

**Santa Clara County**

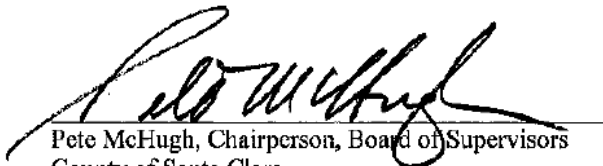
# **Operational Area Emergency Operations Plan**



March 2008

Approval Page

The County of Santa Clara Board of Supervisors has approved the adoption of the updated Santa Clara County Operational Area Emergency Operations Plan (EOP).



Pete McHugh, Chairperson, Board of Supervisors  
County of Santa Clara

MAR 18 2008

Date

**ATTEST** : Phyllis A. Perez, Clerk  
Board of Supervisors



# County of Santa Clara

Office of the County Executive

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110  
(408) 299-5105



March 25, 2008

**TO:** Officials, Employees, and Residents of Santa Clara County  
Operational Area

**FROM:** Pete Kutras, Jr., County Executive

**SUBJECT:** Letter of Promulgation

The preservation of life and property is an inherent responsibility of local, state, and federal government. While no plan can completely prevent death and destruction, reasonable plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The County of Santa Clara has prepared this Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) compliant Emergency Operations Plan to ensure the most effective and efficient allocation of resources for the maximum benefit and protection of the civilian population during times of emergency.

This plan, an extension of the *California Emergency Plan*, establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts for respective staff.

This plan will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs.

The County Board of Supervisors gives its full support to this plan and urges all officials, employees, and residents -- individually and collectively -- to do their share in the total emergency effort of Santa Clara County. This plan became effective on March 18, 2008 when approved by the County Board of Supervisors.

Table of Contents

<b>CHAPTER ONE: EMERGENCY OPERATIONS OVERVIEW</b>	<b>4</b>
<b>A. The Plan</b>	<b>4</b>
Emergency Operations Plan Maintenance	4
Plan Concurrence	5
Purpose	5
The Primary Goals of Emergency Management and Response	6
The Distinction between Field Response and Response at the County Emergency Operations Center (EOC)	6
The Primary Roles of the EOC	6
Fundamental Concepts	6
Concept of Operations	7
<b>B. Emergency Management and Response Organizations within the County of Santa Clara</b>	<b>8</b>
Field Response and First Responder Organizations	8
Local Governments	9
Operational Area	9
The County of Santa Clara Operational Area Emergency Organization	9
<b>C. State and Federal Systems</b>	<b>14</b>
Incident Command System	14
Standardized Emergency Management System	14
Local Government Level in SEMS	15
NIMS	16
Operational Area Responsibilities under SEMS & NIMS	16
National Response Framework (NRF) Integration with the Emergency Operations Plan	17
Coordination with Santa Clara County Operational Area Level	18
<b>CHAPTER TWO: PREPARATION</b>	<b>20</b>
<b>A. Threats Facing the County</b>	<b>20</b>
Major Earthquake	21
Wildland Urban/Interface Fire	22
Extreme Weather	22
Public Health Emergency	23
Technological and Resource Emergency	24
Hazardous Material Incident	25
Terrorism	25
Flood	26
Landslide	27
<b>B. Training and Exercises</b>	<b>28</b>
<b>C. Public Awareness and Education</b>	<b>28</b>
<b>D. Citizen Preparedness</b>	<b>28</b>
<b>CHAPTER THREE: WHEN THE EVENT HAPPENS</b>	<b>29</b>
<b>A. Initial Response Operations</b>	<b>29</b>
<b>B. Alerting and Warning Systems</b>	<b>29</b>
<b>C. Emergency Proclamations</b>	<b>31</b>
<b>D. County Communications</b>	<b>32</b>

<b>E. ARES/RACES Role at Onset of Event</b>	<b>33</b>
<b>CHAPTER FOUR: RESPONSE CAPABILITIES AND CONSIDERATIONS</b>	<b>34</b>
<b>A. County Departments</b>	<b>34</b>
<b>B. Disaster Service Workers</b>	<b>34</b>
<b>C. EOC</b>	<b>34</b>
Introduction	34
Communications	38
EOC Coordination with Volunteer and Private Agencies	38
Emergency Operations Center (EOC) Management Structure	39
EOC Position Descriptions and Responsibilities	40
<b>D. ARES/RACES</b>	<b>42</b>
<b>E. Community Emergency Response Teams (CERT)</b>	<b>42</b>
<b>F. Mutual Aid</b>	<b>42</b>
Introduction	42
Policies and Procedures	46
Authorities and References	46
Mutual Aid Agreements	47
Special Considerations for Terrorism Incidents	47
<b>G. Continuity of Government (COG)/Continuity of Operations (COOP)</b>	<b>47</b>
Responsibilities	47
Preservation of Local Government	47
Lines of Succession for Officials Charged with Discharging Emergency Responsibilities	48
Preservation of Vital Records	48
Essential Facilities-Alternate Government Facilities	48
Continuity of Operations Plan	49
<b>CHAPTER FIVE: RECOVERY CONSIDERATIONS</b>	<b>50</b>
<b>A. Recovery Operations</b>	<b>50</b>
Concept of Operations	50
<b>Phases of Recovery</b>	<b>50</b>
<b>Recovery Operations Organization</b>	<b>51</b>
Recovery Damage/Safety Assessment	52
Recovery Documentation	52
After-Action Reporting	52
Disaster Assistance Programs	53
<b>B. SHELTER OPERATIONS</b>	<b>55</b>
General	55
Planning Assumptions	55
<b>CHAPTER SIX: REFERENCES</b>	<b>56</b>
<b>A. Federal</b>	<b>56</b>
<b>B. State</b>	<b>56</b>
<b>C. Local</b>	<b>57</b>

## ***ATTACHMENTS***

- A. Acronyms**
- B. Glossary of Terms**
- C. Resolution of the Board of Supervisors; adoption of NIMS**
- D. Sample Proclamation of a local emergency**

## ***REFERENCES***

- A. California Master Mutual Aid Agreement**
- B. Santa Clara County Law Enforcement Mutual Aid Protocol**
- C. Memorandum of Understanding between Santa Clara County and the American Red Cross**

## **CHAPTER ONE: EMERGENCY OPERATIONS OVERVIEW**

### **A. The Plan**

The Santa Clara County Operational Area Emergency Operations Plan (EOP or Plan) is an all hazards document describing the County's Emergency Operations organization, compliance with relevant legal statutes, other guidelines, and critical components of the Emergency Response System. This system is activated during extraordinary emergency situations associated with large-scale disasters affecting Santa Clara County and/or the Santa Clara County Operational Area. By definition of the State of California, the Santa Clara County Operational Area consists of the cities, special districts, and the unincorporated areas of the county. This plan is not intended to address specific emergency responses. Specific annexes to this document are planned including Emergency Response Guidelines and Emergency Reference Materials. The Emergency Response Guidelines Annex outlines event specific response activities for organizations. The Emergency Reference Materials Annex is aimed to include Memorandum of Understanding (MOU) agreements, Mutual Aid agreements, and other documents collateral to this plan.

This Plan accomplishes the following:

- ◆ Establishes a County emergency management organization (detailed in this Plan) which will coordinate and support on-scene responses including maintenance of situational awareness, facilitation of effective communication between emergency centers at various levels of government, and interaction with public information sources.
- ◆ Establishes the overall operational concepts associated with the management of emergencies at the County and Operational Area levels.
- ◆ Provides a flexible platform for planning and response to all hazards and emergencies believed to be important to Santa Clara County. It is applicable to a wide variety of anticipated emergencies including earthquake, wildland/urban interface fires, floods, terrorism, and public health emergencies.

This plan continues the County's compliance with the California Standardized Emergency Management System (SEMS) and establishes compliance with the National Incident Management System (NIMS), the National Response Framework (NRF), and the National Preparedness Guidelines (NPG). It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management.

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

### **Emergency Operations Plan Maintenance**

Periodically, the entire EOP will be reviewed, updated, republished, and redistributed. The County of Santa Clara's Office of Emergency Services (OES) will maintain records of revision to this plan. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may also be modified if responsibilities, procedures, laws, rules, or

regulations pertaining to emergency management and operations change. Those agencies having assigned responsibilities under this plan are obligated to inform OES when changes need to be made.

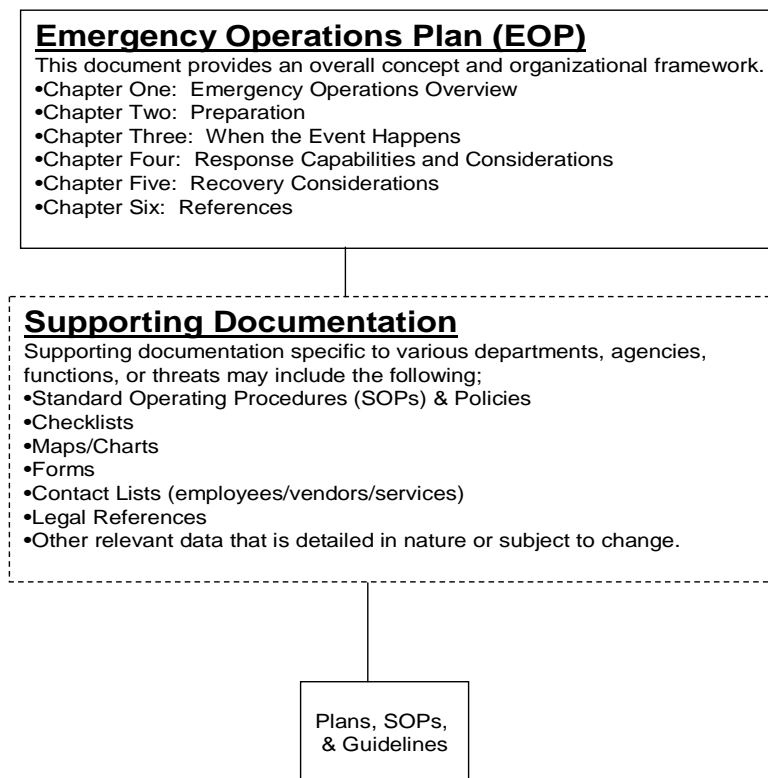
**Plan Concurrence**

Supporting agencies and organizations include all County departments who received a copy of this plan. These County departments are expected to comply with how the Plan describes their tasks.

**Purpose**

This Plan establishes policies and assigns responsibilities to ensure the effective coordination and support of emergency operations within the Operational Area. It provides information on the Operational Area’s emergency management structure and how the emergency management team is activated.

**Figure 1: Basic Plan and Supporting References**





### **The Primary Goals of Emergency Management and Response**

- Provide effective life safety measures and reduce property loss and damage to the environment.
- Provide for the rapid resumption of impacted business, community, and government services.
- Provide accurate documentation usable for cost recovery efforts, and after-action improvements in our procedures.

### **The Distinction between Field Response and Response at the County Emergency Operations Center (EOC)**

Units in the field receive tactical direction from an Incident Command Post (ICP) in accordance with the Incident Command System (ICS) principles (ICS is defined in the State and Federal Systems section of this Plan). The County EOC is considered a Multi-Agency Coordination Entity and is intended to support field forces by providing overall coordination and priority setting of resources. The role of the EOC is described below.

### **The Primary Roles of the EOC**

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

- Support and coordinate emergency response and recovery operations.
- Provide for an active presence of the County Executive, or his or her designee, in setting objectives, establishing priorities, and making decisions that affect County government and the general public.
- Coordinate and work with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies to assess situation status, monitor resource needs, and coordinate requests for resources from outside agencies and jurisdictions.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to alert, warn, and inform the public.
- Collect and disseminate damage information and other essential data about the situation. Fulfill our obligations for intelligence gathering and information flow as described in SEMS and other procedures.
- Provide logistics support for the emergency response.
- Oversee and manage activities incurring costs and expenditures. Collect records needed for successful cost recovery.

### **Fundamental Concepts**

- Cities and special districts will participate in emergency response.

- The County of Santa Clara will participate in emergency response.
- The Operational Area will comply with SEMS and NIMS in emergency response and management operations. Where there are differences between the two guidelines we will: 1) comply with both where possible, and 2) look to the State OES organization for guidance in resolution of the conflict.
- The Director of Emergency Services will coordinate the County's disaster response in conformance with its Civil Protection and Emergency Services Ordinance No. NS-300.600, § A8-1--A8-31, adopted May 13, 1997.

### **Concept of Operations**

OES identifies potential threats to life, property and the environment, and then develops plans and procedures to respond to those threats. These plans and procedures will help to coordinate and support emergency response and recovery activities and will be tested through exercises and validated by the results of actual response. The goal is to maintain a robust emergency management organization with strong collaborative ties among governments, community-based organizations, volunteers, public service agencies, and the private sector. The Operational Area conforms to, and this plan complies with SEMS and NIMS guidelines.

The four emergency management phases listed below provide the structure to categorize governmental actions.

#### **1. Preparedness Phase**

The preparedness phase involves activities taken in advance of an emergency. Preparedness activities develop operational capabilities, enact protective measures, and enhance effective responses to a disaster. These actions can include emergency/disaster planning, training, exercises and public education. Citizen Preparedness activities are key elements in this phase and a significant factor in the success of a community in responding to an emergency. Members of the emergency management organization prepare Standard Operating Procedures (SOPs), Emergency Operations Plans (EOPs), and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel are made familiar with these SOPs, EOPs and checklists through periodic training in the activation and execution of procedures.

County OES maintains several contact lists of agencies and personnel not internal to the County, but critical to emergency operations. Those lists include; EOC participants, key contacts within cities and agencies, State OES contacts, and other pertinent contacts.

#### **2. Response Phase**

##### Pre-Emergency (when warning exists)

When a disaster is anticipated, actions emphasize protection of life, property, and environment. Typical responses might be:

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

##### Immediate Emergency Response (when incident happens)

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

segments of the private sector. The primary activities are on-scene by first or early responders.

#### Ongoing Emergency Response

In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated. Ongoing response usually involves many organizations and the activation of the EOC.

### **3. Recovery Phase**

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

The major objectives of the recovery period, which may overlap, include:

- Reinstatement of family and community integrity.
- Provision of essential public services.
- Restoration of private and public property.
- Identification of residual hazards.
- Preliminary plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.
- Coordination of State and Federal, private and public assistance.

### **4. Mitigation Phase**

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

- Detailed plans to mitigate future hazards.
- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levee or abatements.
- Public information and community relations.
- Land use planning.

## **B. Emergency Management and Response Organizations within the County of Santa Clara**

### **Field Response and First Responder Organizations**

These are most often represented by Fire, Law, Emergency Medical Services (EMS), and Public Health, although Public Works, Roads and Airports, Parks, and others may be early responders in the field as well.

The field response level is the level at which emergency response personnel manage tactical operations and supervise the application of response resources, under the command of an appropriate authority. All local government jurisdictions and emergency response agencies will utilize the Incident Command System (ICS) at the field level of an incident.

## **Local Governments**

Overall responsibility for emergency management activities within any local jurisdiction, agency, or special district rests with the established leadership of that organization. Designated members of the appropriate local staff will conduct emergency management functions within each jurisdiction.

In the County of Santa Clara, the emergency management organizations of each incorporated city are responsible for coordination and direction of response and recovery operations within their respective jurisdictions.

The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County with the cities providing support and mutual aid as needed. The Operational Area is the umbrella entity that provides support to and coordination of emergency operations within its area.

Emergency management systems actively exist in the incorporated cities of Santa Clara County including; Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale. Many special districts and private companies such as the Santa Clara Valley Water District, San Jose Water, and San Jose State University also have Emergency Management Systems.

## **Operational Area**

Under SEMS, the Operational Area serves as an intermediate level of the state's emergency services organization, encompassing the county and all political subdivisions located within the county.

The State of California's Emergency Services Act defines Operational Areas:

*“Designation of counties as operational areas; use for coordination of emergency activities and as communications link. Each county is designated as an operational area. In a state of war emergency each operational area shall serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area.*

*The governing bodies of each county and of the political subdivisions in the county may organize and structure their operational area.*

*An operational area may be used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency.”*

According to the California Code of Regulations, Title 19, Division 2, Office of Emergency Services, *“The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with county government.”*

## **The County of Santa Clara Operational Area Emergency Organization**

The Ordinance Code of the County of Santa Clara sets forth the leadership of the County's emergency response (Division A8, Civil Protection and Emergency Services). The Director of Emergency Services and the Assistant County Executive shall serve as Director of Emergency Services during any temporary absence or disability of the County Executive. The Director of Emergency Services is responsible to the Board of Supervisors. The Director of Emergency

Services is supported by the emergency management organization and will coordinate the County of Santa Clara's disaster response. See Santa Clara County/Operational Area Emergency Management Organization Chart (Figure 2) and the Emergency Organization Functional Matrix (Figure 3).

The groups described below set forth emergency preparedness for the County.

#### Disaster Preparedness Emergency Committee (DPEC)

The Disaster Preparedness Emergency Committee (DPEC) comprises key County department heads and executive managers and is charged with providing high level guidance and inter-departmental coordination for the County's emergency preparedness activities. The DPEC is chaired by the County Executive or designee. The County OES Director acts as staff to DPEC and assists with establishing the agenda and key focus areas for the group. The DPEC meets on a bi-monthly basis.

#### Santa Clara County Disaster Council

The Santa Clara County Disaster Council is empowered to develop and recommend for adoption by the Board of Supervisors, 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 functions as a standing subcommittee of the Board of Supervisors and meets every other month. The agenda is developed to allow the Board of Supervisors to provide leadership with the priorities and key areas of all-hazard emergency preparedness within the County.

#### Santa Clara County Emergency Preparedness Council (EPC)

The Emergency Preparedness Council has as its purpose the promotion of inter-jurisdictional disaster preparedness within the County/Operational Area. The EPC is comprised of elected officials nominated by each jurisdiction within the County/Operational Area. The County OES Director serves as staff to the EPC. The EPC meets on a quarterly basis.

#### Santa Clara County Emergency Manager's Association (EMA)

The Santa Clara County Emergency Manager's Association (EMA) is a working group composed of representatives from each of the cities, various county departments, state agencies, special districts, utilities, and disaster response and recovery related agencies. The group meets monthly to discuss and coordinate emergency preparedness and disaster recovery-related issues. They are directly involved in Citizen Preparedness including Community Emergency Response Teams (CERT), and community outreach.

#### Operational Area Emergency Management

When a disaster occurs and one of the city or jurisdictional EOCs activate and request Operational Area EOC support; or two or more city or jurisdictional EOCs activate their EOCs, OES gains the overall responsibility for coordinating and supporting emergency operations within the County. Normally this request would prompt the activation of the County EOC. The County EOC then becomes the focal point for information transfer and support requests by cities within the County.

#### Regional Emergency Management

The Operational Area is within OES Mutual Aid Region II and the OES Coastal Administrative Region (discussed further in Chapter Four). The Operational Area EOC requests mutual aid needs through OES Mutual Aid Region II. A primary role of Coastal Region's emergency organization is to support Operational Area response and recovery operations and to coordinate mutual aid Regional response and recovery operations through the Regional EOC (REOC).

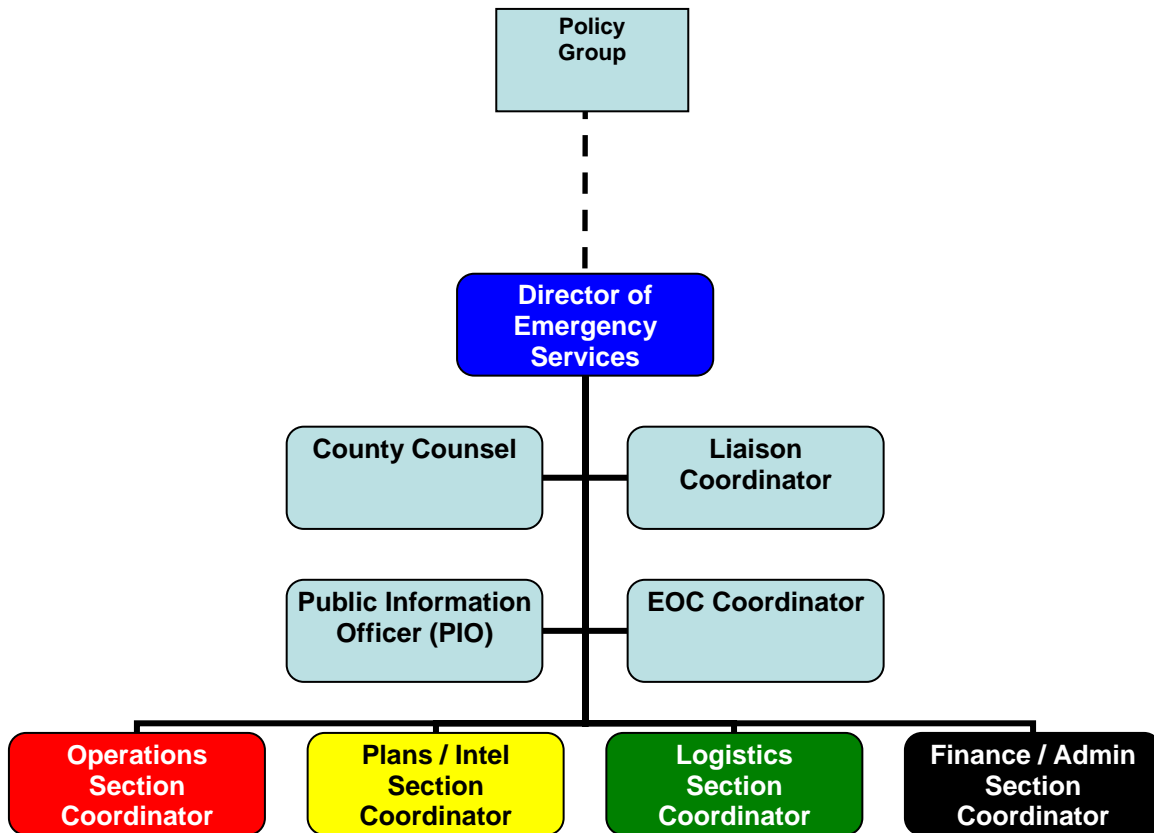
### State Emergency Management

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

### Operational Area Use of ICS

The Santa Clara Operational Area uses ICS as the primary organizational structure in accordance with both SEMS and the NIMS guidelines. It is outlined in the following diagram (Figure 2).

**Figure 2: Operational Area Emergency Management Organization Chart**



**Figure 3: Functional Matrix – County Departments**

	MANAGEMENT	Emergency Services	Safety	Legal	Public Information	Liaison Coordinator	OPERATIONS	Law	Fire/Rescue	Medical	Public Works	Health	Hazardous Materials	Animal Control	Care/Shelter	Coroner	PLANNING	Situation Analysis	Damage Assessment	Recovery	Resource Status	Documentation	LOGISTICS	Human Resources	Comm/Data	Supply	Facilities	Transportation	FINANCE/ADMIN
Agriculture & Environmental	S				S		S					S	S	L				S											
Assessor	S																	S		S									
Board of Supervisors	S																												
County Communications	S																								L				
County Executive	L				L																								
Child Support Services	S																												
County Counsel	S			L																									
Department of Corrections	S							S																					
District Attorney	S							S																					
Employee Services	S																							L					
Facilities & Fleet	S									S													L			S	L	L	S
Finance	S																			S									L
Fire	S						L	L	S				L					S											
Information Services Department	S																								L				
Library	S																												
Medical Examiner/Coroner	S															L													
Office of Emergency Services	S	L	L			S																							
Parks & Recreation	S							S																					
Planning & Development	S																	L	L	L	L	L	L						
Pretrial Services	S																												
Probation	S							S												S									
Procurement	S																									L			S
Public Defender	S																												
Registrar of Voters	S																												
Roads & Airports	S										L								S	S								S	
SCV Health & Hospital	S								L	L						S													
Sheriff	S						L	L	S							S		S											
Social Services Agency	S														L														

L = Lead Responsibility  
S = Supporting Role



## **C. State and Federal Systems**

### **Incident Command System**

The Incident Command System (ICS) is a nationally used standardized on-scene emergency management system specifically designed to allow the 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 addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures.

ICS was developed in California by FIRESCOPE (Fire Resources of California Organized for Potential Emergencies) to enable successful multi-agency operations during emergency response operations. It has been adopted by the Federal Government and is specifically required for NIMS compliance.

### **Standardized Emergency Management System**

The Standardized Emergency Management System (SEMS) is the system required by California Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

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

### **SEMS Functions**

There are five designated levels in the SEMS organization: field response, local government, operational area, regional and state. Each level is activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The Operational Area includes all the jurisdictions and special districts within the County geographical area. The County of Santa Clara is the lead agency for the Operational Area.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

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

level and state level, and serves as the coordination and communication link with the federal disaster response system.

### **Local Government Level in SEMS**

The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

Special districts under SEMS are units 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 the California Code of Regulations for purposes of natural disaster assistance). This may include joint powers authority.

Cities are responsible for emergency response within their boundaries, although some cities contract for selected municipal services from other agencies. All local governments are responsible for coordinating with other local governments, to their field response level and with the operational area. Cities may support their emergency response by opening their local government Emergency Operations Center (EOC). Local governments are also responsible for providing mutual aid within their capabilities.

Special districts are primarily responsible during 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 emergency response.

### **SEMS Requirements for Local Governments**

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

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

### **Coordination with other Levels of Government**

Santa Clara County has identified the jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster that affects Santa Clara County. Their emergency roles have been identified and provisions for coordination with each of them made. The County will

also work with state and federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations as appropriate.

## **NIMS**

In response to the September 11<sup>th</sup> 2001 attacks on the World Trade Center in New York City, the Pentagon and Flight 93, President Bush, issued Homeland Security Presidential Directive-5. Released on February 28, 2003, HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). In September 2004, the Department of Homeland Security (DHS) sent an official policy letter to all state Governors outlining the content and implementation strategy for NIMS. All states and political subdivisions are required to adopt and implement NIMS in Federal Fiscal Year (FFY) 2006 and FFY 2007. NIMS includes the following components:

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

In California the governor issued executive order S-2-05 ordering State OES to provide guidance to counties, cities, and all response agencies on implementation of SEMS changes to comply with the requirements of NIMS. Santa Clara County will follow guidance from OES as it is developed and implemented.

### **Operational Area Responsibilities under SEMS & NIMS**

The implementation of SEMS & NIMS is a cooperative effort of all departments and agencies within the County, cities, and special districts that have an emergency response role. The Office of Emergency Services has the lead responsibility for SEMS & NIMS implementation and planning with responsibilities for:

- Communicating information within the Operational Area on SEMS & NIMS requirements and guidelines,
- Coordinating SEMS & NIMS training and development among departments and agencies,
- Institutionalizing the Incident Command System (ICS) into the EOP,
- Reporting NIMS compliance to OES & DHS,
- Incorporating NIMS requirements into the EOP and County of Santa Clara Ordinance Code with adoption by the County Board of Supervisors,
- Identification of all departments and agencies involved in field level response,
- Identification of departments and agencies with a DOC,
- Coordinating with local governments, County/Operational Area and volunteer and private agencies on development and implementation of SEMS & NIMS,
- Identification of special districts that operate or provide services within the County/Operational Area. Determining the emergency role of these districts and making provisions for coordination during emergencies, and
- Identification of local volunteer and private agencies that have an emergency response role. Determining their emergency role and making provisions for coordination during emergencies.

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

Jurisdictions within Santa Clara County Operational Area are responsible for the overall documentation of SEMS/NIMS/ICS training in the cities and special districts. Under the guidance issued by the Governor's Office of Emergency Services, NIMS training and self-certification of personnel is the responsibility of individual Law, Fire, EMS, Public Works and others.

### **National Response Framework (NRF) Integration with the Emergency Operations Plan**

The NRF is built upon the premise that incidents are typically handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector and nongovernmental entities in the context of domestic incident management to ensure timely and effective federal support.

The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident- or hazard-specific plans. The NRF is intended to facilitate coordination among tribal, local, state, and federal governments and the private sector without impinging on any group's jurisdiction or restricting the ability of those entities to do their jobs. The NRF does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

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

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

The five essential ICS functions in SEMS and NIMS are identified as 'sections' in the EOC. Only functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

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

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

- Overseeing the internal functioning of their section, and

- Interacting with each other, the Director of Emergency Services, and other entities within the EOC to ensure the effective functioning of the EOC organization.

### **Multi-Agency or Inter-Agency Coordination**

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

- Establishing priorities for response,
- Allocating critical resources,
- Developing strategies for handling multi-agency response problems,
- Sharing information,
- Facilitating communications, and
- Guaranteeing jurisdictional/agency objectives are not compromised.

Emergency response is coordinated at the EOC through:

- Representatives from County departments and agencies, and
- Representatives from outside agencies including special districts, volunteer agencies and private organizations.

Coordination with agencies not represented in the EOC may be accomplished via various communications systems such as telephone, fax, radio and computer networks.

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

In a major emergency, a city EOC might be activated to coordinate and support the overall response while field responders use the Incident Command System. Tactical management of responding resources is always under the leadership of the on-site Incident Commander at the Incident Command Post (ICP).

Incident Commanders may report to the DOC, which in turn will coordinate with the city EOC. In some jurisdictions Incident Commanders may report directly to the City or County EOC, usually to their counterpart in the Operations Section.

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

### **Coordination with Santa Clara County Operational Area Level**

Coordination and communications should be established between an activated city EOC and the Operational Area. When activated, the Operational Area EOC will perform this function. For the County, the common communications links to the city EOC are telephone, fax, cellular, computer networks, amateur radio, and lo-band radio.

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

### **Special District Involvement**

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

Coordination and communications should be established among special districts that are involved in emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

## CHAPTER TWO: PREPARATION

### A. Threats Facing the County

This section of the Emergency Operations Plan consists of a series of threat summaries based upon a Santa Clara Operational Area hazard analysis. This hazard analysis was conducted by Office of Emergency Services staff, providing a description of the local area, risk factors and the anticipated nature of situations, which could threaten or occur in Santa Clara County. The following identified threats are discussed:

- Major Earthquake
- Wildland Urban/Interface Fire
- Extreme Weather
- Public Health Emergency
- Technological and Resource Emergency
- Hazardous Material Incident
- Terrorism
- Flood
- Landslide

It is important to note that these hazards are not mutually exclusive hazards. One or more of these events may be taking place simultaneously. Specific actions to be accomplished in response to these incidents are contained in the Checklists that are separate from this plan.

Santa Clara County, also referred to as “South Bay” or “Silicon Valley,” is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. The Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. Salt marshes and wetlands lie in the northwestern part of the county, adjacent to the waters of San Francisco Bay.

The County’s population of nearly 1.7 million (as of the 2000 Census Bureau report) is one of the largest in the state and is the largest of the ten Bay Area counties. Its population constitutes about one fourth of the Bay Area’s total population. There are 15 cities including; Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale ranging from Palo Alto to the north, to Gilroy in the south. San Jose is the largest city in the County, with a population of nearly 900,000 and is the administrative site of County Government. A significant portion of the County’s land area is unincorporated ranch and farmland. Nearly 92% of the population lives in cities.

The local industry of the County of Santa Clara is dominated by the technology sector. Computer software and hardware manufacturing, wholesale and services in particular are some of the largest industry segments in terms of both annual receipts and employees.

The County has three main interstate highways; 280, 680, and 880, one U.S. Route (101), and the following CA State Routes; 9, 17, 82, 85, 87, 130, and 237. Mass transit in the County includes: Santa Clara Valley Transportation Authority (SCVTA) which includes a light rail service, Caltrain, Amtrack, and ACE Train. Airports include: Norman Y. Mineta International Airport, Moffett Federal Airfield, and three County airports: Reid Hillview, Palo Alto, and South County.

## **Major Earthquake**

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires, hazardous material spills and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, hazardous material/chemical accidents and possible failure of waterways and dams. Such an earthquake would be catastrophic in its effect upon the population and could exceed the response capabilities of the individual cities, Santa Clara County Operational Area and the Governor's Office of Emergency Services and other state agencies. 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 such as power and water.

The Operational Area is in the vicinity of several known active and potentially active earthquake faults including the San Andreas, Hayward, and Calaveras faults.

Two major local earthquakes that have impacted the County include:

- The San Francisco Earthquake (1906), magnitude 7.8, approximately 3000 fatalities reported
- The Loma Prieta Earthquake (1989), magnitude of 6.9, 63 fatalities.

Other significant local earthquakes near or within the County include:

- The Concord Earthquake (1955), magnitude 5.4, 1 fatality
- The Daly City Earthquake (1957), magnitude 5.3, 1 fatality
- The Morgan Hill Earthquake (1984), magnitude 6.2, no fatalities
- The Alum Rock Earthquake (2007), magnitude 5.6, no fatalities.

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

Damage may include destruction of buildings making some inhabitable due to the phenomenon of liquefaction. Liquefaction is the loss of shear strength of a soil. The shear strength loss results from the increase of water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Liquefaction has been observed in many earthquakes, usually in soft, poorly graded granular materials (i.e., loose sands), with high water tables. Liquefaction usually occurs in the soil during or shortly after a large earthquake.

Every building in the County is exposed to high risk of damage in earthquakes by virtue of being located in a seismically active part of the country. Some of these structures face an elevated risk because they are located in high hazard zones, such as near a fault, on liquefiable soils, or on slopes subject to landslides. Other structures face high risk because their construction quality is inadequate to withstand strong shaking, primarily because they were built decades ago, before modern building codes were enacted.

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. The potential impact to Santa Clara County is lessened by the availability of power from other sources outside the affected area. Significant reduction in consumer demand is expected as well. The Metcalf Substation is located in an area of predicted strong shaking and is expected to sustain major damage.

Another major concern is whether an earthquake disrupts water availability and distribution for needed life support, to treat the sick and injured and for fire suppression activities. Santa Clara



County has dams that may be affected during earthquakes and our water distribution system from the Delta may be damaged.

### **Wildland Urban/Interface Fire**

The combination of highly flammable fuel, long dry summers and steep slopes creates a significant natural hazard of large wildland fires in many areas of Santa Clara County. A wildland fire is a fire in which the primary fuel is natural vegetation. Wildland fires can consume thousands of acres of vegetation, timber and agricultural lands. Fires ignited in wildland areas can quickly spread, if unabated, to areas where residential or commercial structures are intermingled with wildland vegetation. Fires that start in urbanized areas can grow into wildland fires. Wildland/urban interface fire hazards are especially pronounced in areas of high structure densities adjacent to undeveloped open space areas with dense vegetation. A wildland/urban interface fire can result in death, injury, economic loss and a large public investment in fire fighting activities. Fires can rapidly proliferate to the point that local resources are inadequate.

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

Each city in Santa Clara County is responsible for its fire protection either by utilizing its own resources or contracting with CALFIRE (California Department of Forestry and Fire Protection) a fire district, or adjacent municipal service. The unincorporated area is the primary responsibility of CALFIRE, along with some fire protection districts and volunteer fire companies.

Wildfires can be caused by natural events, such as lightning or high winds. However, most wildland fires are human caused. Campfires, careless smokers, electrical sparks, and arson cause most wildland and wildland/urban interface fires. In Santa Clara County, electrical equipment, such as power lines and transformers have caused numerous fires. An emerging cause for concern is fires started by the use of mowing and power equipment around very dry vegetation.

Ground fire resources are augmented by a CALFIRE helicopter stationed at the Alma CALFIRE station near Lexington Reservoir and air tankers based at Hollister Airport.

Santa Clara County's fire agencies have signed a countywide mutual aid agreement to ensure that firefighting resources and personnel will be available to combat wildland urban interface fires. If these resources are not enough to meet the threat, fire resources from throughout California can be summoned under the State's Master Mutual Aid Agreement administered by the Governor's Office of Emergency Services. All fire agencies in Santa Clara County have signed the California Master Mutual Aid Agreement and participate in mutual aid operations as required.

### **Extreme Weather**

#### Thunderstorms and Lightning

Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead.

A *severe thunderstorm watch* is issued by the National Weather Service (NWS) when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop.

A *severe thunderstorm warning* is issued when a severe thunderstorm has been sighted or indicated by weather radar.

Because light travels much faster than sound, lightning flashes can be seen long before the resulting thunder is heard. Lightning has been known to strike up to 15 miles away from the parent cloud. Lightning causes on average, 87 fatalities each year across the nation.

### Heat

Heat waves do not elicit the same immediate response as floods, fires, earthquakes and typical disaster scenarios. They have claimed more lives over the past fifteen years than all other proclaimed disaster events combined. The worst single heat wave event in California occurred in Southern California in 1955, when an eight-day heat wave resulted in 946 deaths, more than the Loma Prieta and Northridge earthquakes.

Typical summer temperatures in California contribute to the untimely demise of 20 people on average per year. A Heat Wave in July 2006 was the attributing cause of deaths to 138 people throughout California over a 13-day period.

In 2006, the NWS established a Heat Index Program Alert system. The alert system will notify state OES and local governments of forecasted extreme heat periods allowing for the activation of appropriate plans. Santa Clara County has a Heat Response Plan in place.

### Drought

Because the state has experienced extreme and prolonged droughts many local water agencies have developed drought contingency plans for such rare but extreme conditions.

The most severe recorded drought in California occurred in 1976-1977. Two consecutive years with little precipitation (4th driest and the driest year in the recorded history) left California with record low storage in its surface reservoirs and groundwater levels dangerously lowered.

### **Public Health Emergency**

A public health emergency involves the occurrence of any situation or event involving the presence and risk of exposure to any hazardous substance, waste or material, or communicable disease, virus or contagion that significantly impacts life safety.

A public health emergency is proclaimed when a toxic substance or communicable disease is present in such a form as to significantly impact life safety within the population at large.

Typical public health emergency situations include the following:

- Exposure to released toxic substance, chemical or material
- Exposure to fluid or airborne pathogen
- Exposure to high levels of environmental pollution
- Exposure to etiologic agents
- Exposure to contaminated food and beverages
- Exposure to untreated liquid and solid waste

Public health emergencies are rare occurrences and generally occur infrequently, although the spread of communicable diseases within a selected community or population group may reach such large proportions as to be proclaimed an epidemic.

Widespread exposure to communicable diseases and released hazards can have devastating effects on unprotected populations. Past epidemics including influenza have claimed millions of lives.

New strains of viruses and other communicable diseases are being identified that are resistant to existing vaccinations and medical inoculations. These new "super viruses" have characteristics and qualities that are, in many instances, much more virulent and dangerous than diseases and maladies commonly experienced.

Public health emergencies can occur or might generate from any of the following locations:

- Locations where hazardous materials are stored, processed, used, or transported
- Hospitals, clinics and other medical treatment facilities
- Laboratories and research facilities
- Natural environments that are breeding grounds for pathogens
- Areas subject to high concentrations of pollutants

The introduction of any contagious pathogen or disease into the general population can result in the development of an epidemic. The occurrence of an epidemic in the county could result in the death of hundreds, if not thousands, of people over a relatively short period of time.

The Public Health Department has prepared for pandemic disease events, including pandemic flu.

### **Technological and Resource Emergency**

Technological and resource emergencies may involve the disruption of critical lifeline systems, collapse of engineered structures, failure of essential service facilities, or widespread shortage of critical materials, supplies and subsistence items.

Generally, technological emergencies occur when a human engineered system fails, whether due to poor design, lack of effective preventive maintenance, sabotage, virus, or demand overload.

The following hazards are associated with technological and resource emergencies:

- Direct threat to public health and safety as a result of the disruption to water, electricity, and gas operations
- Disruption of essential services
- Loss of government continuity
- Disruption of commerce and business activity vital to the community
- Potential adverse impact to the environment
- Public panic resulting from shortages of key commodities and subsistence items
- Significant economic impact associated with production delays, lost revenues and costs associated system restoration and recovery

Santa Clara County is dependent upon a highly complex technological infrastructure. The public depends on the continuation of commercial utility operations, the safety of transportation structures and facilities, the production of critical commodities and the distribution of essential supplies.

Santa Clara County experiences lifeline system disruptions, such as commercial power outages, on a regular basis. In most instances, service is restored within a very short time period. However, following the 1989 Loma Prieta earthquake, commercial power was disrupted throughout the County for over 24 hours, resulting in a significant impact to public and private activities.

The following facility types are generally considered to be at risk for disruptions and/or outages:

- Power generation and distribution
- Wastewater treatment plants
- Water storage and distribution facilities
- Hospitals, fire stations, police stations, and other essential service facilities
- Major transportation systems, including key highway bridges, airport facilities, and rail lines
- Critical government and commercial communications and broadcast facilities
- Key subsistence production, processing, storage, and distribution facilities
- Fuel processing and distribution facilities
- Flood control facilities

An IT (Information Technology) Security Incident Plan (IRP) was developed for internal county use by all agencies. The plan provides information about the various IT security threats and steps to take and inform County Executive Management.

### **Hazardous Material Incident**

The release of hazardous materials has the potential for adverse impacts upon human health, the environment and property, depending upon the type, location, and quantity of material released. 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 increased potential for major mishaps.

There are four major highways in the county that carry large quantities of hazardous materials: U.S. 101, I-880, and I-680, and I-280. U.S. 101 and I-880 are the most heavily traveled in terms of truck traffic and are the most frequent location of those hazardous materials spills which occur on major roads. The Santa Fe railroad right of way parallels 101 through the heavily populated eastern side of the county. Natural gas pipelines also run south to north along this eastern Bay Shore. Truck, rail, and pipeline transfer facilities are concentrated in this region, and are involved in considerable handling of hazardous materials.

Santa Clara County industries use and produce large amounts of hazardous materials that require on-site management and off-site disposal. These materials could be released during disasters such as earthquakes or terrorist attacks. Large amounts of the hazardous waste generated in the county are transported off-site to approved treatment and disposal sites throughout the state. The balance is disposed of on-site through methods including evaporation ponds, incineration, pre-treatment of sewage discharge, and recycling.

Emergency response actions associated with hazardous materials are presented in the Hazardous Materials Area Plan which is maintained by the Department of Environmental Health.

### **Terrorism**

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), and the use of chemical, biological, radiological, and nuclear weapons.

Terrorist activities are an increasing threat to our society, and those attacks have occurred against both the public and private sectors. Attacks have been directed against government and corporate leaders, private individuals, governing bodies and related agencies, police and other

public service personnel and their facilities, public utility facilities, financial institutions, communication facilities, etc.

Certain facilities, installations or service centers of both public and private sectors have been identified as likely targets for attack.

Since September 11<sup>th</sup>, intelligence gathering capabilities and cooperative working relationships between local, state and federal governments has been enhanced to thwart additional terrorist attacks.

A terrorist activity emergency has its own unique characteristics and must be dealt with in accordance to its magnitude and with an appropriate level of response. Plans and procedures have been created, exercised and revised for both the most likely and worst case scenarios.

Intentional release of such weapons could cause considerable damage. Early detection and control of biological or chemical attacks is vital to the success in limiting the scope of damage. Chemical terrorism acts are likely to be identified by first responders because of their immediate and obvious symptoms.

Conversely, attacks with biological agents are liable to be covert, and therefore much more difficult to recognize. Biological agents will not have an immediate impact because of the delay between exposure and the onset of illness (the incubation period), thus compounding the difficulty of early detection. Recognizing that the symptoms are a result of a biological agent will be extremely difficult without prior experience or training, and an awareness of a preceding event.

Only a short window of time exists between the identification of the first cases and before a second, larger wave of the populace becomes ill. During this phase, emergency officials will need to determine that an attack has occurred, identify the organism, and enact prevention and prophylactic strategies.

### **Flood**

There are approximately 700 miles of creeks and rivers in the County, all of which are susceptible to flooding. Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting hours, days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, because the warning will be short, if any is given at all. Flash flood warnings usually require immediate evacuation.

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

No area is immune to flash floods. On small streams, especially near the headwaters of river basins, water levels may rise quickly in heavy rainstorms, and flash floods can begin before the rain stops falling. Flash floods also occur in or near mountainous areas where torrential rains can quickly change a dry watercourse or small brook into raging torrents of water.

All low lying areas are subject to flood conditions. Urban development in flood plain areas are often subject to seasonal inundation. The flood plain is a natural extension of any waterway, although infrequently used. Storm water runoff that exceeds the capabilities of stream and drainage channels, results in the natural flooding of a localized area.

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

An Emergency Action Plan exists for the Anderson Dam and a general Dam Plan exists which includes other dams within Santa Clara County. These plans are maintained by the Santa Clara Valley Water District.

ALERT (Automated Local Evaluation in Real Time) is a cooperative program initiated by the National Weather Service's California-Nevada River Forecast Center in the 1970s. In this program, a local agency installs, maintains, and monitors event-reporting field sensors that report current hydrologic conditions, in real time, through radio telemetry. Event-reporting refers to the ability of sensors to transmit their status as hydrologic conditions change; i.e. rainfall occurs or streams and reservoirs rise and/or fall. Such sensor status data transmissions are received by a base station, which decodes the radio signal's site of origin, and data value. These values are logged in a computer database for report generation, analysis, and archiving purposes. Through a system of radio repeater sites, as well as computer networks, the data are received by both the local operator and interested agencies in adjoining areas, including the NWS uses the real time data to verify their forecasts, and to monitor conditions for issuance of various hydrologic and meteorological statements. The Santa Clara Valley Water District began installation of its ALERT system in 1983, and its system currently includes: 44 rain gauges, 38 stream flow gauges, 11 reservoir gauges, and one weather station.

### **Landslide**

Landslides are downward movement of a slope and materials under the force of gravity. In addition to gravity, extended periods of intense rainfall during the winter months is the primary cause of landslides. Landslides can also be triggered by seismic activity. Landslides are a significant secondary hazard to wildland fire, where periods of heavy rainfall on denuded slopes cause landslides and mudslides.

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

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

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

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

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

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

The occurrence of landslides is determined by both natural and human factors. Natural factors include the cohesive strength and characteristics of the affected minerals, the orientation of joints and planes of weakness between slide material and bedrock, the steepness of slopes, the degree of saturation of ground materials (highly affected by rainfall), and the density of vegetation. Human factors include the oversteepening and overloading of slopes, the removal

of natural vegetation, and the addition of water to the soil by watering of lawns and septic system drain fields, and onsite ponding of storm runoff.

The winters of 1982, 1983, 1986, and 1996/1997 provided a reminder of the degree of hazard from landslides in Santa Clara County.

According to a USGS study of nine Bay Area counties done in 1968-1969, the potential economic losses from landslides are directly proportional to population density. For Santa Clara, the hillside areas in the Los Gatos areas have the greatest potential for economic loss due to landslides. However, as the population of the county increases and more development takes place the possibility for economic loss due to landslides could increase in these areas as well.

## **B. Training and Exercises**

OES has a dedicated full time Training and Exercise Coordinator. The Coordinator will ensure County employees are aware of this Plan, and are trained to the levels required by our guiding directives in SEMS and the relevant national plans. Current training requirements included ICS (ICS-100, ICS-200), SEMS (Introduction to SEMS), and NIMS (IS-700) as required by State and Federal guidelines. The Training and Exercise Coordinator will inform County departments and Operational Area cities of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

Table Top and Functional exercises will be conducted on an annual basis at a minimum to maintain readiness. Exercises will encourage participation from Operational Area jurisdictions as appropriate. The Operational Area requires an After Action Report (AAR) outlining areas for improvement of plans and systems following all major exercises, drills, and actual incidents. In addition, a Corrective Action Plan process will be completed for implementing improvements outlined in AARs. This system is in accordance with the guidance on NIMS implementation.

## **C. Public Awareness and Education**

OES will make emergency preparedness information from local, state and federal sources available to the Operational Area member jurisdictions and the citizens of the County. This information can be found on the County's website at <http://www.sccgov.org/portal/site/oes/>. Further, OES will provide special emphasis on specific hazards throughout the calendar year, aiding in the disaster preparation and education of the communities within the Operational Area.

## **D. Citizen Preparedness**

The Operational Area is involved in citizen preparedness activities. This includes Community Emergency Response Team (CERT) programs, community outreach to improve awareness, preparedness support activities, formal volunteer programs, exercises to assess and improve citizen response, support for non-English speaking citizens, and recognition of the special needs of vulnerable populations. OES is a central point for the coordination and support of Citizen Preparedness activities throughout the county.

## **CHAPTER THREE: WHEN THE EVENT HAPPENS**

### **A. Initial Response Operations**

#### Concept of Operations

The County and local governments, volunteer agencies, and segments of the private sector are responsible for initial response operations in an emergency. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. ICS will be used to manage and control the response operations. The disaster/event may be controlled solely by County emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the County Emergency Operations Center be activated to support the field operations.

### **B. Alerting and Warning Systems**

#### Emergency Alert System (EAS)

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. This system uses the facilities and personnel of the broadcast industry on a volunteer basis, with the exception of national EAS alerts which are mandatory for the respective participants. 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. The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include federal, state and regional communications committees. 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 30 EAS Operational Areas (OA). 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 the 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.

Santa Clara County is part of the San Francisco EAS Operational Area. Our CPCS-1 station is KCBS (740 KHz on the AM dial). Its local back-up is KSJO (92.3 MHz on the FM dial). County OES and County Communications have the pass codes needed to access EAS and script the emergency message to inform the public of a threat, the steps to be taken by them, and where additional information can be obtained.

#### National Warning and Alerting System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning centers, 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 FEMA Operations Center (FOC) (Bluemont, Virginia) and the FEMA Alternate Operations Center (FAOC) (Thomasville, Georgia). 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;



California's is in Sacramento. (See CALWAS for more information)

#### NOAA Weather Radio (NWR)/NWS

National Oceanic and Atmospheric Administration (NOAA) Weather Radio All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest NWS office. NWR broadcasts official NWS warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.

Working with the Federal Communication Commission's (FCC) Emergency Alert System, NWR is an "All Hazards" radio network, making it a single source for comprehensive weather and emergency information. In conjunction with federal, state, and local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards-including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 telephone outages).

Known as the "Voice of NOAA's NWS", NWR provides as a public service by NOAA, part of the Department of Commerce, NWR includes more than 940 transmitters, covering all 50 states, adjacent coastal waters, Puerto Rico, the U.S. Virgin Islands, and the U.S. Pacific Territories. NWR requires a special radio receiver or scanner capable of picking up the signal. Broadcasts are found in the VHF public service band at these seven frequencies (MHz); 162.400, 162.450, 162.475, 162.500, 162.525, 162.550.

#### California Warning and Alerting System (CALWAS)

CALWAS is the state portion of NAWAS that extends to communications and dispatch centers throughout the state. The State Office of Emergency Services headquarters ties into the federal system through the Warning Center in Sacramento. Circuits then extend to county warning points. Santa Clara County Communications is such a point. 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.

Backup systems for CALWAS include;

- California Emergency Services Fire Radio System (CESFRS)
- California Emergency Services Radio System (CESRS)
- California Law Enforcement Mutual Aid Radio System (CLEMARS)
- California Law Enforcement Radio System (CLERS)
- California Law Enforcement Telecommunications System (CLETS)

#### Emergency Digital Information System (EDIS)

EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements alerting systems with more expansive information. 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. This helps facilitate the sharing of concise information through quick translation, teleprompter input, or scrolling on over-the-air and cable television programming. Emergency messages can be sent in a digital format via the State of California's EDIS system. The digital message will be received by the media, schools, large businesses and anyone who monitors the Bay Area's news media. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a Joint Data Interface Controller (JDIC) terminal. Its

primary purpose is to provide additional public information, not alerts or warnings.

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

The OASIS project 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 that 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. OASIS can be accessed from the County OES offices, the County's EOC, and County Communications.

#### California Integrated Seismic Network (CISN)

CISN is the product of a cooperative effort between the California Institute of Technology, Berkeley Seismic Lab and the United States Geological Survey. Earthquake data is collected simultaneously by each of the seismic partners and then rapidly shared via the Internet. This allows viewers to see earthquake time, location and magnitude within minutes of the earthquake. The website is [www.cisn.org](http://www.cisn.org).

### **C. Emergency Proclamations**

#### Local Emergency

At the County level, the Board of Supervisors may proclaim a local emergency, if they are in session. If the Board of Supervisors is not in session, County ordinance allows the Director of Emergency Services or designee to proclaim a local emergency. The Santa Clara County Board of Supervisors must ratify a local emergency proclamation within seven days. The Board of Supervisors must review the need to continue the proclamation at least every fourteen days until the local emergency is terminated. However, in no event shall a review take place more than 21 days after the previous review. The local emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within Santa Clara County.

Incorporated cities within the Operational Area may proclaim a local emergency as provided for under their municipal code. The city shall advise the County Department of Emergency Services of the declaration. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency

- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

#### State of Emergency

The Governor may proclaim a State of Emergency when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency

Whenever the Governor proclaims a State of Emergency:

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

#### State of War Emergency

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

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

### **D. County Communications**

The County operates a centralized communications center housing dispatch functions for County Fire, Office of the Sherriff, and Medical Responders. The Communications Center also

maintains current contact information for key county personnel. With regard to Emergency Services, County Communications is at all times aware of the identity of the current OES on-call duty officer and how to contact that individual. A list of situations in which County Communications would call this duty officer has been developed and drives the center's response.

County Communications is a key element in the early notification of the Office of Emergency Services and the initiation of emergency response activities. The County Communications Center is also the alternate site for the County and Operational Area EOC.

#### **E. ARES/RACES Role at Onset of Event**

Santa Clara County has trained amateur radio operators, registered with the county ARES/RACES organization, throughout the county. They respond immediately to any obvious incident with assessment of their local area status and report to the county radio personnel. For example, when the 5.6 Calaveras fault earthquake occurred on October 30, 2007, the County's Chief Radio officer received a countywide initial situational assessment within 10 minutes of the quake event. ARES/RACES radio operators are a primary source of initial damage assessment in any significant incident.

## **CHAPTER FOUR: RESPONSE CAPABILITIES AND CONSIDERATIONS**

### **A. County Departments**

Some County departments will be critical participants in providing needed services during an emergency response. Specific incident response guidelines outline these responses. Departments identified as participants in emergency operations will participate in training and exercise programs, as appropriate.

### **B. Disaster Service Workers**

By law, all County employees are Disaster Service Workers (DSW). In the event of an emergency the expectation is that they will secure their own homes and families and then, if possible and if they are so instructed, they will return to the county to assist in response activities. Continuity of government operations is a critical response area during disasters, and county employees will play a major role in this function. DSWs may also include ARES/RACES members, CERT members, and other volunteers from the community.

### **C. EOC**

#### **Introduction**

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the County. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. An EOC makes possible a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The EOC is the focal point for communication between the Operational Area and the State and between the Operational Area and entities with the county (e.g., cities and districts). Position-based checklists for all agencies expected to staff the EOC such as law, fire, EMS, public works, health, management, and others are followed during activation. The level of EOC staffing will vary with the specific emergency situation. Ensuring the EOC is ready to activate at any time is the responsibility of the Office of Emergency Services.

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 Santa Clara County/Operational Area EOC:

- Information Sharing,
- Resource Management,
- Supporting field emergency operations,
- Receiving and disseminating warning information,
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County, cities, special districts, and state agencies, the military, and federal agencies,
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required,
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations,
- Continuing analysis and evaluation of all data pertaining to emergency operations,
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Coastal Region EOC,

- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary, and
- Developing emergency policies and procedures.

#### EOC Location and Description

The EOC is located within the Office of the Sheriff's building, which was constructed in the late 1950s. The building has been renovated on several occasions to improve functionality and enhance capability. In the 1990s the building underwent seismic retrofitting. The building has designated secured parking, facility access points, and restrooms. Work areas for EOC functions are wheel chair accessible.

The EOC is supplied with a computer network, telephones, dedicated fax lines, televisions, and County communication systems. ARES/RACES operators are located in the Auxiliary Communications Center adjacent to the PIO room. Staffing pattern is ICS-based. The County Executive (or other designated staff) serves as the Director of Emergency Services with additional staffing provided by County Department heads (or other designated personnel) and other supporting agencies including CALFIRE, California Highway Patrol (CHP), California National Guard (CNG), Environmental Protection Agency (EPA), Coastal Region OES, PG&E, American Red Cross, and other agencies as needed.

#### Alternate EOC Location and Description

The alternate EOC is located within the County Communications facility. Pre-positioned stocks of equipment and supplies are currently stored at County Communications. Direction and control authority will be transferred from the primary EOC to an alternate EOC when deemed necessary by the Director of Emergency Services. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

There are designated disabled parking spaces, facility access points, and restrooms. Work areas used for alternate EOC functions are wheel chair accessible.

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

Pursuant to The California Code of Regulations, Title 19, Division 2, Office of Emergency Services, the Operational Area EOC shall be activated when any of the following conditions exists:

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations
- Two or more cities within the operational area have declared or proclaimed a local emergency
- The county and one or more cities have declared or proclaimed a local emergency
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code §8558(b)
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The operational area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

In all other cases activation will be at the discretion of the Director of Emergency Services.

The County of Santa Clara Ordinance Code, Division A8-11 provides that the Director of Emergency Services shall be the County Executive or their designee. A Resolution of the Board of Supervisors acknowledges the current designation by the Director of Emergency Services of the order of succession to that office.

## EOC Activation Levels

Trigger Event/Situation	Activation Level	Staffing	Activities
Severe Weather Watch	Stand-By	None Limited to office or other location.	None EOC is configured; all systems ready.
Severe Weather Warning	Minimal	As needed for the incident	Situation analysis Public Information Response coordination Resource coordination Reporting to State
Significant incidents involving two or more cities			
Earthquake Advisory/Prediction Level One			
Severe Weather Warning	Partial	Management, Section Coordinators, Branches, and Units as appropriate to situation  Liaison/Agency reps as appropriate	Situation analysis Response coordination Resource coordination Logistics support Public Information Reporting to State
Earthquake with substantial damage reported			
Earthquake Advisory/Prediction Level Two or Three			
Major wind or rain storm with damage			
Two or more large incidents involving two or more cities			
Wildfire affecting developed area			
Major scheduled event			
Incident involving large-scale or possible large-scale evacuations			
Major city or regional emergency - multiple areas with heavy resource involvement	Full	As needed for incident  Liaison/Agency reps as appropriate	Situation analysis Response coordination Resource coordination Logistics support Public Information Recovery Operations Sustained Operations Reporting to State OES
Earthquake with severe damage			
Public Health Emergency			

### *Status Information*

A primary EOC function is accumulating and sharing information to ensure coordinated and timely emergency response. Status boards and other technologies for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain and display current status information so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage in the Operational Area. The Planning Section is responsible for coordinating the display of information. All display charts, boards, and equipment are kept in the EOC.



The Planning Section is responsible for the collection, processing, and dissemination of status information regarding the incident. This information is also part of the reporting requirements to State OES through RIMS.

### **Communications**

Communication systems available in the EOC include:

**RIMS** - Response Information Management System. Accessed via Internet.

**OASIS** - Operational Area Satellite Information System

**EAS** - Emergency Alert System

**EDIS** - Emergency Digital Information System

**EOC-Net** - A **Low Band Inter-City Radio** network system linking Operational Area and city EOCs and other agencies.

**Control 10 Radio** network – a dedicated radio system linking key County staff, cities, and special agencies

**EMSystem** – A communications network linking hospitals, the EMS Agency, first responders and public health officials

**GETS (Government Emergency Telecommunications Service) Cards** – Federal program that prioritizes calls over wire line network.

**Land-line** telephones and TSP (Telecommunications Service Priority) Essential Services - priority communications support to critical government functions during emergencies.

**Internet enabled computers**

**ARES/RACES** amateur radio

**Radio capability** direct to Fire, Law, EMS, Roads and Airports, PG&E, ARC, Santa Clara Valley Water District, San Jose Water Company

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

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies.

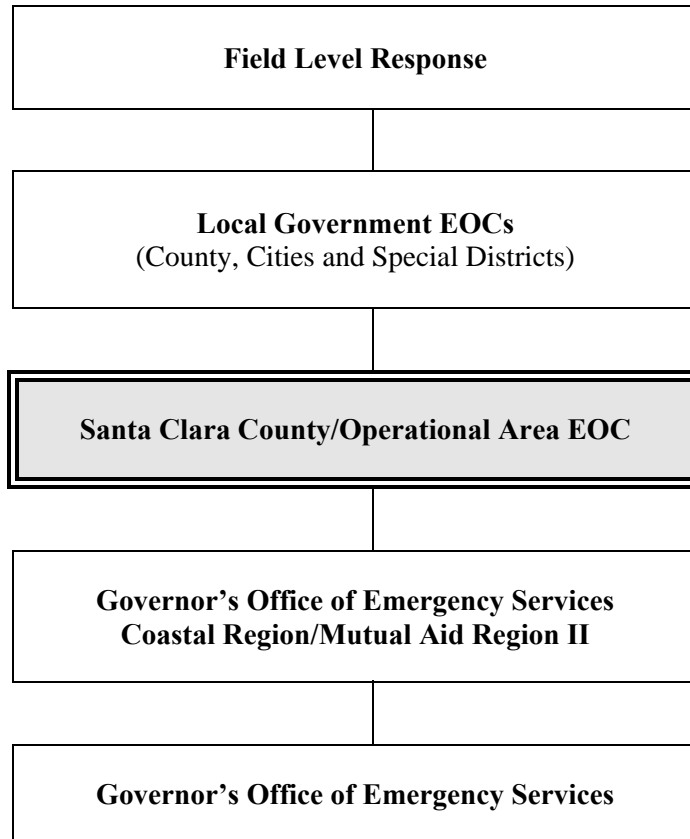
Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs are usually represented at the operational area level. As an example, The Volunteer Center of Silicon Valley may send a representative from CADRE (Collaborative Agencies Disaster Relief Effort) to the EOC.

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

The County works closely with the Santa Clara County Chapters (Santa Clara & Palo Alto) of the American Red Cross, the Santa Clara Valley Water District, San Jose Water, and The Volunteer Center of Santa Clara County.

## SANTA CLARA COUNTY/OPERATIONAL AREA COORDINATION LINKS



### **Emergency Operations Center (EOC) Management Structure**

The five SEMS functions; Management, Operations, Planning, Logistics and Finance/Administration are the basis for structuring Santa Clara County's EOC organization.

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

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

Planning/Intelligence - Responsible for collecting, processing, and disseminating information; assist in developing the County/Operational Area's EOC Action Plan and After-Action Report, maintaining documentation and other functions

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

Finance/Administration - Responsible for financial activities and other administrative aspects

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

Mutual Aid Assignments are responsible to liaison between the Santa Clara County/Operational Area EOC and their respective agency/jurisdiction.

## **EOC Position Descriptions and Responsibilities**

### **Management Section**

The Management Section is responsible for overall management and administration of the incident. Management includes certain support staff functions required to support the EOC Management function and the field command function. When deemed necessary the Management Section is responsible for providing public information, communications and policy, facility security, and state/federal field activity coordination.

In addition to positions listed below, the Management Section includes the Section Coordinators from each of the other sections.

- Director of Emergency Services
- EOC Coordinator
- County Counsel
- Liaison Coordinator
- Public Information Officer

Director of Emergency Services - The Director of Emergency Services is responsible for the Operational Area (County) response to and recovery from any disaster or emergency. The County Executive Officer (CEO) is the primary Director of Emergency Services and may delegate this responsibility.

Emergency Operations Center (EOC) Coordinator - The EOC Coordinator is the Santa Clara County Operational Area Coordinator. The EOC Coordinator is responsible for coordination and planning during any emergency; for maintaining liaison with state, federal, private industry, and other disaster response agencies and organizations as needed, and for managing mutual aid (except law, fire, medical, and public works mutual aid). The EOC Coordinator may also serve as the Director of Emergency Services.

County Counsel - County Counsel provides advice in all legal matters relating to the emergency and assists the Director of Emergency Services in proclaiming a local emergency and implementation of emergency powers.

Liaison Officer: - The Liaison Officer coordinates with “outside” organizations that are not directly represented within the EOC structure.

Public Information Officer (PIO) - The Public Information Officer (PIO) acts under the direction of the Director of Emergency Services and coordinates city and county public information activities. The Public Information Officer ensures that the media and citizens are fully informed on all aspects of the emergency, including the activation of the Emergency Alert System (EAS).

### **Operations Section**

The Operations Section has primary responsibility for coordinating resource requests and establishing overall strategic guidance in the management of the incident. Leadership will be determined by the nature of the incident and might be provided by Fire, Law, Public Health or any relevant discipline, positions activated within this section will represent involved field organizations and will be points of contact with field resources, as well as other agencies.

### **Planning/Intelligence Section**

The Planning/Intelligence Section has responsibility for gathering, processing, and disseminating information on the status of the incident. It is the intelligence unit of the operation. This section also has responsibility for document retention, and some processing of resources. This section is the place in the EOC organization where technical specialists (e.g., weather) are usually placed.

### **Logistics Section**

The Logistics Section is responsible for the supply and support needs of the response organization. It arranges for food, communications (e.g. phones, radios), and acquisition of needed personnel and supplies, resources from outside vendors.

### **Finance/Administration Section**

The Finance/Administration Section is responsible for keeping records needed to recover costs and to ensure compliance with existing regulations for accounting, contracts, and financial transaction. This section typically is active for a considerable time after the incident is over (years).

### **Emergency Operations Center Participant List**

Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public.

The PIO has the primary responsibility in alerting and warning the public, with assistance from Fire and Law. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts, or simply driving up and down the streets using the public address systems.

The County of Santa Clara utilizes an EOC Participant List to alert and activate personnel who will be reporting to the EOC. The EOC Participant List is centered on the five EOC sections. The list includes personnel who are part of each EOC section, as well as other technical employees of the County. OES will maintain and keep current the EOC Participant List.

The EOC Participant List is to be activated and implemented when an emergency or disaster affects the County and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by the Director of Emergency Services or designee who has been given authority to activate the EOC Participant List. The Director of Emergency Services or designee will determine what parts of the Emergency Alert List will be implemented, including what sections of the County Emergency Operations Center will be alerted and requested to respond.

The EOC Participant List consists of the following sections:

- Management
- Operations
- Planning/Intelligence
- Logistics, and
- Finance/Administration

## **D. ARES/RACES**

ARES (Amateur Radio Emergency Service) and RACES (Radio Amateur Civilian Emergency Service) are the two primary amateur radio emergency response organizations in the US. ARES is organized under the auspices of the American Radio Relay League; RACES is authorized by FEMA.

Amateur radio has repeatedly proven to be a critical communications element in disaster response; it is robust, geographically distributed, and rapidly deployed. Amateur radio operators' have the training, skills, and equipment needed for effective emergency communications. Santa Clara County has an outstanding amateur radio organization that provides leadership, organization, and training to a large group of qualified and dedicated amateurs available for emergency communications.

The Santa Clara County OES ARES/RACES unit is responsible for amateur radio communications between the EOC and the cities and related agencies in Santa Clara County; this unit also staffs the Control 10, Low Band Inter-City Radio Network (EOC-Net), CESRS, and CLEMAR radios during emergencies under the supervision of the ARES/RACE Unit Coordinator and his assistants. In addition, there are 90 highly trained Santa Clara County ARES/RACES Mutual Aid Communicators (MAC). During emergencies, members of this MAC team are available to support radio communications at the EOC, and for dispatch to Santa Clara County cities that require amateur radio communications assistance. There are 400 additional amateur radio operators who have been registered as Disaster Service Workers by Santa Clara County OES; they can also respond during critical emergencies. The ARES/RACES unit is part of EOC Communications. In addition most cities have ARES/RACES groups to support local response.

## **E. Community Emergency Response Teams (CERT)**

There is significant CERT activity within Santa Clara County. CERT (Community Emergency Response Team) programs train community members to be active participants in disaster response (especially for earthquake incidents) CERT members are taught simple first aid, safe search and rescue, situational assessment skills, and organizational concepts appropriate to emergency response. They are equipped with safety and operational tools such as gloves, flashlights, helmets, tool, and access to caches of response and safety equipment maintained by local jurisdictions.

## **F. Mutual Aid**

### **Introduction**

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist for:

- Law enforcement
- Fire services
- Medical
- Emergency Management
- Public Utilities
- Building Inspectors
- Coroner, and others

#### Mutual Aid System

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

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

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

#### Mutual Aid Regions

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The Santa Clara County Operational Area is within Region II. Each mutual aid region consists of designated counties. Region II encompasses the OES Coastal Administrative Region (see Figure 4).

Figure 4: OES Coastal Region Mutual Aid/Administrative Regions



### Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, region, and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level (see Figure 4).

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

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

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

### Volunteer and Private Agencies in Mutual Aid

Volunteer and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in the EOC.

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



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

#### Emergency Facilities Used for Mutual Aid

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

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

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

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

#### **Policies and Procedures**

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

The cities and special districts will make mutual aid requests through the Santa Clara County Operational Area EOC. Requests should specify, at a minimum:

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

The Operations and Logistics Sections of the Santa Clara County Operational Area EOC will be in charge of tracking requests for equipment, resources and manpower under existing mutual aid and OES procedures.

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

Following a major disaster, the Department of Emergency Services can assist local governments with reimbursement procedures for response-related costs.

#### **Authorities and References**

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

## **Mutual Aid Agreements**

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- California Emergency Managers Mutual Aid
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities
- Emergency Managers Mutual Aid
- Inter-Agency Cooperation in Major, Natural, Man-made, and Technological Disasters

## **Special Considerations for Terrorism Incidents**

Terrorism incidents require response by law enforcement at many levels and require adequate crime scene management. As such, the information flow, command structure, and mutual aid processes can be different from those in the management of other emergency situations.

## **G. Continuity of Government (COG)/Continuity of Operations (COOP)**

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

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

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provides mandates to maintain Continuity of Government.

## **Responsibilities**

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

## **Preservation of Local Government**

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

Continuity of Operations for Emergency Management is addressed in Santa Clara County Code, A8-11, which *provides that the Director of Emergency Services shall designate an order of succession for that office.*

### **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 Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body. Section A-8 of the Santa Clara County Code states the Board of Supervisors may appoint standby officers for each member of the Board. Notification of any successor changes shall be made through the established chain of command.

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

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

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

Orders of succession for the County Executive and Director of Emergency Services are contained within the current *Resolution of the Board of Supervisors of the County of Santa Clara Relating to the Appointment of a County Executive Pro Tem and the Order of Succession in the County Executive's Absence*.

### **Preservation of Vital Records**

Each Department within the County of Santa Clara is required to have a Continuity of Government (COG) plan in place, where plans for safeguarding essential records are included. These plans outline how vital records, including data storage systems, are to be protected in the event of a disaster. Back up systems, archiving schedules, and maintenance are also addressed as needed in these plans.

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

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

### **Essential Facilities-Alternate Government Facilities**

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out. An alternate EOC has been identified and is discussed further in the "Alternate EOC Location & Description" section of this document.

**Continuity of Operations Plan**

The County is currently implementing a Continuity of Operations Plan (COOP) Program to further develop the County's plan for identification, planning, and preservation of Essential Functions, Key Personnel, Delegation of Authority, Vital Records, Systems, Equipment, Communications, Alternate Work Sites, and Training and Exercising to the plan.

## **CHAPTER FIVE: RECOVERY CONSIDERATIONS**

### **A. Recovery Operations**

#### **Concept of Operations**

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

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

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

#### **Phases of Recovery**

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the County's disaster response.

Structures that present public safety threats will be demolished and abated during short-term recovery operations.

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

- utility restoration
- expanded social, medical and mental health services
- re-establishment of County government operations
- transportation route restoration
- debris removal and clean-up operation
- abatement and demolition of hazardous structures

The major objectives of long-term recovery operations include:

- coordinated delivery of long-term social and health services
- improved land use planning
- an improved County Emergency Operations Plan
- re-establishing the local economy to pre-disaster levels
- recovery of disaster response costs
- effective integration of mitigation strategies into recovery planning and operations

The County will coordinate with special districts and private utility companies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. The County Mental Health Department will be requested

to coordinate and conduct Critical Stress Debriefings for emergency response personnel, DSWs, and victims of the disaster/event.

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

In coordination with the American Red Cross, shelter for disaster victims will be provided until housing can be arranged. Debris removal and clean-up operations are expedited during short-term recovery operations.

The goal of long-term recovery is to restore facilities to the extent possible. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.

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

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

Recovery programs will also be sought for individual citizens and private businesses. Redevelopment agencies will play a vital role in rebuilding commercial areas.

### **Recovery Operations Organization**

For the County, recovery operations will be managed and directed by the County Executive. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the County Executive and designated representatives. On a regularly scheduled basis, the County Executive will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The Emergency Services Director will assist the County Executive in facilitating and leading the recovery process. County departments will also be represented and responsible for certain functions throughout the recovery process.

### **Recovery Damage/Safety Assessment**

An Initial Damage Estimate (IDE) will be developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This will be followed by a detailed assessment of damage during the recovery phase by the County, cities, and special districts as needed. This detailed assessment will provide the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

The Planning Section of the Recovery Operations Organization will complete the detailed damage/safety assessment with input from sections as needed. The Operations Section will in most cases supply the detailed damage/safety assessment input.

### **Recovery Documentation**

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

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

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to roads, water control facilities, public buildings and related equipment, public utilities, facilities under construction, recreational and park facilities, educational institutions, and certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the County, cities, and special districts to collect documentation of these damages. The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

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

Documentation is key to recovering expenditures related to emergency response and recovery operations. For the County, cities, and special districts, documentation must begin at the field response level and continue throughout the operations of the Emergency Operations Center as the disaster unfolds.

### **After-Action Reporting**

SEMS requires any city, city and county, or county proclaiming a local emergency for which the governor proclaims a state of emergency to complete and transmit an After-Action Report (AAR) to OES within (90) days of the close of the incident period.

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

The AAR will serve as a source for documenting the County's emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

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

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

The Santa Clara County Office of Emergency Services will be responsible for the completion and distribution of the AAR, including sending it to the Governor's Coastal Region Office of Emergency Services within the 90-day period. Information will be incorporated from the cities and special districts as applicable. Data for the AAR will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent AAR instructions are available on RIMS.

The AAR is a public document and will be made available through the Santa Clara library system. The AAR will be written in simple language, well structured, brief and well presented, and geared to multiple audiences. (An example of the State Office of Emergency's After Action Report can be found in the Reference Section at the end of this document.)

### **Disaster Assistance Programs**

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

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

- individuals
- businesses (including agriculture interests)
- governments
- non-profit organizations

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

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

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

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



The following table provides a brief summary of disaster assistance available. Detailed discussions are contained in: "A Local Government Guide to Disaster Assistance" (Governor's OES) December 1995; and in "Disaster Assistance: A Guide to Recovery Programs" FEMA 229(4), November 1995.

### SUMMARY OF DISASTER ASSISTANCE AVAILABILITY

Assistance Available with a Local Proclamation	Assistance Available with a State Proclamation	Assistance Available with Presidential Declaration
<ul style="list-style-type: none"> <li><input type="checkbox"/> American Red Cross</li> <li><input type="checkbox"/> Mennonite Disaster Service</li> <li><input type="checkbox"/> Natural Disaster Assistance Act (NDAA) (with OES Director Concurrence)</li> <li><input type="checkbox"/> Assistance with Utilities</li> <li><input type="checkbox"/> Local Government Tax Relief</li> <li><input type="checkbox"/> Salvation Army</li> <li><input type="checkbox"/> US Small Business Administration Disaster Loans</li> <li><input type="checkbox"/> US Department of Agriculture</li> <li><input type="checkbox"/> Other Community and Volunteer Organizations</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Registration for Professional Engineers and the Contractor's License Board</li> <li><input type="checkbox"/> Department of Aging</li> <li><input type="checkbox"/> Natural Disaster Assistance Act (NDAA) (with OES Director Concurrence)</li> <li><input type="checkbox"/> Department of Motor Vehicles</li> <li><input type="checkbox"/> Department of Social Services</li> <li><input type="checkbox"/> Franchise Tax Board</li> <li><input type="checkbox"/> US Small Business Administration Disaster Loans</li> <li><input type="checkbox"/> State Board of Equalization</li> <li><input type="checkbox"/> Department of Insurance</li> <li><input type="checkbox"/> US Department of Agriculture</li> <li><input type="checkbox"/> Department of Veterans Affairs CALVET</li> <li><input type="checkbox"/> Prior Assistance Available with Local Declarations</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cora C. Brown Fund (Individual Assistance)</li> <li><input type="checkbox"/> Crisis Counseling Program</li> <li><input type="checkbox"/> Disaster Unemployment</li> <li><input type="checkbox"/> Temporary Housing Program</li> <li><input type="checkbox"/> Individual and Family Grant Program</li> <li><input type="checkbox"/> Internal Revenue Service Tax Relief</li> <li><input type="checkbox"/> Legal Aid</li> <li><input type="checkbox"/> Public Assistance</li> <li><input type="checkbox"/> Hazard Mitigation</li> <li><input type="checkbox"/> Veterans Affairs Assistance (Housing/Medical)</li> <li><input type="checkbox"/> Federal Financial Institutions</li> <li><input type="checkbox"/> Employment Development Assistance</li> <li><input type="checkbox"/> Prior Assistance with Local/State Declarations</li> </ul>

## **B. SHELTER OPERATIONS**

### **General**

In the event of a large-scale emergency or disaster, it may become necessary to shelter a substantial number of the Operational Area's population due to either evacuation or damage to residences.

### **Planning Assumptions**

1. Social Services will ensure shelters meet the minimum requirements of the Americans with Disabilities Act of 1990 (ADA).
2. Emergency preparedness planning considerations include; notification, evacuation, emergency transportation, shelter facilities, access to medications, refrigeration, and back-up power, access to mobility devices or service animals while in transit or at shelters, and information access.
3. Historically, in any given emergency the majority of the population forced from their homes will stay with friends/family, move out of the area, or will stay in hotels while the remainder will seek shelter.
4. Some evacuees may require specialized medical care found only in a hospital.
5. Large numbers of medically fragile evacuees may require transportation to/from shelter sites.

## **CHAPTER SIX: REFERENCES**

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

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

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

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

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

### **A. Federal**

Americans with Disabilities Act (ADA), 1990

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

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

National Response Framework (NRF), as amended

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

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

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

### **B. State**

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).

Standardized Emergency Management System (SEMS) Guidelines.

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

'Good Samaritan' Liability

California Emergency Plan, September 2005

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

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

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

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

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

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

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

California Master Mutual Aid Agreement, November 15, 1950

California Law Enforcement Mutual Aid Plan, 7<sup>th</sup> edition, January 2003

California Coroners Mutual Aid Plan, March 2006

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

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

Local Government, Article XI, of the Constitution of California

### **C. Local**

County of Santa Clara Ordinance Code, Division A8 (Civil Protection & Emergency Services)

## ACRONYMS AND ABBREVIATIONS

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

FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FOG	Field Operations Guide
FRC	Federal Response Center
GETS	Government Emergency Telecommunications System
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSGP	Homeland Security Grant Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MMAA	Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NDMS	National Disaster Medical System
NEIS	National Earthquake Information Service
NGO	Non-Governmental Organization
NHC	National Hurricane Center
NIC	NIMS Integration Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OHS	Governor's Office of Homeland Security
OMB	Office of Management and Budget (Federal)
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974

RACES	Radio Amateur Civil Emergency Services (See ACS)
REACT	Radio Emergency Associated Communication Team
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedure
SUASI	Super-Urban Area Security Initiative
TENS	Telephone Emergency Notification System
UASI	Urban Area Security Initiative
UC	Unified Command
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USGS	United States Geological Survey
VOAD	Voluntary Organizations Active in Disasters
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

## GLOSSARY OF TERMS

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

### A

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

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

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

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

**Agency:** An agency is a division of government with specific function, or a 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 Assistance:** Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

## **B**

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

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

**Base Flood Elevation (BFE):** The elevation for, which there is a one-percent chance in any given year that flood levels, will equal or exceed it. The BFE is determined by

statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

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

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

## C

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

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

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

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

**Casualty Collection Points (CCP):** See Field Treatment Sites

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## D

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

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

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

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

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other

considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## E

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

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

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

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

prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

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

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

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

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

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

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

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

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

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

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

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

**Emergency Public Information:** Information disseminated to the public by official sources during an emergency, using broadcast and print media. Emergency Public Information includes: (1) instructions on survival and health preservation actions to take

(what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

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

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

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

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

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

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

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

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

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

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

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

## F

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



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

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

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

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

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

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

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

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

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

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

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

**Flood Hazard Boundary Map (FHBM):** The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA; using the best flood data available at the time a community

enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

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

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

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

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

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

## G

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

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

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

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

## H

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

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

**Hazardous Material:** A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such

materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, 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 as well as sites that treat, store, and dispose of hazardous material.

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

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

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

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

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

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

I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary

information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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

## J

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

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

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

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

## L

**Landing Zone (LZ):** (See Helispot)

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

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

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

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

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

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

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

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

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

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

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

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

## **M**

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

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

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

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

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

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

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

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

**Medication Center:** See Point of Distribution (POD).

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

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

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

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

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

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

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

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When

activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services. Operational Area EOCs can also function as a Multi Agency Coordination Center.

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

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

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

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

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

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

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

## **N**

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

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

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



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

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

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

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

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

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

## O

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

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

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

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

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

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

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

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

## P

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

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

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

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

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

**Planning Zone:** A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility, such as a correctional institution.

Zoning simplifies the process of collecting and compiling data according to geographical location.

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

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

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

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

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

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

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

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

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

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

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

## Q

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

## R

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

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

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

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

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

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that

provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

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

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

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

**Regional Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

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

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

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

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

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

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

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

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

**Resources Unit:** Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the

impact additional responding resources will have on the incident, and anticipated resources needs.

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

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

## S

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Sub grantee:** An eligible applicant in federally declared disasters.

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

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

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

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

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote



automatic weather stations, infrared technology, and communications, among various others.

## T

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

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

**Team:** (See Single Resource.)

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

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

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

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

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

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

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

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

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized

as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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

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

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

## U

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

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

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

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

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

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

## V

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

## W

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

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

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CLARA  
AUTHORIZING THE ADOPTION OF NIMS AS THE  
COUNTY'S OFFICIAL ALL-HAZARDS  
INCIDENT RESPONSE SYSTEM**

**WHEREAS**, the President of the United States in Homeland Security Presidential Directive 5 "*Management of Domestic Incidents*" ("HSPD 5") directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System ("NIMS"), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

**WHEREAS**, HSPD 5 requires that Federal preparedness assistance funding for states, territories, local jurisdictions and tribal entities be dependent on NIMS compliance and on the adoption of NIMS by each jurisdiction as its official all-hazards incident response system; and

**WHEREAS**, in 1993 the State of California adopted a statewide Standardized Emergency Management System ("SEMS") for use by every emergency response organization within the State of California; and

**WHEREAS**, the County of Santa Clara uses the SEMS system, which substantially meets the objectives of the NIMS system; and

**WHEREAS**, the Governor of the State of California has issued Executive Order S-2-05 directing the development of a program to integrate the NIMS system, to the extent appropriate, into the state's emergency management system.

**NOW, THEREFORE, BE IT RESOLVED** that the County of Santa Clara will adopt and integrate NIMS as the County's official all-hazards incident response system to the extent appropriate and to the extent consistent with the State of California's emergency management system;

//

//

//

//

Resolution Authorizing the Adoption of NIMS as the  
County's Official All-Hazards Incident  
Response System

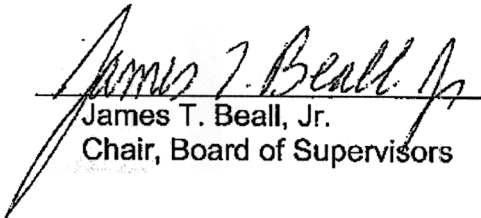
BE IT FURTHER RESOLVED THAT a copy of this resolution shall be forwarded to the Governor's Office of Emergency Services.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California on October 3, 2006, by the following vote:

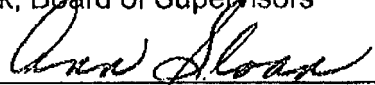
AYES: Supervisors ALVARADO, BEALL, GAGE, KNISS, MCHUGH

NOES: Supervisors NONE


ABSENT: Supervisors NONE

  
James T. Beall, Jr.  
Chair, Board of Supervisors

PHYLLIS PEREZ  
Clerk, Board of Supervisors

  
Ann Sloan  
Chief Deputy Clerk  
of the Board of  
Supervisors

Approved as to Form and Legality:

  
Theresa J. Fuentes  
Deputy County Counsel

Resolution Authorizing the Adoption of NIMS as the  
County's Official All-Hazards Incident  
Response System

*Before the Board of Supervisors in and for the  
County of Santa Clara, State of California*

**Resolution No. xx - yyy** )  
Proclamation of a Local Emergency )  
Within Santa Clara County, California .....)

This Resolution is made with reference to the following facts and circumstances:

- A. The California Emergency Services Act (Government Code section 8550, et seq.) establishes procedures for proclaiming emergencies and for responding promptly to the needs that arise during emergencies; and
- B. Government Code section 8630 authorizes the proclamation of a local emergency by the Board of Supervisors whenever Santa Clara County is affected or likely to be affected by a public calamity; and
- C. The Board of Supervisors has been requested by the County Executive Officer to proclaim the existence of a local emergency due to [describe conditions which warrant proclamation of a local emergency], and
- D. The Board of Supervisors finds that:
  - 1. Conditions of extreme peril to property have arisen within Santa Clara County, California as the result of [insert cause here]; and
  - 2. [Narrate the general who, what, when, where, and how of the emergency]; and
  - 3. The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County of Santa Clara alone and require the combined forces of other political subdivisions to combat; and
  - 4. The above-referenced conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED that the Santa Clara County Board of Supervisors as follows:

- 1. This Board hereby proclaims that a local emergency, as defined in Government Code 8558(c), now exist throughout Santa Clara County, California by reason of the foregoing recitals.
- 2. During the existence of said local emergency the powers, functions, and duties of the County Administrative Officer and the Emergency Organization of this County shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Santa Clara in order to mitigate the effects of said local emergency.
- 3. The local emergency shall be deemed to continue until its termination is proclaimed by the Santa Clara County Board of Supervisors.

PASSED AND ADOPTED this [*n<sup>th</sup>*] day of [*Month*], [*Year*], upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and carried by the following vote, to wit:

AYES: Supervisors

NOES:

ABSENT:

I, PHYLLIS PEREZ Clerk of the Board of Supervisors of the County of Santa Clara, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book \_\_\_\_\_, on \_\_\_\_\_, [*Year*].

Dated:

PHYLLIS PEREZ Clerk of the Board of Supervisors,  
County of Santa Clara, State of California

By



**County of Santa Clara  
Office of Emergency Services**

55 West Younger Avenue, Suite 450  
San Jose, CA 95110-1721

408.808.7800 • Fax 408.294.4851

[www.sccgov.org](http://www.sccgov.org)