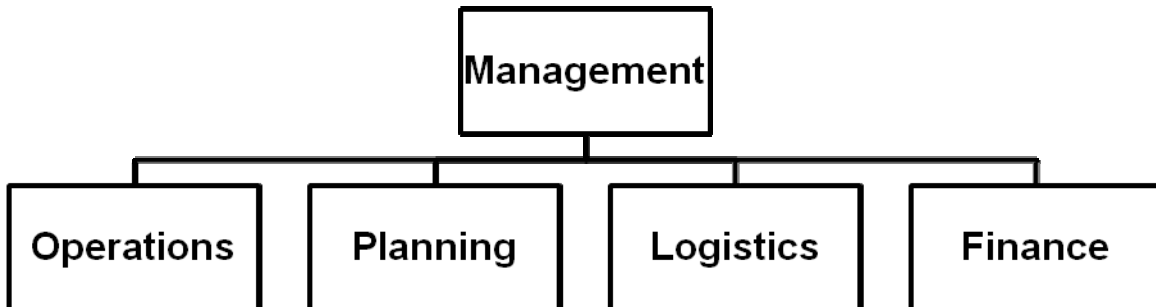
**Where to Report**

The City EOC is located at Palm Springs City Hall. The alternate EOC is located at the Headquarters Fire Station #442, 300 N. El Cielo Rd. Employees should report to their respective Department Operation Centers (DOC's) for assignment in the event of a local or regional emergency.

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System (ICS) will be used in the field. Field units will coordinate and communicate with their assigned Branch under the Operations Section.

**RESPONSIBILITIES CHART****Responsibilities:****EOC Director (Management Section)**

The EOC Director is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report, tracking resources and maintaining documentation.

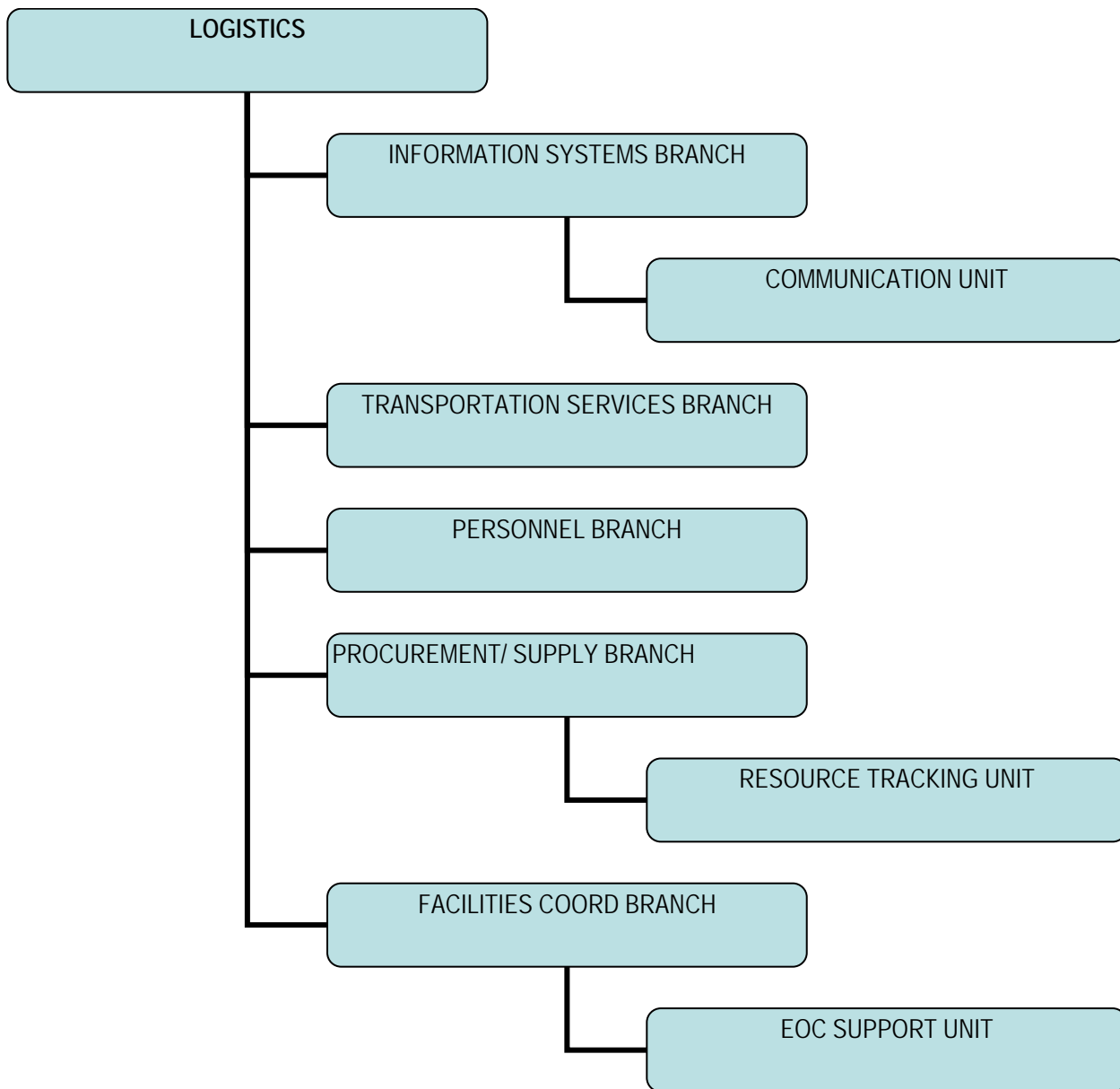
**Logistics Section**

**The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, materials, vehicles, donations management, and tracking resources.**

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities, expense tracking, and other administrative aspects related to the incident.

**LOGISTICS SECTION  
ORGANIZATION CHART**



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## **LOGISTICS SECTION STAFF**

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Information Systems Branch
- Transportation Services Branch
- Personnel Branch
- Supply/Procurement Branch
- Facilities Coordination Branch
- EOC Support Unit
- Resource Tracking Unit

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

### **Logistics Section Coordinator**

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

### **Information Systems Branch**

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff as well as communication between the EOC and the field operations.

### **Transportation Services Branch**

The Transportation Branch is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

### **Personnel Branch**

The Personnel Branch is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

### **Procurement/Supply Branch**

The Procurement/Supply Branch is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. The Procurement/Supply

Branch is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. The Procurement/Supply Branch is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement/Contracting Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

**Facilities Unit**

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.



**EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

- Check-in with EOC Security Unit upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position activity log.
- Determine 24-hour staffing requirements and request additional support as required. Make sure you note your check-in time on the Section Time Log
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

**General Operational Duties**

- Keep up to date on the situation and resources associated with your position.
- Maintain current status reports and displays.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning.
- Develop a backup plan for all plans and procedures requiring off-site

communications.

- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.

### **Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Brief your replacement and/or your Section Chief regarding any outstanding or significant items
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your Section Head and on large EOC organization/sign-in sheet

**LOGISTICS SECTIONS COORDINATOR**

**SUPERVISOR:**      Deputy EOC Director

**GENERAL DUTIES:**

- Ensure the logistics function is carried out consistent within the SEMS/NIMS guidelines, including:
  - Managing all radio, data and telephone needs of the EOC.
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

**RESPONSIBILITIES:**

Support the response effort and oversee the acquisition, transportation and mobilization of resources.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Information Systems Branch
  - Transportation Services Branch
  - Personnel Branch
  - Procurement/Supply Unit
  - Facilities Coordination Branch
  - EOC Support Unit
  - Communications Unit

- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Meet with other Section Coordinators.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Prepare work objectives for Section staff and make staff assignments.
- Carry out responsibilities of the Logistics Section units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.
- From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Receive, coordinate and process requests for resources.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the Riverside County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

**Deactivation**

- Authorize deactivation of organizational elements within your Section when they are no longer required.

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**INFORMATION SYSTEMS BRANCH/****SUPERVISOR:** Logistics Section Coordinator**GENERAL DUTIES:**

- Notify support agencies and oversee the installation, activation and maintenance of all data and computer resources inside of the EOC and between the EOC and outside agencies.
- Make special assignment of data and computer resources as directed by the EOC Director.

**RESPONSIBILITIES:**

Manage all radio, data, and telephone needs of the EOC staff.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Coordinate with all sections and branches/groups/units on operating procedures for use of data and computer resources. Receive any priorities or special requests.
- Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Provide communications briefings as requested at action planning meetings.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Support activities for restoration of computer services.
- Ensure that network capability is maintained.
- Ensure that the RIMS Communication links, if available are established with the Operational Area EOC.
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers. **(See Logistics Support Documentation – Communications Plan)**
- Install software or hardware as necessary to maintain functionality of the computers in the EOC and in field operations.

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**COMMUNICATIONS UNIT****SUPERVISOR: Logistics Section Coordinator****GENERAL DUTIES:**

- Notify support agencies and oversee the installation, activation and maintenance of all radio and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Copy and log all incoming radio and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

**RESPONSIBILITIES:**

Manage all radio, data, and telephone needs of the EOC staff.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone and radio systems. Receive any priorities or special requests from the Information Services Branch Director.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate all communications activities.
- Coordinate frequency and network activities with Riverside County Operational Area.
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.

- Coordinate with volunteer and private sector organizations to supplement communications needs.
- Establish a plan to ensure staffing and repair of communications equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Coordinate needed telephone data lines.
- Meet periodically with the Operations Section Branches to ensure that the number of radio frequencies are adequate. Make modifications as necessary.

**TRANSPORTATION SERVICES BRANCH**

**SUPERVISOR:** Logistics Section Coordinator

**GENERAL DUTIES:**

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.

**RESPONSIBILITIES:**

Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan with the Operations Section.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the City.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Establish a transportation plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites (FTSs).
  - Individuals to medical facilities as requested by Operations Section.
  - Emergency workers and volunteers to and from areas of risk.
  - Dependents and families of emergency workers as requested by the Care and Shelter Branch if resources are available.
- Coordinate with the Operations Section on the movement of persons with access and functional needs, i.e., disabled and elderly persons.
- Coordinate with Animal Control for transportation of animals as required.
- Coordinate with local transportation agencies and School Districts to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

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**EMERGENCY OPERATIONS PLAN- 2012 *TRANSPORTATION SERVICES BRANCH***

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- Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks).
- Prepare schedules as required to maximize use of available transportation.
- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Arrange for fueling of all transportation resources.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.
- Develop a fuel rationing plan if required.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.

**PERSONNEL BRANCH****SUPERVISOR:** Logistics Section Coordinator**GENERAL DUTIES:**

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate Emergency Management Mutual Aid (EMMA) through the Riverside County Operational Area via the Police/Fire Communications Center.

**RESPONSIBILITIES:**

Obtain, coordinate and allocate all mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting Section.
- Ensure the recruitment, registration, mobilization and assignment of spontaneous volunteers.
- Establish Disaster Service Worker and Volunteer registration and interview locations, Volunteer Reception Center. Assign staff to accomplish these functions.
- Issue ID wrist bands to Spontaneous Disaster Service Workers after each days safety briefing and prior to being deployed to the work.
- Develop a system for tracking personnel/volunteers processed by the Branch. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from

assignments will be processed through the Demobilization Unit, Planning/Intelligence Section.

- Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by agency/location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category that cannot filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with the Safety Officer to ensure that training of personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Obtain crisis counseling for emergency workers. **(See Part Two, Logistics Support Documentation-CISM)**
- Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Procurement Unit, Facilities Unit and the Care and Shelter Branch.
- Assist and support employees and their families who are also disaster survivors.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting people with access and functional needs.
- Coordinate with the Riverside County Operational Area EOC for additional personnel needs.
- Coordinate transportation of personnel and volunteers with the Transportation Services Branch.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency/major disaster.
- Obtain health/medical personnel, e.g., nurse's aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Riverside County Operational Area EOC.
- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

**PROCUREMENT/SUPPLY BRANCH****SUPERVISOR: Logistics Section Coordinator****GENERAL DUTIES:**

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine the appropriate supply houses, vendors or contractors that can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

**RESPONSIBILITIES:**

Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources. During the response phase all resource request will go through the Operational Area. Implement City Supply Policy:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City owned).
2. Other sources that may be obtained without a direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Meet and coordinate activities with Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement/Supply Branch. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding;

- Resources readily available
  - Resources requests
  - Status of shipments
  - Priority resource requirements
  - Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
  - Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
  - Determine availability and cost of resources from private vendors.
  - Issue purchase orders for needed items within dollar limits of authority delegated to the Branch.
  - Notify Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork from Finance Section Coordinator.
  - Prepare and sign contracts as needed within established contracting authority.
  - Establish contracts and agreements with supply vendors.
  - Verify cost data in pre-established vendor contracts with Cost Analysis Unit in Finance Section.
  - Ensure that all records identify scope of work and site specific locations.
  - Ensure that a system is in place which meets City's property management requirements. Ensure proper accounting for all new property.
  - Interpret contracts/agreements and resolve claims or disputes within delegated authority.
  - Coordinate with Compensation/Claims Unit in Finance Section on procedures for handling claims.
  - Finalize all agreements and contracts.
  - Complete final processing and send documents for payment.
  - Arrange for delivery of procured resources. Coordinate with Transportation Services and Facilities Coordination Branch.
  - Identify to the Logistics Section Coordinator any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
  - Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate the necessary actions.
  - Establish a plan for field and EOC feeding operations. Coordinate with EOC Operations Section to avoid duplication. **(See Logistics Support Documentation – Emergency Response Feeding)**
  - Be prepared to provide veterinary care and feeding of animals. Animals are not allowed in Red Cross shelters or evacuation centers. **(See Logistics Support Documentation - Animal Care)**



- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resource Tracking Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with Operations Section and Riverside County Operational Area, maintain essential medical supplies in designated Field Treatment Sites and/or Points of Distribution.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

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**RESOURCE TRACKING UNIT****SUPERVISOR:** Procurement/ Supply Branch**GENERAL DUTIES:**

- Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/ location status information.
- Develop and maintain resource status/location boards in the Logistics Section.

**RESPONSIBILITIES:**

Track resources from the request phase to the demobilization phase.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Establish and maintain a position log and other necessary files.
- Coordinate closely with all units in the Logistics Section particularly Supply/ Procurement, personnel, and transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section

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**FACILITIES COORDINATION BRANCH****SUPERVISOR:** Logistics Section Coordinator**GENERAL DUTIES:**

- Coordinate and oversee the management of and support to essential facilities and sites used during disaster operations.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when it is no longer needed.

**RESPONSIBILITIES:**

Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Maintain information in the Unit regarding:
  - Facilities opened and operating.
  - Facility managers.
  - Supplies and equipment at the various locations.
  - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.
- Identify communications requirements to the Information Systems Branch.
- Identify equipment, material and supply needs to the Procurement/Supply Branch.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Services Branch. Coordinate evacuation schedules and identify locations involved.

- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers and volunteers. Coordinate with the Care and Shelter Branch.
- Be prepared to provide facilities for animal boarding as required. **(See Logistics Support Documentation-Animal Care)**
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.

**EOC SUPPORT UNIT****SUPERVISOR: Facilities Coordination Branch****GENERAL DUTIES:**

- Coordinate and oversee the management of and support to the EOC.
- Coordinate with other EOC branches/groups/units to determine needs in the EOC.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to EOC operations.

**RESPONSIBILITIES:**

Ensure that adequate facilities are provided for the EOC effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission of the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on L-11.

**Duties:**

- Establish feeding schedules for the EOC as necessary. Plan for two meals per 12-hour shift.
- Work with the Procurement/Supply Branch to obtain supplies for EOC operations.
- Supply the Procurement/Supply Branch with the headcount for feed operations, if necessary.
- Work with the Care and Shelter Branch to establish shelters for City employees working in the EOC as required.
- Coordinate with the Security Officer to ensure the safety of personnel entering, working, and leaving the EOC.
- Assist with check-in of personnel into the EOC.
- Assist with setting-up and/or demobilizing the EOC as the situation requires.
- Submit all technology, telecommunication, and radio requests to the Information Systems Branch for the EOC and let the requestor know the status.
- Assist City Staff working in the EOC obtain the necessary supplies for their functions.
- Let Facilities Coordination Branch know of any facility issues with the EOC and track for completion.
- Coordinate with the Personnel Branch to obtain runners, if required in the EOC.

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**LOGISTICS SECTION**  
**SUPPORTING DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**INFORMATION SYSTEMS BRANCH**

PRE-DISASTER TELECOMMUNICATIONS CHECKLIST .....LS-3

**PERSONNEL UNIT (Look in Forms Section also)**

PERSONNEL RECALL AND NOTIFICATION POLICY .....LS-5

EMERGENCY SCHEDULING AND NOTIFICATION.....LS-9

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EOC RADIO COMMUNICATIONS PLAN .....LS-27

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### **PRE-DISASTER TELECOMMUNICATIONS CHECKLIST**

- Consider establishing an out-of-area (sister city) contact point for employees' and their family members.
- Recommend to employees that they have an out of state point of contact that all family members can check-in with.
- List the number and location of all pay phones in and near your facility. This will be very helpful in the event that your phone system crashes.
- List the number and location of all fax and direct lines into your facility.
- Develop a list of employees and key vendors, suppliers and contractors which includes telephone numbers and addresses.
- Plan to maximize the use of fax machines. Printed copy is easily shared and not often misunderstood. An outgoing fax posted on a wall provides a "briefing" tool for updating incoming staff. These documents will also be helpful in creating the after-action report.
- Survey the City to find out how many amateur/ham/DCS radio operators and the type of equipment they have, hand-held or mobile radios?
- Have a cache of standard phones that can be plugged directly into direct lines.

### **COMMUNICATIONS OPTIONS**

- Cellular phones
- Satellite phones
- E-mail
- Faxes
- Modems utilizing radio frequencies instead of wires connect portable data devices to reliable radio networks (i.e., wireless communications, packet radio).
- Portable satellite telephone
- Fax, data and secure digitized voice is transmitted directly to a communications satellite.
- Portable two-way radios
  - Maintain a written reciprocal agreements to share the frequencies of other emergency/major disaster agencies
  - Consider renting when needed rather than purchase.
    - Which ensures access to the latest technology
    - Establish operational requirements with the vendor. Establish billing, shipping and contact information.
    - Ensure that vendor can program rental radios to meet your requirements and ship them out, fully charged on a short notice.
- Cellular phones vs. two-way radios
  - The time consumed by dialing and ringing makes cellular a slower choice for on-site communications than two-ray radio.
  - The "one-to-one" cellular telephone format is often less efficient than the "one-to-many" concept that two-way radio users are familiar with.
  - Consider cell phones with a Push to Talk feature.

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**EMERGENCY OPERATIONS PLAN - 2012**

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- Consider having more than one cellular service provider for City cell phones.
- Establish agreements with City cellular provider to have access to Cellular On Wheels (COWs).

**PERSONNEL RECALL AND NOTIFICATION POLICY  
AND PROCEDURES FOR DISASTER RESPONSE**

**EMPLOYEE RESPONSIBILITY**

The citizens of Palm Springs rely on City government for leadership and assistance in the event of a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency/major disaster response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

- It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of **disaster** or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be **disaster service workers** subject to such **disaster service** activities as may be assigned to them by their superiors or by law.

The City's Emergency Operations Plan and Chapter 2.20.050 of the City's Municipal Code specify that:

- The City Manager (or designee) may require emergency/major disaster service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
- In any emergency/major disaster, City employees may be assigned, regardless of their Job Description/Checklist Actions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

- All City employees shall remain at work to provide for disaster relief if required.
- Department heads (or designee) shall be responsible for ensuring employees remain at work.
- Department heads (or designee) shall authorize release of employees.
- Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

- All employees in public safety operations shall respond as established in their emergency/major disaster response procedures for their departments.
- All non-public safety employees will be expected to report to work unless informed otherwise via automated phone systems, the media or the Emergency/major disaster Alert System that non-essential employees are not required to report to work. Radio stations providing information: KDES 104.7 FM and 1690 ALERT AM station.
- All employees have an obligation to attempt, and continue to try contacting their department or the employee emergency call-in number to determine whether it is

necessary to report to work.

In the event of an emergency/major disaster in or affecting the City of Palm Springs, City employees have been instructed in writing to call one of the emergency call-in numbers to receive further information if, when and where they should report to work.

### **RELEASE OF EMPLOYEES (by City Manager or designee authority)**

Only the City Manager (or designee) has the authority to order a general release of City employees in the event of an emergency or major disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the incident at hand, including but not limited to, the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities;
- The need for City personnel;
- The scope of the disaster and the resources needed to respond; and
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

### **RELEASE OF EMPLOYEES (by Department Head or designee authority)**

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- When the continued presence of the employee(s) at the work site would present a direct hazard.

### **DEPARTMENTAL REQUIREMENTS**

The primary responsibility for managing City employees during and following an emergency/major disaster is with the individual operating departments. It is important for all departments to consider that even though their department may not have direct responsibility for disaster response; all employees represent a valuable resource for disaster relief. All departments are, therefore, required to develop an Emergency Operations Plan (EOP) to be submitted for review by the City's Emergency Services

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**EMERGENCY OPERATIONS PLAN - 2012**

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Coordinator. Such plans shall assist in the identification of emergency assignments. The departmental EOP will provide City employees with an effective means for responding to emergencies and major disasters.

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## **EMERGENCY SCHEDULING AND NOTIFICATION**

In the event of an emergency/major disaster, or at the direction of the City Manager or his/her designee, an Emergency Scheduling Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other City departments during an emergency/major disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments and affected employees will know ahead of time that they are to report for work.

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to their closest local governmental jurisdiction to register as a Disaster Services Worker for that agency. All City employees are declared to be Disaster Services Workers by Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.

### **Notification:**

The Palm Springs Fire Department is the 24-hour point of contact for warnings and emergency/major disaster notification of city staff. The Fire Department will contact the City Manager (EOC Director) to advise of the emergency/major disaster. The EOC Director can, in turn, authorize the notification of other City Staff to activate the EOC.

### **Shift Assignments/Changes:**

Shifts are changed at the listed 12-hour intervals. The EOC Director has the responsibility of insuring the City and its departments are properly staffed.

### **Deactivation:**

Deactivation is called for by the EOC Director.

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### **CONSIDERATIONS FOR FEEDING EOC SUPPORT AND FIELD STAFF**

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use. Also consider those on the night shift.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering). Prices per meal should be no more than established per diem limits.
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants if food is not brought into the facility.
  - Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Arrange for and coordinate clean up of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

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### **CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS**

**Animals should be sheltered near close to where their owners are sheltered so that owners can care for their animals. This will aid in the owners being able to care for their own animals.**

Coordinate plans with Animal Control to access animal volunteer forces.

Identify within the local jurisdiction:

- Small animal veterinarians
  - Large animal veterinarians
  - Small animal shelters
  - Potential large animal shelters
- 
- Determine animal shelter needs.
  - Identify appropriate areas to accommodate animals.
  - Manage animal rescue and care activities.
  - Coordinate rescue of trapped animals.
  - Coordinate evacuation of animals which might be endangered by hazardous conditions.
  - Coordinate transport of animals.
  - Ensure that an Animal Registration System has been activated.
  - Maintain an updated list of animals and their locations.
  - Coordinate disposal of dead animals.
  - Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.
  - Coordinate return of animals to their owners when the disaster has ended.

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## **REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES**

### **PURPOSE:**

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city's CISM coordinator based on the type of debriefing required.

The debriefing team will consist of CISM professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Human Resources Department **prior** to beginning treatment.

### **ACTIVATION OF CISM**

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISM coordinator. If additional assistance is required the CISM coordinator will contact Riverside County Operational Area via the Police/Fire Communications Center and request that a CISM team be assembled.

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## **GUIDELINES FOR UTILIZATION OF VOLUNTEERS**

### **INTRODUCTION**

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance and tracking of hours volunteered is handled by the Finance/Administration Section.

### **PURPOSE**

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency/major disaster.

### **BACKGROUND**

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

### **ELIGIBILITY**

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Disaster Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency/major disaster or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Community Emergency Response Team (CERT)
- Citizen on Patrol (COP)
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

**Exclusions:**

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

**VOLUNTEER DISASTER SERVICE WORKERS**

Volunteers active in emergency/major disaster services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

**ORGANIZED VOLUNTEERS**

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency/major disaster. These organizations are usually chartered to provide volunteer disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

**Agency Trained Volunteers:**

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency/major disaster organization
- Opportunity to regularly exercise and drill with the jurisdiction served

**SPONTANEOUS (CONVERGENT) VOLUNTEERS**

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

**CONSIDERATIONS IN VOLUNTEER UTILIZATION**

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

**Recruiting:**

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions, VOAD organizations, and private companies.

**Screening:**

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

**Identification:**

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing

identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

**Training:**

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency/major disaster response to the specific disaster.

**Supervision:**

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer efforts. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

**Planning:**

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency/major disaster response.

**Recognition:**

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local Disaster Council.

**THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (OES).**





**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**  
**Mission/Request Tasking Form**

**Mission Number:** \_\_\_\_\_

**Priority:** \_\_\_\_\_

**Information required from requesting agency:**

1. Request Date/Time:	2. Operational Area: RIVERSIDE	3. Related Event/Disaster:
4a. Desired Arrival Date/Time:	5. Mission Type:	6. Related Incident Name:
4b. Estimated Duration:		

7. Threat:
8. Situation:
9. Requested Mission:

**THE FOLLOWING BOX IS COMPLETED BY STATE OES FOR SAR RELATED INCIDENTS**

10. Incident/Proj Order No.:	11a. AFRCC Incident No.:	b. AFRCC Mission No.:
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**Detailed Resource List: SPECIFICITY WILL EXPEDITE THE PROCESS!**

Request Number	Type Resource	Quantity	Remarks
12a.	b.	c.	d.
13a.	b.	c.	d.
14a.	b.	c.	d.
15a.	b.	c.	d.
16a.	b.	c.	d.
17a.	b.	c.	d.

<b>18. Additional Resource Information:</b>		
<b>19. Requesting Agency: (Who will be the project Manager?)</b>		
a. Name:	b. Position:	c. Agency:
d. Phone Number:	e. Fax Number:	f. Alt#:
<b>20. Service/Support Supplier: (Who will provide the following categories of support/supplies to the agency(s) that will perform the requested mission?)</b>		
a. Fuel :	b. Meals:	c. Water:
d. Maintenance:	e. Lodging:	f. Misc:
<b>21. Reporting Location:</b>		
a. Address:	b. Map Ref:	c. Lat/Long:

***Completion of the following box will be Riverside County's responsibility when or if we forward this to Cal EMA Region I.***

**22. Forwarding Agency:**  
*(If different from Block 18)*

a. Name:

b. Position:

c. Agency:

d. Phone Number:

e. Fax Number:

f. Pager/Alt#:



**PROCUREMENT FORM**

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
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Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
Procured By:		Delivery Location:	
Procured By:		Delivered to Whom:	

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FINANCE/ADMINISTRATION SECTION**

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**FINANCE/ADMINISTRATION SECTION  
GENERAL**

**PURPOSE**

To enhance the capability of the City of Palm Springs to respond to disasters/emergencies by providing financial support and coordination to City disaster/emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property and environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's disaster/emergency response team.
- Document the City's costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

**OVERVIEW**

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Damage Survey Report (DSR) Record-Keeping Unit

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

**OBJECTIVES**

The Finance/Administration Section acts in a support role in all major disasters/emergencies to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

**A. For all disasters/emergencies:**

1. Notify the other sections and City departments that the Disaster Accounting

System is to be used for the major disaster/emergency.

2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of the City's costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

**B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:**

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for major disaster/emergency-related costs.
2. Continue with objectives A.4. through A.8. above.

**C. For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:**

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

**D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

**CONCEPT OF OPERATIONS**

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National



Incident Management System (NIMS) will be followed.

All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.

- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Coordinator.

## **SECTION ACTIVATION PROCEDURES**

### **Authorization**

The EOC Director is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

### **When to Activate**

The Finance/Administration Section will be activated whenever the EOC Director determines that the City of Palm Springs is involved or may soon be involved in a disaster/emergency that will require a Finance/Administration response. The Finance/Administration Section's DSR Record-Keeping Unit may continue to function when the EOC is not activated.

In all cases the DSR Record-Keeping Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

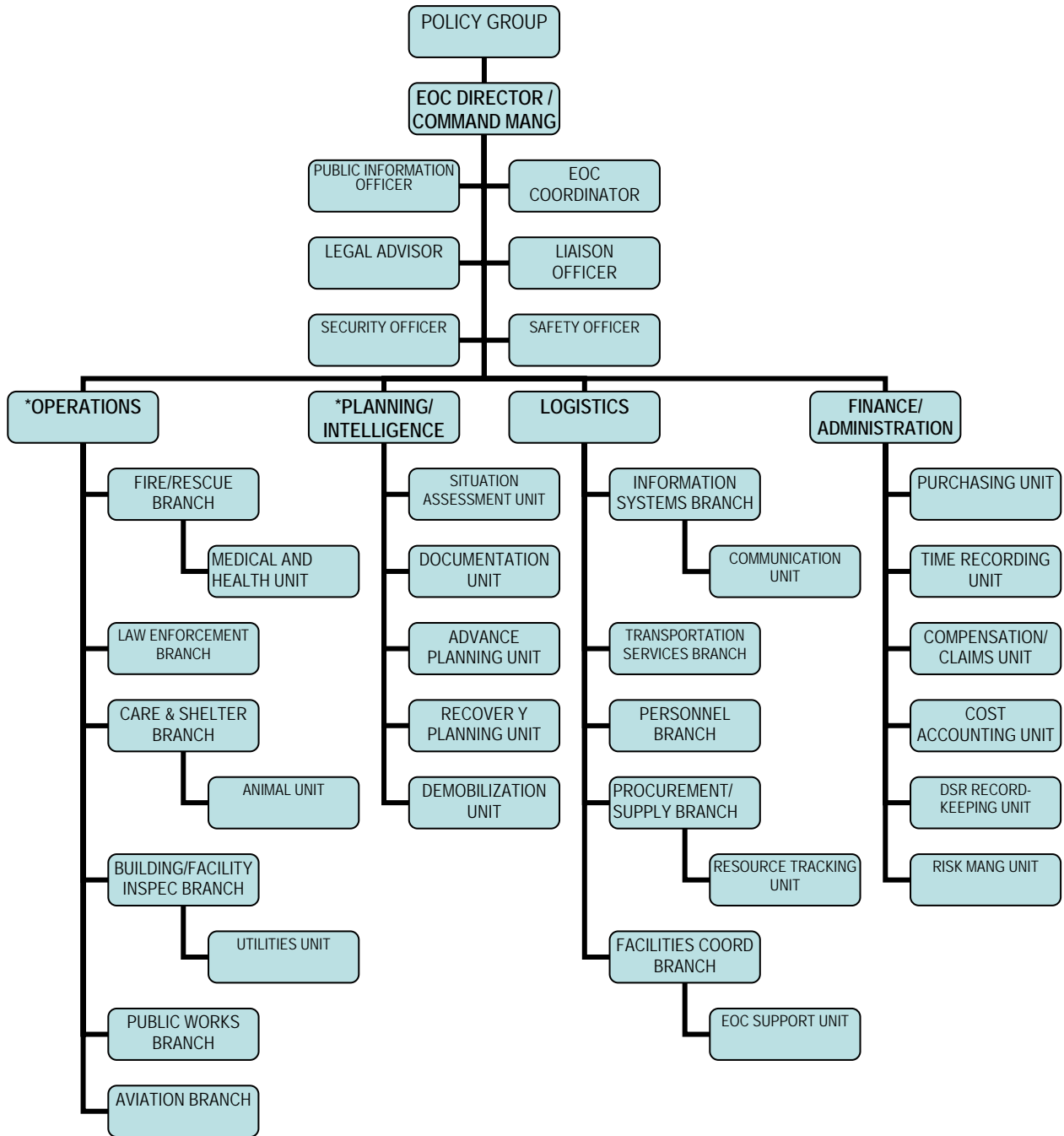
The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to the City EOC.

### **Location of the EOC**

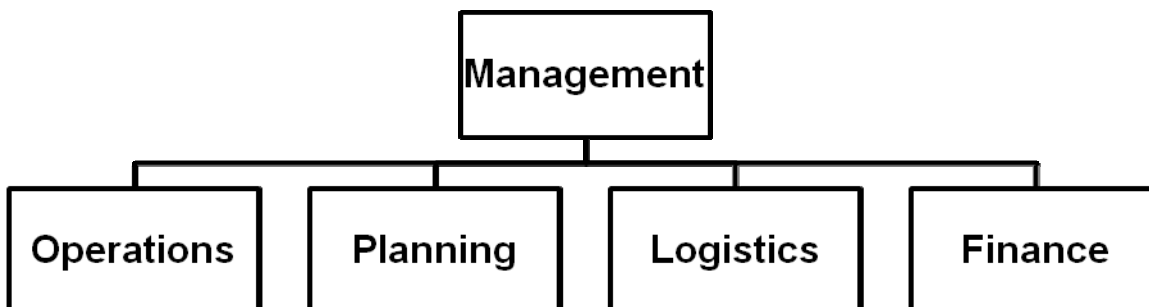
The EOC is located at the Palm Springs City Hall, 3200 Tahquitz Way. The alternate EOC is located at the Headquarters Fire Station #442, 300 N. El Cielo. Employees should report to their respective Department Operation Centers (DOC's) for assignment in the event of a local or regional emergency.

**ORGANIZATION CHART**



\* If all elements are activated, a deputy may be appointed to provide a manageable span of control. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



**Responsibilities:**

**EOC Director (Management Section)**

The EOC Director is responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

The Operations Section is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

The Planning/Intelligence Section is responsible for collecting, evaluating and disseminating information; developing the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action/Corrective Action Report, tracking resources and maintaining documentation.

**Logistics Section**

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies materials, vehicles, donations management, and tracking resources.

**Finance/Administration Section**

The Finance/Administration Section is responsible for financial activities and other administrative aspects, including:

- **Activate and maintain Disaster Accounting System.**
- **Provide financial resources necessary for recovery.**
- **Maintain payroll and payments.**
- **Investigate and process claims.**

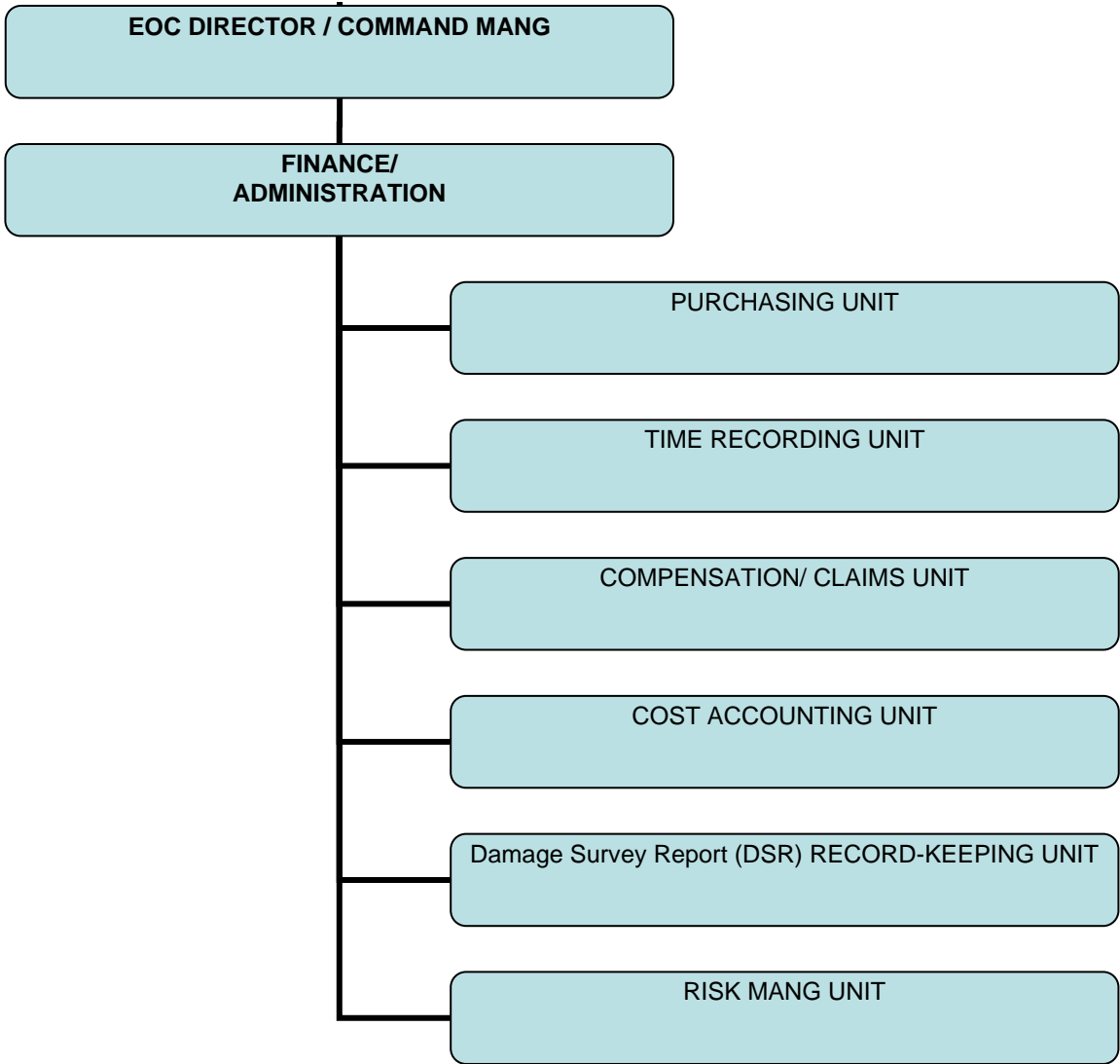
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- **Coordinate documentation for cost recovery.**
- **Work with disaster agencies on cost recovery.**

**FINANCE/ADMINISTRATION SECTION  
ORGANIZATION CHART**



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### **FINANCE/ADMINISTRATION SECTION STAFF**

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Purchasing Unit
- DSR Record-Keeping Unit
- Time Recording Unit
- Cost Accounting Unit
- Compensation/Claims Unit
- Risk Management Unit

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

#### **Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

#### **Cost Recovery Documentation Unit**

**The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency** and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

#### **Time Recording Unit**

The Time Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in

appropriate format for cost recovery purposes.

**Cost Accounting Unit**

The Cost Accounting Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Accounting Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries involving the City personnel arising out of an emergency/major disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident.

**Purchasing Unit**

The Purchasing Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Purchasing Unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

**Risk Management Unit**

The Risk Management Unit is responsible for managing the investigation and compensation of City property damage claims or private citizen injuries involving the City of Palm Springs facilities arising out of an emergency/major disaster. Including, completion of all forms, documentation of the incident, working with the insurance copy for payment, and coordinating legal services as required.



**EOC RESPONSIBILITIES**

(The following is a checklist applicable to all EOC positions).

- Check-in with EOC Security Unit upon arrival at the EOC.
- Report to your EOC organizational supervisor.
- Pick up your colored position sign and post on wall under "EOC Positions Activated" (cluster by EOC Section color)
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself by putting your title on your person (vest, name tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the EOC and organization do.
- Open and maintain a position activity log. The activity log should chronologically describe the actions you have taken during your shift.
- Determine 24-hour staffing requirements and request additional support as required.
- Make sure you note your check-in time on the Section Time Log
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC or media center/Joint Information Center (JIC).
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Section needs.
- Think ahead and *anticipate* situations and problems before they occur.
- Using an activity log, maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency or major disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by Cal EMA and FEMA.*

**General Operational Duties**

- Keep up to date on the situation and resources associated with your position.
- Maintain current status reports and displays.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and **anticipate** support requirements and forward to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used for FEMA reimbursement.

**Deactivation**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Brief your replacement and/or your EOC organizational supervisor regarding any outstanding or significant items
- Deactivate your position and close out logs when authorized by your EOC organizational supervisor.
- Leave forwarding phone number where you can be reached.
- Sign out with your EOC organizational supervisor and on the large EOC organization/sign-in sheet.

**FINANCE/ADMINISTRATION SECTION COORDINATOR****SUPERVISOR: EOC Director****GENERAL DUTIES:**

- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
  - Implementing a Disaster Accounting System- **(See Finance/Administration Support Documentation.)**
  - Maintaining financial records of the emergency or major disaster.
  - Tracking and recording of all agency staff time.
  - Processing purchase orders and contracts in coordination with Logistics Section.
  - Processing worker's compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

**RESPONSIBILITIES:**

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Section Start-Up Actions**

- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
- Purchasing Unit
  - DSR Record-Keeping Unit
  - Time Recording Unit
  - Cost Accounting Unit
  - Compensation/Claims Unit
  - Risk Management

- Brief incoming Section personnel prior to them assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Meet with other Section Coordinators.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Prepare work objectives for Section staff and make assignments.
- Request additional personnel as required to maintain staffing according to the Action Plan.

**Duties:**

- Carry out responsibilities of the Finance Section groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.

- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Authorize use of the Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting.)**
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time Unit and the Cost Analysis Unit at the end of each operational period.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency or major disaster from individual citizens and volunteer groups.
- Coordinate with the Cost Accounting Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency or major disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.

### **Deactivation**

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action/Corrective Action Report.
- Account for all equipment, personnel, and supplies.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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**DSR RECORD-KEEPING UNIT LEADER****SUPERVISOR:** Finance/Administration Section Coordinator**GENERAL DUTIES:**

- Receive and allocate payments.
- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

**RESPONSIBILITIES:**

Develop and activate the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit. **The DSR Record Keeping Unit should be activated at the onset of any emergency or major emergency. Accurate and timely documentation is essential to financial recovery.**

**READ ENTIRE CHECKLIST AT START-UP AND AT  
BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Duties:**

- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Inform all sections and departments that the Disaster Accounting System is to be used.
- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- Coordinate cost documentation with the Documentation Unit of the Planning/Intelligence Section.
- Receive and allocate payments.
- Act as liaison with the State and Federal agencies for disaster related cost recovery as allowed by law.

- Prepare or coordinate the preparation all required state and federal documentation as necessary to recover all allowable disaster costs.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and the Riverside County Operational Area as required.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Organize and prepare records for final audit.
- Prepare recommendations as necessary.



**TIME RECORDING UNIT LEADER****SUPERVISOR:** Finance/Administration Section Coordinator**GENERAL DUTIES:**

- Track, record and report time for all City personnel and volunteers as well as personnel contracted by the City to work at the emergency or major disaster.
- Establish and maintain a file for all City personnel and volunteers and City contractors working at the emergency or major disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal EMA and FEMA time recording policies.
- Track, record and report equipment use and personnel time.

**RESPONSIBILITIES:**

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. **Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs).**

Personnel time and equipment use records will be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

If there is enough staffing for the Finance Section you may want to have a person focus on Personnel Time Recording and another person focus on Equipment Time Recording. If you are limited in staff, make sure that the tasks associated with both of these focus areas are accomplished.

**Duties – PERSONNEL TIME RECORDER**

- Determine specific requirements for the time recording function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency or major disaster for each operational period. **(See Finance/Administration – Disaster Labor Record - Sample)**
- Ensure that all records identify scope of work and site-specific work location.

- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers assigned as Disaster Service Workers (DSW) maintain detailed and accurate time cards.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Coordinate with the Personnel Unit of the Logistics Section.

**Duties – EQUIPMENT TIME RECORDER**

- See Common EOC responsibilities on F-11.
- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records.
- Ensure that all records identify scope of work and site-specific work location. **(See Finance/Administration – Disaster Equipment Records - Sample.)**
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment.
- Maintain list of damaged or lost equipment (for billing and claims purposes)-in coordination with Planning/Resources.
- Maintain records security.

**COST ACCOUNTING UNIT LEADER****SUPERVISOR:** Finance/Administration Section Coordinator**GENERAL DUTIES:**

- Provide all cost analysis activity associated with EOC and Incident operations.
- Obtain and record all cost data for the emergency or major disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.

**RESPONSIBILITIES:**

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

This Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. This Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Duties**

- Collect and record all cost data. **(See Finance/Administration Support Documentation – Disaster Records and Forms).**
- Maintain a fiscal record of all expenditures related to the emergency or major disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- Ensure that all financial obligation documents are accurately prepared.
- Prepare resource-use cost estimates.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- With the Time Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.

- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

**COMPENSATION/CLAIMS UNIT LEADER****SUPERVISOR:** Finance/Administration Section Coordinator**GENERAL DUTIES:**

- Collects information for all forms required for industrial claim's filings.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and in the field. Also maintains a file of written statements on the injuries.
- Manage and direct all Worker's Compensation and claims specialists assigned to the emergency or major disaster.
- Provide investigative support in areas of claims for bodily injury presented to the City.

**RESPONSIBILITY:**

Manage the investigation, administration and compensation of physical injuries claims involving the City employees arising out of an emergency or major disaster, including completing all forms required by worker's compensation's programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Duties**

- Coordinate with the Liaison Officer, Agency Representatives, Personnel Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader.
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Periodically review all logs and forms produced by Unit to ensure:
  - Paperwork is properly completed
  - Entries are accurate and timely
  - Work is in compliance with City of Palm Springs requirements and policies.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure the investigation of all accidents, if possible.

- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claim and review for completeness.

**RISK MANAGEMENT UNIT LEADER****SUPERVISOR: Finance/Administration Section Coordinator****GENERAL DUTIES:**

- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Accept as agent for the City claims resulting from an emergency/disaster.
- Collects information for all forms required for claim's filings.
- Manage and direct all Worker's Compensation and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims property damage compensation presented to the City.

**RESPONSIBILITY:**

Manage the investigation, administration and compensation property damage claims involving the City arising out of an emergency or major disaster, including completing all forms required by local agencies, maintaining a file documenting the extent of damage to City property or legal claims brought against the City from outside entities. Also provides investigative support of claims and issuing checks upon settlement of claims.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Duties**

- Coordinate with the Liaison Officer, Agency Representatives, Building/Facility Inspection Branch of the Operations Section and ICS Incident Commander for property damage.
- Develop and maintain a log of potential and existing claims.
- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Prepare claims relative to damage to City property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
  - Work is complete
  - Entries are accurate and timely
  - Work is in compliance with City of Palm Springs requirements and policies.
- Ensure the investigation of all accidents, if possible.
- Obtain all witness statements pertaining to claim and review for completeness.

- Work with the insurance company to ensure timely processing of claim for sustained loss.



**PURCHASING UNIT LEADER****SUPERVISOR:** Finance/Administration Section Coordinator**GENERAL DUTIES:**

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.

**RESPONSIBILITY:**

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Will identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. Ensure that all requests identify the scope of work and site-specific work location. Coordinate with the Logistics Section, Supply/Procurement Unit on all matters involving the need to exceed established order limits. The City's Procurement Department has an updated list of contract vendors.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING  
OF EACH SHIFT**

- See Common EOC responsibilities on F-11.

**Duties**

- Review/prepare EOC purchasing procedures.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place that meets City property management requirements. Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Risk Management Unit on procedures for handling claims against the City or non-City employees/volunteers are injured.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.

- Verify cost data in pre-established vendor contracts with Cost Accounting Unit.

**FINANCE/ADMINISTRATION SECTION  
SUPPORTING DOCUMENTATION**

**REFERENCE DOCUMENTS BY POSITION**

**COST ACCOUNTING UNIT**

DISASTER/EMERGENCY ACCOUNTING RECORDS ..... FS-3  
CITY OF PALM SPRINGS ACCOUNTING FUNDS FOR DISASTERS ..... FS-4  
DOS AND DON'TS OF USING THE DISASTER ACCOUNTING SYSTEM ..... FS-5  
PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE ..... FS-7  
FEMA CATEGORIES OF WORK .....FS-11  
HAZARD MITIGATION .....FS-13

**FORMS**

DESIGNATION OF APPLICANTS AGENT RESOLUTION – OES FORM 130 .....FS-17  
PROJECT APPLICATION FOR FEDERAL ASSISTANCE FORM .....FS-19  
PROJECT WORKSHEET .....FS-21  
EOC CHECK-IN LIST .....FS-23  
ACTIVITY LOG .....FS-25  
DISASTER LABOR RECORD (Sample).....FS-27  
DISASTER MATERIALS RECORD (Sample).....FS-28  
DISASTER FORCE ACCOUNT EQUIPMENT RECORD (Sample).....FS-29  
DISASTER RENTED EQUIPMENT RECORD (Sample) .....FS-30  
DISASTER CONTRACT WORK RECORD (Sample) .....FS-31

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### **MAJOR DISASTER/EMERGENCY ACCOUNTING RECORDS**

When a major disaster or an emergency strikes the City it may be in the form of an human caused or naturally occurring. Those employees who are assigned work directly associated with the major disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the major disaster/emergency.

**The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance.**

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the major disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours and/or miles used each day, location and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST SEVEN YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Accounting Unit for audit follow-up.

**CITY OF PALM SPRINGS ACCOUNTING FUNDS FOR DISASTERS**

(The following is an excerpt from a Department of Finance Memo dated April 4, 2003)

A special revenue fund, #199 – Disaster Fund, has been created to assist the city in tracking disaster related expenses. In the event of a major disaster/emergency such as an earthquake or flood, Finance will activate the Disaster Fund. Your department will be directed to charge their time and expenses to this Fund. Please do not charge anything to the Fund until you are advised to do so. Following is a list of cost center activities:

Disaster – Police	9910
Disaster – Fire	9920
Disaster – Streets	9930
Disaster – Engineering	9940
Disaster – Miscellaneous	9950

Each activity has the following accounts:

Regular Employees	40000
Overtime	40800
Special Department Supplies	42195
Contingency	42690
Contractual Services	43200

**DO'S AND DON'TS  
FOR USING THE DISASTER ACCOUNTING SYSTEM**

DO:	DO:	DO:	DO:	DO:	DO:
-----	-----	-----	-----	-----	-----

- **DO** record all regular and overtime hours **WORKED** on the major disaster/emergency, categories C through G.
- **DO** record all overtime hours **WORKED** on the major disaster/emergency, categories A and B.
- **DO** write on the time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where they were used.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** ensure the contract price is reasonable and customary. Such as establishing the price as the day before the major disaster/emergency.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** track volunteer time because in certain declarations it can be used as the City's match.
- **DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- **DO** report all damage to Cost Accounting Unit.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Cost Accounting Unit for clarifications.

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**EMERGENCY OPERATIONS PLAN - 2012**

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<b>DO NOT:</b>	<b>DO NOT:</b>	<b>DO NOT:</b>	<b>DO NOT:</b>	<b>DO NOT:</b>	<b>DO NOT:</b>
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- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED. (See above 1<sup>st</sup> and 2<sup>nd</sup> Do's)**
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, **Do** record this time.)
- **DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary**.
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey": use "Assess for risk to health and safety".
- **DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

**NOTE:**

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.



## **PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE**

### **GENERAL INFORMATION**

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

**In both cases the lead agency is the California Emergency Management Agency (Cal EMA).** Their address and phone number is:

Cal EMA  
Disaster Assistance Division  
3650 Schriver  
Mather, CA 95655  
Phone (916) 845-8100

### **PRE-DISASTER DECLARATION STEPS**

Following a disaster/emergency, the City will report damage and a rough estimate of costs to the Riverside County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Riverside County Operational Area will transmit the estimates to Cal EMA and then the Governor will decide whether to proclaim a State of Emergency in the State. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

### **POST DISASTER DECLARATION STEPS**

At this point, Cal EMA will notify the Riverside County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The Public Assistance Coordinator (PAC) will be introduced to assist the applicants through the reimbursement process.

Several Forms must be submitted. These are:

- 1. Request for Public Assistance Form** This indicates that the City will be applying for assistance. Does not restrict City from making changes, but must be sent within 30 days of the declaration date.
  
- 2. Project Listing (OES Form)** This indicates the categories and projects which the City is asking

- assistance for. It may be revised later on. It gives Cal EMA an idea of the scope of the damage.
3. **Designation of Applicants' Agency Resolution (OES Form 130)** This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with Cal EMA and FEMA. There is no deadline, but payments cannot be made until Cal EMA receives it. A City usually designates as agents one or more of the following:
- Director of Finance Services
  - Assistant Director of Finance Services
  - Assistant City Manager
4. **Vendor Data Record (Form STD 204)** For State's 1099 purposes. No deadline, but no payment until submitted.
5. **Project Application for Federal Assistance (OES Form 89)** Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6. **Project Worksheet (PW)** The City will fill out this form for all small projects and submit to the Public Assistance Coordinator (PAC). The PAC will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

### **ON-SITE INSPECTIONS**

Cal EMA and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal EMA usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed.
- How payroll cost relates to time worked.
- How fringe benefit rates are made up.

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that Cal EMA and FEMA want. They can also be used to create summary schedules for the inspectors.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

### **POST PW PROCEDURES**

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

### **HOW PAYMENT IS MADE**

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL EMA administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Secretary of Cal EMA for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal EMA determines that there are \$100,000 in eligible emergency response costs for the city. Cal EMA pays \$75,000 and the city must handle the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The

CDAAs program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal EMA at the request of the Governor, who has designated the Cal EMA Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal EMA finds that the costs covered by FEMA are also eligible under CDAAs criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal EMA determines that the costs are eligible under CDAAs and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal EMA. This also is a long process.

**Remember four important things:**

- 1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 2. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 3. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 4. FAILURE TO FOLLOW SEMS MAY COST YOU CDAAs ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

## **FEMA CATEGORIES OF WORK**

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

### **Emergency Work**

#### **Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

#### **Category B: Emergency Protective Measures**

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

### **Permanent Work**

#### **Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

#### **Category D: Water Control Facilities**

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

#### **Category E: Buildings and Equipment**

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

#### **Category F: Utilities**

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

#### **Category G: Parks, Recreational Facilities, and Other Items**

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F

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## **HAZARD MITIGATION**

### **PURPOSE**

This section establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

### **AUTHORITIES AND REFERENCES**

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Four - Authorities and References.**

### **GENERAL**

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

- Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.
- Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

### **Pre-Disaster Mitigation (PDM)**

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor's Office of Emergency Services.

**Hazard Mitigation Grant Program**

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

**Flood Mitigation Assistance Program (FMA)**

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1,000, within a ten year period since 1978. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

**IMPLEMENTATION**

Following each Presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.



- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

## **Responsibilities**

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

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**EMERGENCY OPERATIONS PLAN - 2012**

STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 130

Disaster No: \_\_\_\_\_  
Cal EMA ID No: \_\_\_\_\_

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
**Cal EMA 130 - Instructions**

**Cal EMA Form 130**  
**Instructions**

**A new Designation of Applicant's Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.**

When completing the Cal EMA Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Applicant:** This is the official name of the non-profit, agency, city, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal EMA Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving board members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

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# EMERGENCY OPERATIONS PLAN - 2012

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STATE OF CALIFORNIA  
CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
Cal EMA 89

Disaster No: \_\_\_\_\_

Cal EMA ID No: \_\_\_\_\_

DUNS No: \_\_\_\_\_

## PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: \_\_\_\_\_  
(Name of Organization)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Emergency Management Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-

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## EMERGENCY OPERATIONS PLAN - 2012

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- 255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
  11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
  12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(e) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
  13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
  14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
  15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
  16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
  17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
  18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
    - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
    - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
    - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
  19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

# EMERGENCY OPERATIONS PLAN - 2012

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PROJECT WORKSHEET</b>				O.M.B. No. 1660-0017 Expires October 31, 2008	
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b>					
DISASTER FEMA- _____ -DR- _____		PROJECT NO.	PA ID NO.	DATE	CATEGORY
DAMAGED FACILITY				WORK COMPLETE AS OF _____ : _____ %	
APPLICANT			COUNTY		
LOCATION				LATITUDE	LONGITUDE
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No      Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
TOTAL COST				▶	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

FEMA Form 90-91, FEB 06

REPLACES ALL PREVIOUS EDITIONS.

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# EMERGENCY OPERATIONS PLAN - 2012

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## PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function and pre-disaster condition.

**Work Complete as of:** Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name, title, and signature of the person completing the Project Worksheet.

**Applicant Rep.:** Record the name, title, and signature of Applicant's representative.

### Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;
- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- \*Material documentation sheets identifying the type of material, quantity used and cost;
- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.





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**LABOR RECORD**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT LABOR SUMMARY RECORD</b>						PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011					
APPLICANT				PA ID NO.		PROJECT NO.		DISASTER					
LOCATION/SITE						CATEGORY		PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED													
NAME		DATES AND HOURS WORKED EACH WEEK						COSTS					
JOB TITLE		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME											_____	\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											_____	\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED						TITLE				DATE			

**SAMPLE DISASTER MATERIALS RECORD**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>MATERIALS SUMMARY RECORD</b>					PAGE _____ OF _____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT			PAID NO.	PROJECT NO.		DISASTER		
LOCATION/SITE				CATEGORY		PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE) INVOICE   STOCK	
<b>GRAND TOTAL</b> _____								
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOCIES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

FEMA Form 90-124, FEB 09

**SAMPLE DISASTER FORCE ACCOUNT  
EQUIPMENT RECORD**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>FORCE ACCOUNT EQUIPMENT SUMMARY RECORD</b>				PAGE ____ OF ____		<i>O.M.B. No. 1660-0017 Expires April 30, 2013</i>					
APPLICANT		PA ID NO.	PROJECT NO.		DISASTER						
LOCATION/SITE			CATEGORY		PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED											
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
			HOURS								
<b>GRAND TOTAL</b>											
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED				TITLE				DATE			

FEMA Form 90-127, AUG 10

**SAMPLE DISASTER RENTED EQUIPMENT RECORD**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>RENTED EQUIPMENT SUMMARY RECORD</b>					PAGE ____ OF ____		O.M.B. No. 1660-0017 Expires December 31, 2011	
APPLICANT			PA ID NO.	PROJECT NO.		DISASTER		
LOCATION/SITE				CATEGORY		PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT <small>Indicate size, Capacity, Horsepower Make and Model as Appropriate</small>	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL							_____	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

FEMA Form 90-125, FEB 09



**SAMPLE DISASTER CONTRACT WORK SUMMARY RECORD**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>CONTRACT WORK SUMMARY RECORD</b>		PAGE _____ OF _____		<i>O.M.B. No. 1660-0017                  Expires December 31, 2011</i>	
APPLICANT		PA ID NO.	PROJECT NO.	DISASTER	
LOCATION/SITE		CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED					
<b>DATES WORKED</b>	<b>CONTRACTOR</b>	<b>BILLING/INVOICE NUMBER</b>	<b>AMOUNT</b>	<b>COMMENTS- SCOPE</b>	
<b>GRAND TOTAL</b>					
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.					
CERTIFIED		TITLE		DATE	

FEMA Form 90-126, FEB 09

Print Form

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