



NEVADA COUNTY
and
NEVADA OPERATIONAL AREA

EMERGENCY OPERATIONS
PLAN

June 28, 2011

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Letter of Promulgation

Date June 28, 2011

This Emergency Operations Plan (EOP) updates and replaces the December, 2003 EOP, and provides the guidelines needed for emergency response planning, preparation, training and execution throughout Nevada County. Adherence to the plan will help ensure the preservation of life, property and the environment during natural disasters and emergencies as well as in manmade incidents. A thoroughly tested and exercised plan executed by knowledgeable, well-trained professionals, other public employees and volunteers can and will help mitigate the effects of small incidents and large disasters alike.

The emergency services organization (ESO), its membership comprised of staff from County Departments, is assigned responsibilities consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The plan provides guidance for the ESO as well as for specific County departments and agencies which, in turn, should, as necessary, develop internal plans, procedures and protocols to ensure their ability to meet assigned tasks. Since all employees are subject to being designated Disaster Service Workers per the California Labor Code, all public employees should become familiar with the concepts of emergency response/emergency management and be prepared to act quickly, day or night, to help mitigate the impacts of a natural disaster or emergency incident. Parts of this plan are routinely exercised, and pertinent portions reviewed and revised based on exercise results. In addition, comments from after-action reviews of actual incidents will be incorporated when and where necessary. The Emergency Operations Plan is the tool with which we ensure we meet the public safety needs of Nevada County.

The Board of Supervisors fully supports this plan and urges all Nevada County employees, departments and agencies as well as Cities and Special Districts to become familiar with it, prepare internal plans and procedures, and be prepared to help friends, neighbors, businesses and visitors during any natural disaster or emergency occurring in the unincorporated County, in one of our cities, or in any neighboring County in need of assistance. We are confident that when most needed, you will rise to the challenge.


Chair, Board of Supervisors

DISTRIBUTION

Agency	Agency
<i>Board of Supervisors</i>	<i>Fire Departments and Districts</i>
Ea Supervisor, Districts 1-5	Cal Fire
	Higgins Fire Protection District
<i>Departments and Staff</i>	Nevada County Consolidated Fire District
Agriculture Commissioner	North San Juan Fire Protection District
Airport	Ophir Hill Fire Protection District
Assessor	Peardale-Chicago Park Fire Protection District
Auditor-Controller	Penn Valley Fire Protection District
Behavioral Health	Rough and Ready Fire Protection District
Building Inspection	Sierra Nevada Memorial Hospital
Child Support Services	Truckee Fire Protection District
Clerk of the Board	Washington Volunteer Fire Department
Clerk-Recorder	
Collections Department	<i>Law Enforcement</i>
Community Development Agency	Grass Valley Police Department
County Counsel	Nevada City Police Department
County Executive Office	Nevada County Sheriff's Department
Department of Social Services	Truckee Police Department
District Attorney	
Environmental Health	<i>Others:</i>
Farm Advisor	American Red Cross – North Eastern California
Health and Human Services	American Red Cross – Capital Region
Human Resources	California Emergency Management Agency
Information and General Services	CVMA Disaster Response Group – Nevada County
Library	CHP (Grass Valley, Truckee)
Probation	Grand Jury
Public Defender	LAFCO
Public Health	Nevada Cemetery District
Public Works	Nevada County Fire Safe Council
Sanitation	Nevada County Superintendent of Schools
Superior Court	Nevada Irrigation District
Treasurer-Tax Collector	S-SV EMSA
	Sierra Nevada Memorial Hospital
<i>Cities</i>	Tahoe Forest Hospital
Grass Valley	Tahoe National Forest
Nevada City	Tahoe-Truckee Unified School District
Truckee	Truckee Cemetery District
	Truckee Donner Public Utility District
	Truckee Recreation and Park District
	Truckee Sanitary District

ABBREVIATIONS and ACRONYMS

AAR	After Action Report
ALS	Advanced Life Support
AMR	American Medical Response (Ambulance Company)
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BLS	Basic Life Support
BT	Bio-Terrorism
CALCOORD	CA On-Scene Emergency Coordination Radio Frequency (156.0750)
CAL EMA	CA Emergency Management Organization
CAL FIRE	CA Department of Forestry and Fire Protection
Caltrans	CA Department of Transportation
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCC	California Citizens Corps
CCR	CA Code of Regulations
CDC	Centers for Disease Control and Prevention
CDF	Old Abbreviation for CAL FIRE (no longer in use)
CDPH	CA Department of Public Health
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CGC	CA Government Code
CHEMPACK	Chemical Pack (Nerve agent antidotes)
CHEMTREC	Chemical Transportation Emergency Center
CHP	CA Highway Patrol
CLETS	CA Law Enforcement Teletype System
CST	Civil Support Team
CVMA	CA Veterinary Medical Association
CWPP	Community Wildfire Protection Plan
DAT	Damage Assessment Team
DHS	Department of Homeland Security (Federal)
DHV	Disaster Health Care Volunteers
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPW	Department of Public Works
DSW	Disaster Service Worker
EAP	Emergency Action Plan
EAS	Emergency Alert System
EBS	Emergency Broadcast System
ECC	Emergency Command Center
EDIS	Emergency Digital Information System
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMI	Emergency Management Institute (Federal)
EMMA	Emergency Management Mutual Aid
EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal

EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ESF	Emergency Support Function (a FEMA term)
ESO	Emergency Services Organization
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRF	Federal Response Framework
GIS	Geographic Information System
G&T	Grants and Training Office of DHS
GPS	Global Positioning System
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response
HEPA	High Efficiency Particulate Air
HHS	Health and Human Services
HRSA	Health Resources and Services Administration
HRT	Hazmat Response Team
HSGP	Homeland Security Grant Program
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
IRT	Incident Response Team
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
LAC	Local Assistance Center
LEPC	Local Emergency Planning Committee
LETPP	Law Enforcement Terrorism Prevention Program
LFA	Lead Federal Agency
LHMP	Local Hazard Mitigation Plan
MACS	Multi-Agency Coordination System
MCI	Multi-Casualty Incident
MDC	Mobile Data Computer
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NCDEH	Nevada County Department of Environmental Health
NDMS	National Disaster Medical System
NFA	National Fire Academy
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NRT	National Response Team

NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
ODP	Office for Domestic Preparedness (FBI)
OES	Office of Emergency Services
OHS	Office of Homeland Security (State)
OSHA	Occupational Safety and Health Administration (Federal)
PA	Public Assistance
PAO	Public Affairs Officer
PAPR	Powered Air Purifying Respirator
PC	Penal Code
PHS	Public Health Service
PHO	Public Health Officer
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point)
RACES	Radio Amateur Civil Emergency Services
R&D	Research and Development
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SAP	Safety Assessment Program
SAR	Search and Rescue
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SEMS	Standardized Emergency Management System
SET	Special Enforcement Team (aka SWAT)
SNS	Strategic National Stockpile (Pharmaceuticals)
SWAT	Special Weapons and Tactics
TTX	Table Top Exercise
UC	Unified Command
USAR	Urban Search and Rescue
USBR	US Bureau of Reclamation
USC	US Code
USDA	US Department of Agriculture
USFA	US Fire Administration
USFS	US Forest Service
USGS	US Geological Survey
VA	Veterans Affairs
VIPS	Volunteers in Police Service
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction

NEVADA COUNTY AND NEVADA OPERATIONAL AREA

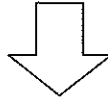
“QUICK PLAN”



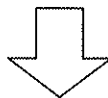
The Quick Plan is an overview of typical emergency response operations, a list of initial responsibilities and activities for all Nevada County departments, agencies and personnel, and the initial actions of the Emergency Services Organization (ESO) in an emergency.

A TYPICAL EMERGENCY

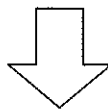
A natural or man-made emergency occurs



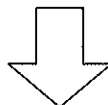
**"First Responders" e.g., Fire, Law Enforcement, Hazmat,
Ambulance Services are Dispatched to the Scene**



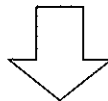
**Office of Emergency Services is Notified by the Nevada County Sheriff Dispatch or the
Grass Valley ECC Dispatch and
Begins Information Gathering**



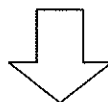
**Pertinent Members of the Emergency Services Organization
are Activated and Report to the Emergency Operations Center (EOC)**



**Extended Response Operations in the Field - County Support of
Field Operations is Coordinated in the EOC**



Recovery Operations (Recovery Task Force is convened with ESO representation likely)



After Action Review and Report

EMERGENCY INCIDENT - INITIAL ACTIONS

If an incident or event is imminent or has just occurred:

- ☐ Make personnel/staff notifications in accordance with agency procedures.
- ☐ Verify the safety and status of co-workers and the public in your immediate area.
- ☐ Ensure security of your facility and all public property, if possible.
- ☐ Review this plan, your agency procedures, and begin information gathering.
- ☐ Execute initial tasks and checklist activities, and assist as necessary.
- ☐ Continue normal departmental operations, if possible, for unaffected area of the County

If you are designated for or assigned to the Emergency Services Organization:

- ☐ Report to the Emergency Operations Center and activate your workstation.
- ☐ Verify communications and develop situation status for your assigned discipline
- ☐ Review all pertinent position checklists in the ESO Procedures Guide in the EOC
- ☐ Maintain section/department/agency status - anticipate further response needs
- ☐ Respond to requests for information, action or coordination
- ☐ Anticipate requirements, keep updated and plan ahead

INITIAL INCIDENT RESPONSE

A Typical Situation: A natural disaster or man-made emergency incident occurs in or adjacent to the County affecting multiple political jurisdictions. It is of such a size or magnitude that all or a portion of the Emergency Services Organization (ESO) must be activated. ESO designees from the County Staff are contacted to report to the Emergency Operations Center (EOC) to begin managing support of the incident. First responders (fire, law and emergency medical services) are already on-scene or enroute to the incident site.

Remember - EACH INCIDENT IS UNIQUE – The procedures, assumptions, activities and responsibilities outlined in this plan must be adjusted to the actual situation on the ground.

1.0 ASSUMPTIONS

- ◆ The ESO is familiar with this plan, the CA Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the Incident Command System (ICS), and EOC procedures.
- ◆ At the incident site(s), Incident Command(s) (IC) has (have) been established. Discipline-specific mutual aid resources have already been requested and are either on-scene or enroute.
- ◆ Nevada County has dispatched liaisons to the incident (s) and a situation report on the general conditions of the incident has (have) been received at the EOC.
- ◆ The incident is still manageable, i.e., mitigation of the emergency through application of SEMS/NIMS and ICS principles and procedures, with support from “cooperating agencies,” can still be effected.
- ◆ ***Much of the county remains unaffected by the incident and still expects normal or routine government services to be provided without interruption.***

2.0 INITIAL ACTIVITIES - DEPARTMENTS AND AGENCIES

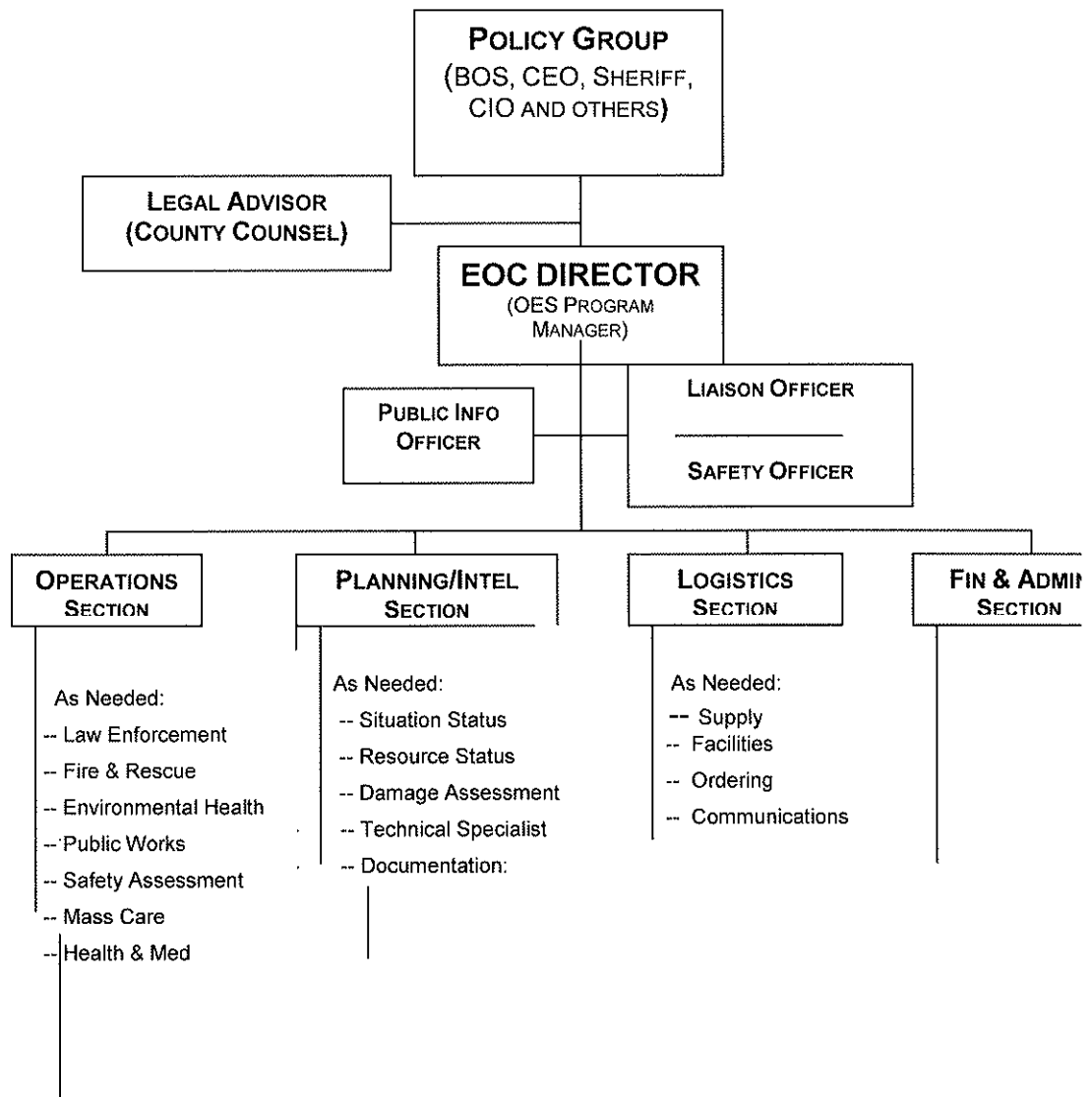
- Initiate department or agency emergency response or support procedures.
- Provide assistance to the emergency while continuing to support normal department functioning for those unaffected.
- Promulgate information to customers or the public on curtailed activities.
- Verify/establish communications with remote departmental sites and individuals.
- Open and maintain an incident log for each subordinate agency or office working on the incident.
- Notify the EOC of any limited or non-functioning department capability that could affect response and recovery operations.
- Be prepared to execute additional tasks as determined by the ESO.
- *County first responder departments and agencies, i.e., the Sheriff's Office, Environmental Health, are responding as noted above.*

3.0 INITIAL ACTIVITIES - EOC DIRECTOR & OFFICE OF EMERGENCY SERVICES (OES)

- Provide liaison to the Incident Command Post (ICP), as appropriate.
- Assess life-threatening issues as well as the nature, scope and estimated impacts of both the event and the available County response resources.

- ❑ Request Nevada County Information Systems (IS) assistance through the 24 hour Help Desk.
- ❑ Coordinate with County Counsel for a *Proclamation of Local Emergency* if incident exceeds or appears to exceed capability of County resources to manage.
- ❑ Identify/notify all agencies or county staff with jurisdictional or functional responsibility for any aspect of the incident and ensure their representation in EOC. Think worst case and direct staff to report to EOC as soon as possible.
- ❑ Review the Hazardous Material Area Plan if necessary.
- ❑ Determine the level of any additional County response or support needed/requested and notify staff and functional representatives (law, fire, EH, etc.).
- ❑ Identify specific ESO, Department or other staff if needed to provide emergency management specific staffing, e.g., Operations or Planning Section Chiefs. If not available within the County, request emergency management mutual aid (EMMA) through the CAL EMA Inland Regional Operations Center (REOC).
- ❑ Contact GIS and request electronic and printed maps of the area(s) involved, areas that may be exposed, and critical areas of concern
- ❑ Compile initial list of damages and establish damage assessment priorities. Damages include that to property and the environment as well as injuries and death.
- ❑ Apprise ESO of initial incident status and develop update briefing schedule.
- ❑ Identify all assisting and cooperating agencies (non-County, Non-Governmental Organizations (NGO) and CAL EMA) to ensure their representation in the EOC.
- ❑ Consider potential social, environmental, political, cultural or economic issues.
- ❑ Estimate incident duration in hours, days or weeks to ensure necessary staff, financial and resource availability.
- ❑ Coordinate with PIO and others for preparation of press releases.
- ❑ Activate EOC access control, security and check-in procedures, if necessary.
- ❑ Ensure emergency services coverage of unaffected areas of the County. Maintain a capability or a plan for support of additional incidents.
- ❑ Document mutual aid requests and on-order mobilization of resources.
- ❑ Ensure procedures for reporting of injuries and claims are in place and reports are provided as requested.
- ❑ Delegate authority for provision of extraordinary logistical needs of the incident (water, food, fuel, shelters, ambulances, etc.) and for support of the EOC.
- ❑ Obtain local and regional weather forecasts, as necessary.
- ❑ Conduct other actions necessitated by peculiarities of the incident(s).

EMERGENCY SERVICES ORGANIZATION (ESO)



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PART I - BASIC PLAN**1.0 GENERAL**

This Emergency Operations Plan or "EOP" delineates the preparation for, emergency response to and recovery from the effects of a natural disaster or a manmade incident occurring wholly within or affecting any unincorporated area of Nevada County. Throughout the plan are numerous references to those times and incidents where the County will function as an Operational Area (OA), which the California Emergency Services Act defines (for each county in California) as "...an intermediate level of state emergency management organization, consisting of the county and all political subdivisions within the county area." When functioning as an OA, Nevada County is authorized to coordinate emergency activities with its cities, towns, special districts, etc... However, at all times, political subdivisions such as cities, towns, special districts, etc. maintain their legal jurisdictional authorities. Additionally, an OA serves as a link in the communications system between all political subdivisions and the State.

1.1 PURPOSE OF THE EOP: Delineate responsibilities of First Responders (fire and law) and other response support organizations, e.g., Department of Public Works, Environmental Health, etc. for natural disasters and manmade emergency incidents in Nevada County. Establish the Nevada County Emergency Services Organization (ESO) to support initial and extended response and to direct recovery from emergencies in or affecting the unincorporated County or the OA. Mitigate future disasters and emergency incidents.

1.2 OBJECTIVES OF THE EOP:

- To assign responsibilities and establish procedures required to ensure the health and safety of the population, preservation of public and private property, and maintenance of the natural environment against the adverse affects of natural disasters or man-made emergencies.
- To delineate the emergency management concept for preparedness, response, recovery, and mitigation.
- To establish the emergency services organization (ESO) that supports a field response (by *first responders*) in the unincorporated areas of the County or as necessary, in the entire OA.
- To provide methods and considerations for the conduct of emergency management.
- To provide guidance for mitigating emergencies and disasters in the unincorporated area of Nevada County and the entire OA, as necessary.
- To facilitate multi-agency/multi-jurisdictional coordination.
- To support State, regional and adjacent county emergency plans as well as those of all cities, towns, special districts, etc. within Nevada County.
- To provide departments and agencies having assigned responsibilities the guidance needed to develop internal standard operating procedures, checklists, maps, contact lists, etc.
- To provide operational information with which to train emergency response personnel and staff.
- To identify expected responsibilities of and support normally to be provided by cities and special districts during any OA coordinated response.
- To establish lines of authority and coordination for direction, management, mitigation and remediation activities.

- To facilitate processes for requesting, receiving and providing mutual aid.
- To outline assistance available from State and Federal agencies, e.g., the National Guard, FBI, CHP, or CALTRANS, and the methods for requesting same.

1.3 SCOPE OF THE EOP

The policies, directives, tasks, and provisions of this plan are applicable to all Nevada County employees, departments and agencies, and any non-county organization or entity responding to an incident mutual aid or as a cooperating agency during a declared emergency in which Nevada County is acting as the OA.

This plan is applicable to any natural disaster or manmade emergency occurring in or in the proximity of Nevada County that affects or may affect the unincorporated area of the County (or the entire operational area should response require coordination of the emergency response efforts of multiple agencies or jurisdictions). Emergency events range from minor oil spills, brush fires and minor flooding to severe winter storms, floods, wildland fires and earthquakes with potentially catastrophic long-term public safety, economic, social and political implications.

Response to any specific incident or event ranges from monitoring events and answering phone queries to complete activation of the ESO and opening/operating the EOC. All responsibilities and organizational tenets of the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and in the field, the Incident Command System (ICS) are fully integrated into this plan.

1.4 ORGANIZATION OF THE EOP: The plan is divided into three parts:

- **Part I - Basic Plan**
Provides the organization, responsibilities and concept of operations of the Emergency Services Organization, and delineates responsibilities for each County Department, agency, office and individual in response to and recovery from a natural disaster or manmade incident.
- **Part II - Functional Plans and Threat Annexes**
These provide additional information to that contained in the Basic Plan and additional assumptions, unique planning criteria and specific procedural changes necessary for management of certain situations, e.g., a public health emergency, a search and rescue, or a hazardous materials incident.
- **Part III - EOC Procedures and ESO Position Descriptions**
Part III comprises the standard operating procedures for the flow of information and data within the EOC, as well as position descriptions and checklists for each position in the Emergency Services Organization.

2.0 AUTHORITIES and REFERENCES

2.1 Federal Authorities

- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Response Framework
- National Incident Management System

2.2 State Authorities

- Chapter 7 of Division 1 of Title 2 California Emergency Services Act
- Chapter 7.5 of Division 1 of Title 2 California Disaster Assistance Act
- California Code of Regulations (CCR) Title 19, Division 2 (Standardized Emergency Management System)
- California Disaster and Civil Defense Master Mutual Aid Agreement, November 15, 1950

2.3 County Authorities

- Nevada County Code, Chapter III: Emergency Services

2.4 References

2.4.1 FEDERAL

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

- *Fire Suppression Assistance Handbook* (DAP 4)

2.4.2 STATE

- A Guide for Establishing a Local Assistance Center
- California State Emergency Plan
- California Multi-Hazard Mitigation Plan
- California Master Mutual Aid Agreement
- Disaster Recovery and Mitigation Handbook
- Disaster Service Worker Volunteer Program (DSWVP) Guidance
- Emergency Planning Guidance for Local Government
- Emergency Management in California
- Heat Contingency Plan
- Legal Guidelines for Flood Evacuation
- Local Government Guide for Emergency Proclamations
- Mobilization Centers: SEMS Guide for State & Local Government
- Recovery Manual
- Risk Communication Guide for State and Local Agencies

3.0 EMERGENCY ASSUMPTIONS, PRIORITIES, AND OBJECTIVES

3.1 ASSUMPTIONS

(NOTE: This plan recognizes that there may be multiple incidents occurring simultaneously and applies equally to each incident, as needed.)

- The ESO is familiar with this plan, the CA Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the Incident Command System (ICS), and EOC procedures.
- At the incident site, Incident Command (IC) has been established. Some mutual aid has been requested and is either on-scene or enroute.
- Nevada County has dispatched liaison to the incident and situation reports have been received at the EOC.
- The incident is still manageable, i.e., mitigation of the emergency through application of SEMS/NIMS and ICS principles and procedures, with support from "cooperating agencies," can still be effected.

- ***Much of the county remains unaffected by the incident and still expects routine government services to be provided without interruption.***
- Multi-agency or multi-jurisdictional response occurs for most significant emergency incidents and disasters. ICS is implemented, and unified command methodology is in use in the field response.
- Emergency incidents and disasters of significant size generate widespread media and public interest and managing requests for information is a significant task for all responding agencies and the County.
- Large-scale incidents/disasters pose a serious long-term threat to public health, property, the environment, and the local economy.
- Incidents/disasters require response personnel and resources from county agencies, other political jurisdictions in the OA, and possibly from state and federal agencies for a longer period than a single 12-hour operational period.

3.2 MANAGEMENT PRIORITIES

Emergency management priorities are, in order:

- Initiate support measures and maintain readiness to protect human life and safety, property, and the environment, in priority order
- Eliminate or secure hazards and prevent additional casualties or damage.
- Coordinate interagency issues of emergency management priorities, strategies and policies.
- Prioritize resource allocation, if needed.
- Promulgate public safety information.
- Provide for continuity of government and continuity of operations.
- Initiate and sustain recovery operations.

3.3 RESPONSE AND RECOVERY OBJECTIVES

3.3.1 Initial Response Objectives

- The ESO is activated in a timely manner.
- Adjacent counties, cities/towns and other government agencies, CAL EMA and others are notified, as necessary.
- Requests for mutual aid, if warranted, are submitted.
- Proclamation of Local Emergency is being prepared, if necessary.
- Safety assessments for County infrastructure are started.
- Financial systems are in place to capture cost data.
- Situation reports, work schedules, compensation provisions, and other pertinent matters are being developed for affected County employees.
- Restoration priorities (utilities, roads, bridges, etc.) are established and emergency repairs initiated.
- Coordination of extended ESO operations is ongoing.

3.3.2 Extended Response Objectives

- Damage assessments, emergency repairs, public information announcements, and liaison with external agencies are on-going.

- Disaster assistance requests are solicited and submitted to state and federal agencies.
- Restoration priorities are redefined or reset.
- Emergency finances are reviewed and adjusted to meet response and recovery priority needs.

3.3.3. Initial Recovery

- Initial assessment of losses and estimated costs for repair and replacement are being completed for either Individual Assistance (IA) or Public Assistance (PA)
- Need for hiring additional staff is determined, recruitment process initiated, and emergency employment policies adopted, if warranted.
- Vendor agreements are completed to ensure service and supply needs.
- Need for maintaining ESO in addition to normal County functions and services is evaluated.
- Post-event critique is conducted and After Action Report (AAR) started.

3.3.4 Long-Term Recovery

- Permanent repair/reconstruction of damaged facilities and systems is initiated.
- Approximate reimbursements from insurance and other sources of financial assistance are computed and a determination is made as to how residual costs will be financed
- Normal County functions and services returning to full pre-event levels.
- Liaison is maintained with external agencies as long as is needed.

4.0 CONCEPT OF OPERATIONS

4.1 GENERAL

County employees and agencies act on little or no notice to support the response to emergencies. Emergency operations address the entire spectrum of contingencies ranging from the relatively minor, such as short-duration utility failure, to large-scale disasters such as earthquakes, wildland fires, floods, or terrorism incidents.

All public fire and law enforcement and emergency medical personnel are "first responders" to an incident and take immediate action to mitigate damage, destruction or threat of death. County staff departments and agencies provide **support** to the incident, while continuing to provide normal services to those left unaffected. Departmental and agency support of an incident is accomplished most often through temporary delegation of a number of personnel to occupy and act in SEMS/NIMS emergency management organization positions (see paragraph 6.3), or through provision of additional or specialized equipment and supplies, additional working hours, temporary hiring, or providing additional "shift" personnel, etc.

The California Labor Code, states that upon declaration of a local emergency all County employees are designated "Disaster Service Workers" and may be required to perform emergency response tasks for the duration of an incident.

Most emergencies occur with no advance warning, but efficient mobilization and deployment of resources can minimize adverse effects. Therefore it is imperative that all public employees, especially those in the ESO, be familiar with these response procedures, priorities, organization and expectations.

4.2 EMERGENCY MANAGEMENT PHASES

There are four phases of emergency management. Each department, agency, and individual employee, should focus on those items within the "preparedness" phase and take necessary action to prevent or mitigate effects of any disaster, emergency event or terrorist incident response. The four phases are:

- Preparedness - getting ready
- Response - responding to an actual or potential emergency
- Recovery - restoring the impacted area to its pre-event condition
- Mitigation - reducing or preventing the effects of future disasters

4.2.1 Preparedness

Preparedness comprises activities taken *prior to* an emergency/disaster in order to reduce its impact and resource commitment. These activities fall into two basic areas:

- **Readiness:** Creating a response framework and knowledge base to help mitigate effects of an incident. Examples are:
 - General and specialized training
 - Development of plans, procedures, guidelines, checklists
 - Hazard analysis
 - Development of mutual aid agreements
 - Conduct of exercises
 - Improvement of emergency Information Technology (IT) and communications systems
- **Capability:** Acquisition of personnel and tools necessary for actual work, including (but not limited to):
 - Vehicles
 - Communications equipment
 - Identification vests
 - Reference materials
 - Medical equipment
 - Personal protective equipment

4.2.2 Response

- **Increased Readiness:** When a disaster or emergency is likely or inevitable, action is taken to protect lives and property. As an emergency situation develops or threatens, employees and agencies, initiate those actions that will mitigate the effects of the emergency but will certainly increase the ability to effectively respond. Events, either

in the County or in neighboring areas, that may trigger *increased readiness* include:

- Credible earthquake prediction.
 - Flood advisories or other special weather warnings.
 - Sustained conditions conducive to fire, such as a combination of high heat, strong winds, and low humidity.
 - Severe winter weather with heavy precipitation or snowfall.
 - Suddenly deteriorating international situation that could lead to increased likelihood of terrorist attacks in the United States.
 - Information or circumstances indicating the potential for acts of violence or civil disturbance.
 - Acts of violence or terrorism involving chemical, biological, nuclear, explosives, or Weapons of Mass Destruction (WMD).
 - Nationally established threat levels.
- *Increased readiness* actions may include:
 - Briefings to Board of Supervisors, Department Directors as well as City Councils, City Managers, Special District officials, etc.
 - Validating/updating emergency operations plans and SOPs
 - Increasing public information
 - Accelerating training
 - Testing warning and telecommunication systems
 - Warning threatened elements of the population
 - Initiating evacuation and movement operations
 - Mobilizing response personnel and pre-positioning resources
 - Vaccinating against specific bio-hazards
 - Activating the EOC or department operations centers
 - Initiating communications and reporting with response organizations, cities, regional operations centers, CAL EMA, and neighboring jurisdictions.
 - **Initial Response:** Priorities for the initial response to an emergency situation are, in order: saving lives; protecting property; and minimizing the effects of the emergency or disaster on the environment. Response operations are accomplished within the affected area by first responders or by segments of the private sector with which agreements and plans have been completed, and by other governmental agencies from outside the County under terms of mutual aid agreements.

Emergency operations undertaken during this phase include:

- Disseminating warnings and emergency public information
- Conducting evacuation and/or rescue operations
- Treating and caring for casualties
- Conducting initial damage surveys and assessments
- Providing mass care and shelter for displaced persons
- Coordinating with local organizations representing people with disabilities
- Restricting movement of people and traffic

- Denying access to affected areas
 - Developing and implementing formal Action Plans.
- **Extended Response:** The continued coordination and management of personnel and resources responding to an emergency and facilitation of the transition to recovery operations. Mutual aid may also be requested during this phase.

Examples of actions taken during *extended response* operations:

- Preparing detailed damage assessments
- Operating mass care facilities
- Protecting, controlling, and allocating vital resources
- Conducting coroner operations
- Refining Incident and Action Plans for extended operations (beyond the first 24 hours).

4.2.3 Recovery

Recovery is the restoration of services and returning of the affected area to its pre-emergency condition. Operations range from restoration of essential utilities, to measures to preclude future manmade emergencies or to mitigate effects of natural disasters. Examples:

- Restoring essential public services (water, electricity, gas, etc.)
- Establishing and staffing Disaster Recovery Centers (DRC) and Local Assistance Centers (LAC)
- Disseminating disaster assistance information to the public
- Applying for state and/or federal assistance
- Conducting hazard mitigation surveys and executing mitigation measures

4.2.4 Mitigation

Mitigation is defined as making something less harsh, or less severe – the steps and actions taken outside of a response that lessen any future impact of a threat such as a fire, flood, or terrorist activity, etc.

Creating fire breaks in densely forested areas, building flood walls or clearing stream beds are examples of mitigation measures. As the nature of these activities indicates, they are not actions undertaken during an emergency, but in fact, they are often undertaken during the “preparedness” phase of a disaster. As such, they are not discussed specifically herein; Mitigation measures and projects of some size are detailed in the Nevada County Multi-Hazard Mitigation Plan.

4.3 CONTINUITY OF GOVERNMENT (COG)/CONTINUITY OF OPERATIONS (COOP)

4.3.1 General

A natural disaster or large terrorist attack could result in great loss of life and the destruction of personal and governmental property and facilities. It may include injury or death of government officials; the partial or

complete destruction of seats of government; or the destruction of public and private records essential to operations of government and industry.

Ensuring the “continuity of governance” (COG) or *the provision of the full range of governmental services of the three branches of government (judicial, legislative, and executive) at all levels* begins with prepared schemes for the succession of government officials, and the designation and provisioning of alternate seats of government. In addition, provisions must be put in place for alternate leadership or management of individual public/governmental offices and for designating and preparing alternate sites from which to work. Finally, locations from which to manage any extraordinary emergency response i.e., alternate emergency operations centers, must be identified and prepared.

In cases where government facilities and work spaces are compromised, employees will move to alternate locations and continue work, albeit at a reduced capacity. However, in a public health incident such as a virulent pandemic, the facilities may remain intact while employees are in short supply. In the immediate aftermath of either a physical incident or public health event, government has the implicit responsibility of ensuring preservation of law and order and maintaining government functions and services to the fullest extent possible. Hence the requirements for a detailed continuity of operations (COOP) plan. Annex A is a more complete explanation, concept and delineation of responsibilities for both type incidents.

4.3.2 Succession of Board of Supervisors

If a declared emergency is of a catastrophic event of such magnitude and the emergency results in a Board member being deceased, missing, or so seriously injured as to be unable to perform his or her duties, each member of the Board may designate, pursuant to Government Code Section 8635, in advance, such standby officers to serve when the Board member is unable to serve.

4.3.3 Alternate County Seat

- The Eric Rood Administration Center is the main seat of government for Nevada County.
- If the Eric Rood Administration Center is not available during an emergency, Board meetings and other Board functions will shift to an alternate site.
- The most suitable alternate sites will depend on the nature of the emergency. Board members and Standby Board members will be advised whether to report to the Eric Rood Center or to an alternate site when notified of the emergency.

4.3.4 Succession of Director of Emergency Services

In the event of the death, serious injury or incapacity of the Director of Emergency Services, during an emergency, the following officer shall

assume the duties, powers and responsibilities of the Director of Emergency Services in the following order:

- OES Program Manager
- Nevada County Sheriff
- Director of Community Development Agency

5.0 HAZARD ANALYSIS

The Multi-Jurisdiction, Multi-Hazard Mitigation Plan for Nevada County is a multi jurisdictional plan that identifies the goals, objective and measure for hazard mitigation and risk reduction to make Nevada County's communities and special districts less vulnerable and more disaster resistant and sustainable.

To review a copy of the DMA 2000 Multi-Jurisdiction, Multi-Hazard Mitigation Plan for Nevada County, contact the Nevada County OES at oes@co.nevada.ca.us or go to the Nevada County OES website: <http://www.mynevadacounty.com/oes/>

6.0 EMERGENCY SERVICES ORGANIZATION

6.1 PARTICIPATION

County Code delineates an *emergency organization* comprising all officers and employees of Nevada County, groups, organizations, individual volunteers, organizations and persons who are either by agreement or by law charged with duties incident to the protection of life and property during an emergency.

6.1.1 Emergency Services Organization (ESO)

The ESO is normally only activated during emergency response operations and serves as the on-call organization tasked specifically to manage the OA response to a disaster or incident. It is structured in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Working from the Emergency Operations Center (EOC) at the Eric Rood Administrative Center in Nevada City, the ESO comprises (1) the CIO in as prescribed by Resolution as the Director of Emergency Services, (2) the OES Program Manager, and (3) a staff organized along SEMS and NIMS guidelines, (4) representatives of responding organizations (fire, law, hazmat, etc.), as well as (5) selected representatives of affected special districts, state and federal agencies, as well as businesses and professional organizations, as necessary.

The Director of Emergency Services ensures that the ESO:

- Coordinates efficient support of field operations through centralized management of County resources during response and recovery.
- Acts, with representation from County jurisdictions, as a policy-making body and sets priorities for support.

- Provides a single point for resource allocation prioritization and ordering. And a single source of information during an emergency.

6.1.2 Director of Emergency Services

The County Chief Information Officer (CIO) is the Director of Emergency Services. The OES Program Manager is appointed by the Director to provide full-time executive oversight and direction during an incident or disaster.

6.1.3 Program Manager, Office of Emergency Services

The OES Program Manager is responsible for emergency planning, for response and recovery operations support by the County, as well as for day-to-day oversight and management of the ESO. Specific duties are:

- Prepare and execute emergency plans.
- Manage the ESO at the behest of the Director of Emergency Services
- Serve as EOC Director.
- Coordinate emergency response and recovery functions between public agencies, private corporations, volunteer organizations, and private citizens.

6.1.4 The ESO is the Emergency Operations Center Staff

The ESO is organizationally illustrated in paragraph 6.4. In addition, representatives of responding organizations, special districts affected by the incident, and, if necessary, representatives of the business and professional communities in or near the incident site are represented in the ESO. The ESO, then, comprises the "staff" in the EOC.

The ESO works for the duration of the incident under direction of the EOC Director. In order to facilitate coordination, the ESO is organized in a manner that mirrors ICS organization conducting the "tactical" response in the field. Like that at the incident Command Post (ICP), the organizational structure can change over time and builds upon itself, from the top down, as necessary.

6.1.5 Emergency Operations Center (EOC)

The EOC is located in the Eric Rood Administrative Center in Nevada City. The EOC is a central location for managing and coordinating the County's **support** of tactical field operations. It is not, by definition, a "command post," rather it is a multi-agency coordination point for supporting incidents affecting multiple jurisdictions or disciplines. Finally, it is a communication and coordination link with City EOC's, Department or Agency Operation Centers (DOC), and adjacent counties, the State's Regional EOC (REOC) and other regional, state or federal offices.

The backup Emergency Operations Center is located at the Wayne Brown Correctional Facility. This site, and possibly others, can be rapidly set up and used if the primary EOC location is unusable.

6.2 ESO ACTIVATION

Activation is determined by incident events or events occurring inside or outside The County of Nevada. Field reports assist in determining if or when an emergency situation exceeds local capabilities. The ESO is activated in the EOC in numerous ways: upon request of the IC or at the direction of the Director of Emergency Services, or by the OES Program Manager, or upon activation of one or more city EOC's. If a city EOC is activated, liaison shall be *from* the County EOC *to* that EOC. The EOC maintains contact with state and regional operations centers as well as with those in adjoining jurisdictions.

Notification of ESO members to mobilize is primarily accomplished by utilizing land-line or cell phone commercial services. If available, notification may be accomplished using the locally contracted emergency notification system. Notification of first responder agencies will be through the local County Sheriffs Dispatch for law enforcement personnel and through the Grass Valley Emergency Command Post for fire and medical personnel.

6.2.1 Levels of Activation

When or before an emergency occurs, all or portions of the ESO will be activated in the EOC at one of the following levels:

- **Level 1**

Based on: A localized event lasting less than one operational period (normally 12 hours) affecting a limited geographic area and requiring response by one or more agencies. Examples: localized hazardous material incident, or a wildland fire wholly managed by a single fire protection district, or small civil demonstration or protest. A Local Emergency is normally not declared. The IC notifies OES through the Sheriff's Dispatch if it has not already done so. The IC may request this designation, or it may be initiated by OES for emergencies or incidents with a potential for escalation

ESO Response: Activation is not mandatory. OES determines the extent of required activation, and representatives from other agencies may be requested to report to the EOC or agencies self-refer. Once activated, the ESO remains operational in the EOC for the duration of the event until released by the EOC Director.

Level 1 activity comprises active monitoring by OES staff or a presence and support at the incident site. ESO staffing for this level emergency is normally limited to OES, law enforcement coordinator, Fire & Rescue Coordinator, Environmental Health, and other self-referred agencies.

- **Level 2**

Based on: A local or regional event affecting multiple cities, sites or services requiring response by multiple agencies. Examples:

moderate earthquake, significant wildland fire, or minor flooding. Declaration of a Local Emergency is probable.

ESO Response: ESO is activated in the EOC, and staff provided by key county agencies and external non-governmental organizations (NGO) or agencies, e.g., Red Cross, involved in response. This staffing level may also occur if the emergency is in a specific area of the county that stretches the capability of locally available resources. The OES Program Manager is lowest level authority permitted to order Level 2 activation.

- **Level 3**

Based on: A regional event such as a major earthquake, fire or terrorist incident of some size resulting in significant, wide-scale damage and/or disruption of services over a large part of the County. Mutual aid is required.

ESO Response: Large scale ESO activation is directed for the EOC. All key response agencies or departments and other higher-level governments and NGOs will be requested to send representatives to the EOC. The Director of Emergency Services orders Level 3 activation based on the situation or upon the recommendation of the OES Program Manager.

6.2.2 Activation Triggers

The ESO will be activated for an emergency event when:

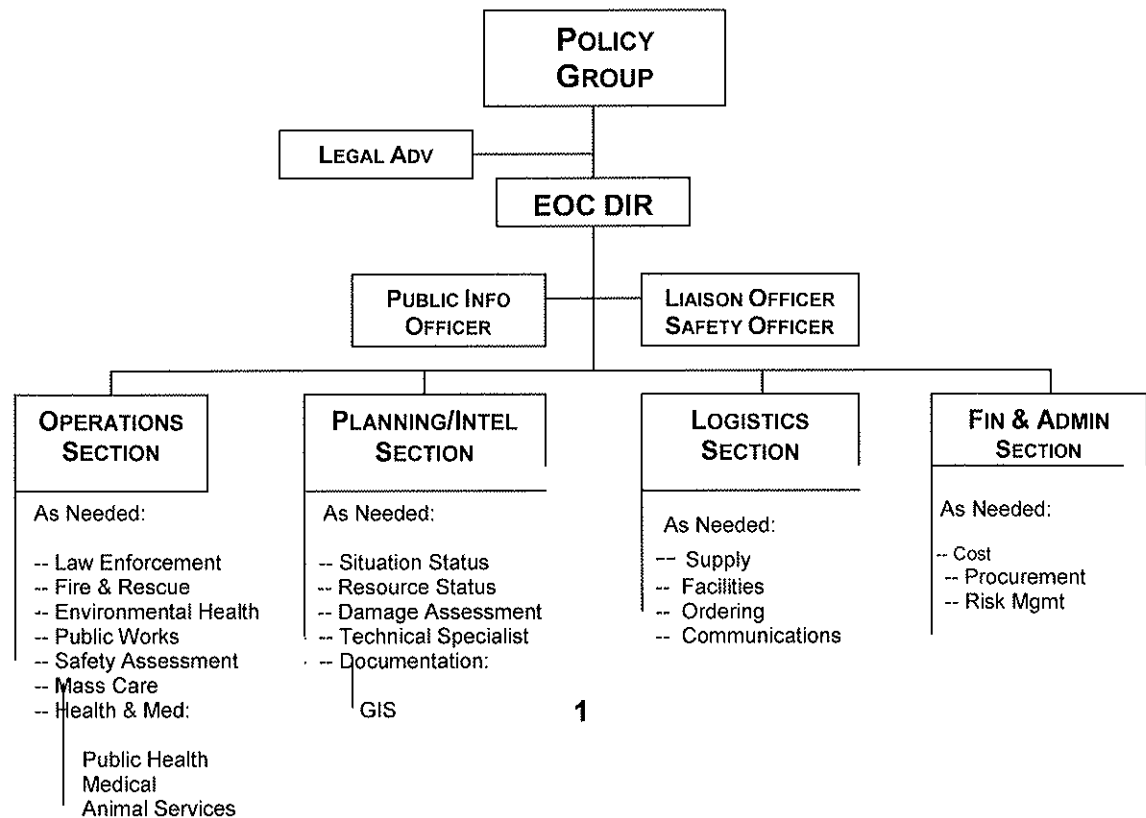
- Directed by Director of Emergency Services (the CEO).
- A city EOC requests Operational Area EOC activation.
- Local emergency is declared by two or more cities.
- The county and one or more cities declare a local emergency.
- The county or a city requests a gubernatorial proclamation.
- The Governor proclaims a State of Emergency for the county or two or more cities

6.3 ESO ORGANIZATION

The ESO is organized according to Figure 1 below. *Management, Operations, Planning/Intelligence, Logistics and Finance/Administration* comprises core incident support functions. Functional flexibility is key to the ESO as the key part of a multi-agency coordination system (MACS); it emphasizes coordination, prioritization, and resource allocation.

Organizational structure of the ESO is *incident specific* and develops in a modular fashion, based on the type and size of the incident, building from the top down, e.g., the Operations Section Chief manages all operations functions until the incident grows too large or complex for one person to handle. Likewise, the OES Program Manager might fill the role as Operations Section Chief and ESO Director until the incident becomes too large or complex. Functional sections and sub-elements are activated *only as the need arises*, and in most cases, a

single individual fills multiple subordinate roles until the incident becomes too large or too complicated as in the examples above.



6.3.1 California Emergency Functions: The State Emergency Plan outlines seventeen emergency management functions or activities present in some or all incidents or disasters in which there is a large commitment of State support and resources. These functional groupings are termed California Emergency Functions (CA-EF) and they also support Federal Emergency Support Functions (ESF) as listed in the National Response Framework. A CA-EF is a management tool bundling like or similar incident support functions into manageable groupings over which specified state agencies have authority. Likewise designated federal agencies have similar responsibilities for federal resources. They are selectively used when the State government provides assistance during large or complex incidents. They also provide a means of ensuring all areas of support are being considered in the turmoil surrounding large or catastrophic, multi-jurisdictional incidents. Therefore, to promote awareness of how State and Federal Agencies are expected to assist, and to provide a designated liaison, appropriate sections and individuals in the ESO are delegated responsibility for representing Nevada County to CA-EF responsible agencies.

6.3.2 Policy Group: The Policy Group ensures necessary resources are made available to support an emergency incident, and sets policies and defines legislation required to mitigate incident economic, social and political

impacts. When activated it includes all or several of the following individuals:

- Board of Supervisors
- County Executive Officer
- Chief Information Officer – Director of Emergency Services
- County Counsel
- Sheriff
- Public Health Officer
- Mayor(s) or City Manager(s)
- Others as necessary

6.3.3 Management

OES Program Manager serves as the EOC Director. Primary responsibility is overall support of the field response, including coordinating agency support (e.g., Animal Services, HHS for shelters, etc.), mutual aid and liaison activities. In addition to internal incidents, a major consideration for the EOC Director is the impact of incidents occurring externally that do or could potentially impact the County or draw down its resources. When fully activated, the Director's staff includes the PIO, liaison and safety officers, and other representatives as needed, and has responsibility for three CA-EF's: *Management (Policy Group)*

- *Long-Term Recovery (EOC Dir)*
- *Public Information (PIO)*
- *Utilities (Liaison Officer)*

6.3.4 Operations Section:

The Operations Section, when fully activated, comprises a Section Chief and individuals providing functional support to the incident in law enforcement, fire and rescue, public works, safety, mass care and shelter, and health and medical support.

The Operations Section:

- Coordinates for and manages County support to incidents and to other political entities and activities;
- Liaises with mutual aid resource providers;
- Assesses impacts of the emergency within the county and adjacent jurisdictions.

The Operations Section is responsible for the following CA-EF's:

- *Transportation (Public Works Coordinator)*
- *Construction and Engineering (Public Works Coordinator)*
- *Fire and Rescue (Fire & Rescue OA Coordinator)*
- *Care and Shelter (Mass Care Coordinator)*
- *Public Health and Medical (MH Coordinator)*
- *Search and Rescue (Fire & Rescue OA Coordinator)*
- *Hazardous Materials (Fire & Rescue OA Coordinator)*
- *Food and Agriculture (Ag Coordinator)*
- *Law Enforcement (Law Enforcement Coordinator)*
- *Evacuation (Law Enforcement Coordinator)*

6.3.5 Planning and Intelligence Section:

The Planning and Intelligence Section comprises positions that focus on: current situation (Situation Status), status of County response resources supporting County facilities and sites (vice "incident" resources which are under control of the IC) (Resource Status), level of damage (Damage Assessment), and maintaining incident documents for legal/historical purposes (Documentation). (GIS serves as a technical specialist to assist in collecting, mapping and analyzing incident data).

This section is the collator of all information (or "intelligence") relative to the incident. The section:

- Maintains status of the current situation, and attempts to predict future development of the incident.
- Develops, in coordination with other staff elements, the ESO Action Plan and response option recommendations.
- Coordinates with Operations and EOC Director to define intelligence needs and collection requirements.

6.3.6 Logistics Section:

Responsible for procuring equipment, supplies and services to support operations by the ESO and any other facilities, camps, staging areas, alternate EOC's, operations, etc. that may be designated County (vice "Incident") responsibilities. It coordinates for equipment, food and shelter, communications, services, personnel and utilities for these County activities/facilities. (Logistics does not provide direct logistic support of an active incident as that is coordinated from the Incident Command Post through established resource ordering processes and procedures.) Fully activated, the Section comprises the Chief, and supply, facilities, ordering and communications coordinators. Logistics is responsible for two CA-EF's:

- *Communications (Communications Coordinator)*
- *Resources (other Coordinators)*

6.3.7 Finance/Administration Section:

Responsible for financial management and risk management of a County response as well as providing payment for equipment, supplies, and services procured or expended in response and support of the ESO, the EOC and other County operated facilities, sites, camps, etc. It maintains all financial records and provides time keeping guidance for all County employees. When fully activated, it comprises a Section Chief, a Cost and a Procurement Coordinator, as well as a Liability, Insurance and Claims Coordinator and Workers Compensation Coordinator.

7.0 COUNTY DEPARTMENT AND AGENCY RESPONSIBILITIES

The assignments listed below are not all inclusive and additional departments will be requested to assist as needed.

(Note: Per California Government Code § 3100, all public employees may become Disaster Service Workers (DSW) during an emergency situation, and are "subject to such disaster activities as may be assigned to them by their superiors or by law." Therefore, County staff or agencies not listed below remain subject to the needs of the Emergency Services Organization (ESO) during an emergency or disaster.

All full-time Nevada County employees will complete NIMS Courses - Introduction to Incident Command System (IS 100) and National Incident Command System (IS 700) prior to fulfilling the duties of a Disaster Service Worker.

Department Operations Centers (DOCs) may be activated by individual county departments. These DOC's may communicate directly with the field but must always report "up" to the EOC with the current status and resource requests.

7.1 AGRICULTURE COMMISSIONER

- Provide technical assistance and information on specific hazards associated with pesticides, herbicides, fertilizers, and other agricultural chemicals.
- Provide technical expert (TE) support for hazardous materials emergencies involving pesticides and antimicrobials (pool chemicals or disinfectants).
- Provide response support to Sheriff and Animal Services with wildlife specialists for predatory animal control emergencies.
- Provide TE support for actual/suspected livestock disease outbreaks.
- Provide TE support for actual and suspected agriculture emergencies, including freeze, drought, disease infestation or insect outbreaks.
- County contact for Individual Assistance (IA) for agriculture: collect data, quantify economic impact, and submit report. Assist, as necessary, USDA Farm Services Agency in claims verification.
- Assist in emergency vector control, animal quarantine, and dead animal disposal.

7.2 ASSESSOR

- Determine value of damaged property.
- Determine costs associated with damaged residences, businesses, private holdings, and public facilities.
- Assist property owners during recovery with disaster claims at the Assessor's Office, Local Assistance Centers or other relief centers.

7.3 AUDITOR CONTROLLER

- Records all financial transactions
- Ensure payment of contracts and vendors for services during emergencies.
- Control funds received by Nevada County for disaster claims and coordinate disbursements consistent with State and Federal procedures.

7.4 BOARD OF SUPERVISORS

- Enact requisite ordinances and legislation to provide mitigation, emergency response and recovery operations adequate to ensure the health and well-being of all persons in the OA.
- Evaluate and approve requests for emergency expenditures and/or acquisition of services and resources for emergency response and recovery in accordance with purchasing policy emergency limits.
- Serve as “public face” of County government during emergency incidents or natural disasters. This may include such duties as assisting at local shelters, food banks, and providing updates to the media.
- Declare, ratify and terminate declaration(s) of Local Emergency.

7.5 BUILDING INSPECTION

- Assess habitability of County and other public buildings/facilities during and after disasters or emergency events in accordance with building codes and State and Federal statutory guidelines.
- Staff the Building Safety Assessment and Damage Assessment Coordinator positions in the ESO, and provide personnel to Damage Assessment Teams (DAT), and Safety Assessment Teams.
- Certify designated emergency shelters for structural safety, as required.
- Assess habitability of private and public facilities per ATC-20-2 guidelines.
- Provide Building Inspection Staff to Local Assistance Centers

7.6 CLERK-RECORDER

- Coordinate and provide technical expertise to the preservation of essential count documents by Departments and agencies.
- Personnel will be assigned to ensure the protection and availability of electronic and hard copy documents, references, and vital records.
- The Clerk Recorder’s office has identified vendors of critical products and services required to maintain essential services.

7.7 COUNTY COUNSEL

- Provide Legal Counsel to the Director of Emergency Services and the Policy Group during disasters and periods of emergency.
- Draft and certify emergency proclamations, ordinances and legislation for the Board of Supervisors.
- Assist in the preparation of contracts for emergency services and equipment. Represent the county in suits, claims, or other legal actions arising out of emergency response operations.

7.8 COUNTY EXECUTIVE OFFICE

- Ensures continuity of County government during response and recovery.
- Authorizes unique emergency response expenditures that are within emergency purchasing policy limit.
- Coordinates political activities with adjacent counties and State offices as requested by Board of Supervisors.

7.9 DEPARTMENT OF SOCIAL SERVICES

- Coordinate activation of and manage shelter operations.
- Liaise with Red Cross for shelter needs.
- Liaise with organizations representing people with disabilities for shelter needs.
- Provide short-term housing referrals for displaced persons
- Staff LAC or DRC for housing referrals and other human services, as needed.
- Staff DRC to assist CA Department of Social Services in ensuring availability of emergency financial aid.

7.10 ENVIRONMENTAL HEALTH DEPARTMENT

- Provide assistance with the assessment of threats to the public health and environment.
- Provide technical information and assistance as a member of the multidisciplinary team responding to hazardous materials incidents.
- Represent the Health Officer at the scene of hazardous materials incidents.
- As the Health Officer's designee, declare evacuated areas safe for re-entry by the public.
- Assist in the identification of the "hazard category" of unknown substances.
- Provide regulatory oversight of the disposal of hazardous materials/wastes.
- Provide oversight of mitigation actions at hazardous materials incidents.
- Access the "Emergency Reserve Account for Hazardous Materials Incidents" administered by the Cal/EPA - Department of Toxic Substances Control.
- Initiate referrals to State agencies, such as the Regional Water Quality Control Board and the Department of Toxic Substances Control, for oversight of corrective action requirements when a hazardous materials release may have resulted in significant impacts to soil and/or groundwater.
- Respond to requests for information and assistance regarding public health and environmental concerns which are not related to hazardous materials incidents.
- Maintain the Hazardous Materials Area Plan (Annex E)

7.11 FACILITY SERVICES

- Expedite returning damaged County facilities to useable condition.
- Provide on-call architectural and design technical expertise to ESO.
- Responsible for coordinating debris management (clearing, removal and disposal) during Extended Response and Recovery.
- Respond to all incidents occurring in or on County owned or managed parks as technical expert/property manager
- Provide Facilities Coordinator to the ESO - Logistics Section.

7.12 FLEET SERVICES

- Prioritize repair of vehicles to those involved in response operations and public safety.
- Provide transportation or vehicles for support of field response, as requested

7.13 GEOGRAPHIC INFORMATION SERVICES

- Provide GIS staff to the Emergency Services Organization in the EOC.
- GIS support as requested

7.14 HUMAN RESOURCES

- Provide support to the Logistics Section in the EOC.
- During an emergency or disaster, recommend to the ESO which employees based on required qualifications, should be selected as DSW's.

7.15 INFORMATION SYSTEMS

- Prioritize support to the ESO as well as to other department/agency requests for incident-specific technical assistance.
- Coordinate provision of extraordinary IT support to an incident.
- Recommend additional equipment or capabilities to facilitate IT, and, if procured, provide acquisition, distribution and installation oversight.
- Provide technical support to responding departments and agencies on a priority basis, as needed.
- Ensure minimum essential communications capability for all County departments as well as the emergency services organization.
- Provide Communications Coordinator to the Logistics Section.

7.16 OFFICE OF EMERGENCY SERVICES

- OES Program Manager serves as the EOC Director
- Manage county support to any incident (emergency management) through response, extended response and recovery.
- Ensure liaison is provided to Incident Command Post or to any city EOC opened to support an incident.
- Respond to incidents 24x7 as representative on-scene of the Board of Supervisors and the Director of Emergency Services.
- Assist incident commanders with overall management of emergency operations, as necessary or as requested.
- Assist in coordination for or procurement of emergency resources.
- During declared disasters in the Operational Area, coordinate emergency response support activities by political jurisdictions, state and federal agencies, volunteers, and the private sector.
- Recommend declaration of a local emergency and assist in its preparation by County Counsel, as required.
- Coordinate requests for state and federal assistance (financial, technical, personnel, and equipment) through the California Emergency Management Agency (CAL EMA) Regional Emergency Operations Center (REOC) and the Response Information Management System (RIMS).

- Collect initial damage estimates and other required data for federal Individual Assistance (IA) and Public Assistance (PA) claims.
- Serve as responsible agent for County staff for non-business IA and PA.
- Ensure dissemination of warnings and emergency public information.
- Maintain communications with the REOC/State Operation Center (SOC).

7.17 PUBLIC HEALTH DEPARTMENT

- Serve jointly with the Sierra-Sacramento Valley Emergency Medical Services Agency (S-SV EMSA) Administrator as the Medical Health Operational Area Coordinator (MHOAC) coordinating pre-hospital needs and disaster medical care/ medical mutual aid.
- Coordinate County response to all EMSA requests
- Issue public health emergency advisories
- Declare evacuated areas safe for re-entry
- Serve as Health and Medical Coordinator in the ESO
- Provide communicable disease surveillance and case management
- Provide risk communication related to health issues
- Coordinate receipt, storing, staging and distribution of Strategic National Stockpile medications
- Register all births and deaths and provide certified copies
- Link people to needed personal health services and assures the provision of health care when otherwise unavailable

7.18 PUBLIC WORKS

- Provide personnel, equipment and materials support for incident or emergency road closures, repair or debris removal, and for traffic diversion and control, as requested. For specific non-hazardous materials (primarily petroleum products) on or affecting locally maintained roadways, provide personnel and resources for product remediation and disposal.
- Provide Public Works Coordinator to the Emergency Management Organization Operations Section.

7.19 PURCHASING

- Expedite acquisition of supplies, equipment and services for any emergency/incident.
- Manage acquisition, reutilization and disposal of materials procured for an incident.
- Expedite emergency services and equipment contracts.
- Provide Procurement Coordinator to ESO Finance and Administration Section.

7.20 RISK MANAGEMENT

- Recommend and monitor safety controls for County employees and agencies involved in response or support of the incident/disaster.
Provide Safety Officer and Insurance and Workers Compensation Technical Representative to ESO

7.21 SHERIFF-CORONER DEPARTMENT

Within the unincorporated County area:

- Conduct law enforcement first responder operations in all-hazard incidents.
- Provide or coordinate for security and crowd control at shelters, mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, and other key facilities for public health emergencies.
- Provide or coordinate security and crowd control during incidents or activities of a non-health related nature as requested.
- Protect critical operational facilities, equipment, or supplies including medical supplies, in transit or in fixed locations, as requested.
- Execute provision of and coordinate receipt of law enforcement mutual aid.
- Provide reconnaissance reporting of damage or other vital information, such as road and bridge failures, casualty estimates, etc. to ESO.
- Coordinate evacuation, rescue and boarding of animals for displaced or missing owners
- Coordinate disaster related emergency veterinary care.
- Provide EOC Operations Section Chief and Law Enforcement Coordinator

Countywide Responsibilities:

- Lead agency for Search and Rescue
- Provide Coroner functions
- Provide Marshal functions

7.22 TRANSIT SERVICES

- Provide buses, as available, for use in incident response or mass evacuations

8.0 CITY AND LOCAL AGENCY RESPONSIBILITIES (WHEN COUNTY ACTS IN ITS CAPACITY AS THE OPERATIONAL AREA)

8.1 GENERAL

According to the California Emergency Services Act, upon proclamation of a local emergency a County is empowered to act as an intermediate level of the State's emergency services organization, and is titled an "Operational Area." As such, the "Nevada County OA" serves as a coordinator of support of any emergency response, a task it completes on behalf of all political jurisdictions within the County's geographic boundaries. At all times, however, political entities retain their legal jurisdictional authority inasmuch as the OA is empowered to coordinate emergency response activities *only*. In most emergency incidents or disasters, the cities and special districts voluntarily operate under the OA concept even when a local emergency has not been formally declared. Paramount in this participation is the cooperation by and willingness of all public agencies to maintain open lines of communication with the County in order for all responding agencies and the organizations supporting that response to maintain situational awareness and optimize resources to protect life and public safety. Paragraphs below list City agencies and special districts by type and the most common tasks

each executes during emergency response. These tasks are most often coordinated under the Operational Area umbrella in the case of multi-agency and multi-jurisdictional incidents:

8.2 DISPATCH CENTERS (PUBLIC SAFETY ANSWERING POINTS (PSAP))

- Expand day-to-day operations and responsibilities in support of large-scale emergencies.
- Provide Incident Dispatch Teams, as necessary.

8.3 FIRE DEPARTMENTS AND FIRE PROTECTION DISTRICTS

- Deploy tactical fire resources and coordinate fire suppression
- Respond to medical emergencies.
- Respond to hazardous materials incidents; confine hazardous materials pending arrival of Hazmat Response Team.
- Provide field treatment, decontamination, and, for those agencies providing ambulance service, transport for injured.
- Provide or assist with mass decontamination operations.
- Serve as IC and lead agency for confined space rescue, structure collapse rescue and recovery, trench rescue and for all rescue operations as mutually agreed with law enforcement.
- Assist in alerting and warning the public.
- Assist law enforcement, as requested.
- Assist law enforcement with search and rescue per mutually agreed protocol.
- Serve as IC and conduct technical rescue operations
- Respond to taskings from Fire and Rescue Coordinator.
- Report damage and other vital information such as road closures, bridge failures, collapsed buildings, and casualty estimates to the EOC.
- If requested, provide an officer to serve as the Fire and Rescue Coordinator in the EOC to ensure interface between the ICP and the EOC.

8.4 POLICE DEPARTMENTS

- Respond to emergency incidents or events while ensuring maintenance of law and order in unaffected areas.
- Provide or assist in traffic control, as needed or requested by other responding law enforcement agencies.
- Assist in alerting and warning the general public.
- Execute evacuation orders.
- Provide security and crowd control.
- Protect critical facilities, supplies and equipment.
- Provide or coordinate explosives ordnance disposal (EOD) and Special Equipment Team (SET) services during emergencies.
- Upon request of County ESO, provide or coordinate for security and crowd control at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, and other key facilities for public health emergencies.
- During public health emergencies, protect critical operational or medical supplies, in transit or in fixed locations, as requested.

- If requested, provide an officer to serve as the Law Enforcement Coordinator in the EOC to ensure interface between the ICP and the EOC.

8.5 WATER AND SEWER DISTRICTS/DEPARTMENTS

- Immediately notify County, State or Federal authorities of incidents affecting water supplies, waterways or sewage systems.
- Execute remedial and remediation actions when a hazardous material affects water sources and systems.
- Assist in product analysis at hazardous materials incidents.
- Issue warnings or advisements to customers.
- Provide representative to the EOC as technical expert, as needed (self-referred) or as requested.

8.6 ALL OTHER SPECIAL DISTRICTS (SANITATION, SCHOOL, UTILITIES, ETC.)

Within jurisdictions:

- Maintain personnel notification systems.
- Identify minimum essential tasks, facilities, and personnel needed to support emergency response requirements as well as normal operations during public health emergencies or natural disasters
- Provide support, as requested, for assistance in response to emergency events and natural disasters.
- Issue emergency warnings or advisements to customers or clients.
- Self-refer or provide representative in the EOC, if requested, to assist response as technical advisor/subject matter expert
- Develop and execute public awareness programs.

9.0 STATE AGENCY SUPPORT

Requests for assistance from State agencies are made in one of two ways: through established mutual aid agreements, most often seen in the disciplines of law enforcement and fire, or through a request by the ESO through the REOC. Inasmuch as Nevada County does not directly control these agencies or the support they offer, they are listed here for the purpose of identifying the types of support that the County can expect to receive from these agencies.

9.1 CA EMERGENCY MANAGEMENT AGENCY (CAL EMA)

- Coordinates emergency activities of all state agencies in support of local disasters.
- Receives processes and coordinates fulfillment of requests for mutual aid.
- Prepares and disseminates gubernatorial emergency proclamations and orders.
- Directs receipt, allocation and integration of resources supplied by federal agencies and/or other states.

9.2 CA EMERGENCY MEDICAL SERVICES AUTHORITY (EMSA)

- Activates Regional Disaster Medical Health Coordinators.
- Identifies medical facilities outside Nevada County capable of handling injured and contaminated persons.

- Arranges for emergency procurement, storage, distribution, and handling of supplementary medical supplies and equipment.
- Identifies and coordinates procurement of medical assistance from other state departments, hospitals, and ambulance providers.
- Coordinates evacuation of casualties to definitive care facilities throughout and outside of the state.

9.3 CA CONSERVATION CORP (CCC)

- Crew labor to assist in emergency operations and disaster relief.
- Support at emergency feeding operations or mass care centers.

9.4 CA DEPARTMENT OF FISH AND GAME (DFG)

- State Coordinator for off-highway hazardous materials incidents.
- Protects or minimizes impacts of hazardous materials to fish and wildlife.
- Provides funding for clean-up and abatement of materials threatening to pollute, contaminate, or obstruct waters of the state to the detriment of fish, plant, bird, or animal life, or habitat.
- Provides technical advice on proposed containment and clean-up operations on fish, wildlife, and their habitats.
- Supervises or provides recommendations, establishes guidelines, and approves methods for containment and clean up.
- Lead agency in determining the completion of clean-up activities when natural resources are threatened.
- Conducts investigations, collects evidence and assesses impacts to flora, fauna, and their habitats; establishes criminal and civil liability and responsibility; and files cases against violators.
- Approves use of Oil Spill Clean-Up Agents.
- Represents CA (with CAL EMA) on the Federal Region IX Regional Response Team.

9.5 CA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

- Responds to suspected foreign animal diseases in domestic animal populations.

9.6 CA DEPARTMENT OF PESTICIDE REGULATION (DPR)

- Investigates complaints or incidents involving pesticide exposure, and takes regulatory and enforcement action.
- Provides laboratory services for emergency hazardous materials identification if pesticides or fertilizers are suspected.
- Provides technical expertise on environmental impacts of pesticides in water, air, and soil.
- Provides medical/toxicological risk assessment on active pesticide ingredients.
- Provides information regarding:
 - Pesticide exposure assessment;
 - Exposure monitoring and evaluation;
 - Medical management and illness investigation.
- Provides registration, labeling, and ingredients data for pesticides.

9.7 CA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

- Provides structural/wildland fire response.
- Provides technical assistance and advice on fire and life safety

- Cooperates with other state or local agencies to provide communications and law enforcement/code enforcement support in declared emergencies.
- Staffs SOC representing fire agencies, as appropriate.
- Provides incident management teams, as necessary.
- Coordinates or provides State assistance in mass feeding, inmate work crews, and communications.
- Participates in Interagency Hazardous Materials Response.
- Provides communications and logistics support as requested.
- Monitors environmental contamination.
- Supports local fire agencies per fire mutual aid agreements.

9.8 CA /ENVIRONMENTAL PROTECTION AGENCY (CAL/EPA)

☐ **Air Resources Board**

- Provides technical expertise to hazardous materials incidents on air contamination.
- Provides specialized air monitoring and analysis for atmospheres suspected of contamination.

☐ **Department of Toxic Substance Control**

- Provides or facilitates access to technical advice on safe handling and suitable disposal of toxic materials.
- Responds to incidents involving facilities or activities, upon request, where the division has enforcement responsibilities to ensure compliance with regulations.
- Assesses and provides financial support for emergency response pre-incident needs in the form of equipment and general preparedness.
- Provides financial assistance for off-highway hazardous materials emergencies, as appropriate.
- Issues Environmental Protection Agency identification numbers for non-responsible party incidents.
- Develops, coordinates, and exercises plans for the Railroad Accident and Prevention Immediate Deployment (RAPID) Unit.
- Responds to Hazardous materials emergencies as part of the RAPID

9.9 CA DEPARTMENT OF PUBLIC HEALTH (CDPH)

- Monitors radioactive contamination in the environment.
- Establishes and directs activities to mitigate the impact on public health caused by radiological incidents.
- Directs or assists in defining and establishing areas contaminated with radiation.
- Identifies laboratories providing radiological support.
- Directs and assists in the collection of ingestion pathway samples.
- Requests federal radiological detection assistance, as necessary.
- Assists the Public Health Officer in assessing the impact of radiation exposure on public health.

9.10 CA HIGHWAY PATROL (CHP)

- Incident Commander for hazardous materials incidents occurring on a highway or highway right-of-way within CHP jurisdiction.
- Performs traffic supervision and control on all highways constructed as freeways, all state-owned vehicular crossings (toll bridges), and on most

highways and roadways (state or county) within the unincorporated areas of the County.

- Acts as State Agency Coordinator for all hazardous materials incidents occurring on California highways.
- Serves as statewide information, assistance, and notification coordinator for all on-highway hazardous materials incidents.
- Upon request, provides technical support and expertise concerning commercial vehicle equipment regulations and/or hazardous materials transportation provisions.
- Assists Incident Commander in obtaining state assistance for hazardous materials incidents occurring within cities, upon request.
- Evaluates and reports road conditions to the Incident Commander.
- Provides traffic control in support of evacuation and/or relocation.
- Reroutes traffic under CHP jurisdiction in coordination with local authorities.
- Prevents unauthorized entry into contaminated areas.
- Assists local authorities in maintaining law and order.
- Provides liaison in County EOC, as appropriate.
- Enforces specified Health and Safety and Vehicle Code sections relating to hazardous waste, its transportation, and its disposal.

9.11 CA NATIONAL GUARD (CNG)

- Provides personnel and logistical support, as requested.
- Provides Civilian Support Teams (CSTs) for response to terrorist chemical, biological or radiological threats.

9.12 CA /OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (CAL/OSHA)

- Prevent and regulate occupational exposures to hazardous materials.

9.13 CA DEPARTMENT OF TRANSPORTATION (CALTRANS)

- Cooperates with other public and private agencies to ensure identification and containment of hazardous materials and restoration of traffic flow.
- Assists CHP with traffic control and routing requirements.
- Contracts clean-up companies to restore contaminated highways and transportation facilities under jurisdiction.

9.14 CA STATE WATER RESOURCES CONTROL BOARD (SWRCB)

- Provides technical assistance in evaluating potential impacts of hazardous materials incidents to water resources.
- Issues "clean up and abatement" or "cease and desist" orders, assesses fines, and pursues recovery of costs for abatement, mitigation, or contract clean-up.
- Conducts water sampling, analysis, and monitoring to assist in evaluation and mitigation of hazardous materials releases.
- Designate sites for disposal of hazardous materials in cooperation with the Department of Public Health (DPH).
- Assists the DPH in advising water users of potential adverse impacts of a hazardous materials incident or spill.

10.0 FEDERAL AGENCY SUPPORT

On rare occasions the ESO directly interfaces with Federal officials, such as the US Forest Service during wildfires, the FBI during some law enforcement operations, the EPA for hazardous materials incidents in the Tahoe Basin, or FEMA on catastrophic natural disasters. Requests for extraordinary support for an incident are routed to the EOC and on to the REOC for State action. A request for a "type" of support is forwarded by the State to the appropriate Federal agency from which specific resources are allocated, as available.

11.0 NON-GOVERNMENTAL AGENCY SUPPORT

Any local, state and federal response to an emergency may be augmented by non-governmental agencies, businesses and volunteers, such as those listed below:

11.1 AMERICAN RED CROSS (ARC)

- Provides initial food, clothing, supplemental medical and nursing assistance, and family services for persons affected by disasters. Contacted through the EOC or directly.
- Provides emergency shelter at the outset of an incident (normally for the first 5-7 days). Coordinates with the OA and FEMA if requested to continue shelter operations for incidents exceeding 5-7 days duration.
- Coordinates specific shelter operations in the OA with HHS.

11.2 SMALL BUSINESS OWNERS, OPERATORS, MANAGERS

During a serious and extensive disaster or emergency, business operators or on-site managers will be requested to provide and normally make available two things, equipment and information:

- Heavy equipment not normally available to first responders or the County needed for emergency response, rescue, emergency road and bridge repair, and recovery.
- Information on conditions within their damaged/involved facilities that may affect emergency response such as the extent of damage, the cause, and technical advice on the facility, its contents, security systems, and emergency procedures.
- Plans for storage and emergency response to incidents involving hazardous materials stored or maintained at or near facilities.

11.3 Access and Functional Needs

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency.

During a serious and extensive disaster or emergency, the ESO through the EOC will contact any of the numerous agencies throughout the county that service the needs of these individuals during the response and recovery for assistance. These agencies will assist the ESO to ensure all shelter facilities (if required) and warning processes will comply with the Americans with Disabilities Act.

12.0 MUTUAL AID

Mutual aid is the rendering or receipt of resources and assistance during an emergency. The statewide mutual aid system ensures adequate resources, facilities, and other support is provided whenever local resources prove inadequate. The County retains financial and administrative control of its employees and facilities, but provides and receives mutual aid as needed.

12.1 DISCIPLINE-SPECIFIC MUTUAL AID

The California Master Mutual Aid System, to which Nevada County is a signatory, specifies fire, law enforcement and emergency medical mutual aid systems. To facilitate receipt or provision of fire or law enforcement mutual aid requested within the fire or law enforcement systems, ESO, *Fire and Rescue* and *Law Enforcement* OA Coordinators operate from the EOC. There is also a *Regional Disaster Medical Health Coordinator (RDMHC)* who coordinates medical and health mutual aid (within each of the six State mutual aid regions). Mutual aid coordination in these three disciplines is normally done at the Incident Command level with ESO involvement on an **as requested basis only**.

12.2 OTHER MUTUAL AID

During a large incident or disaster, Nevada County quickly accounts for its own resources to determine sufficiency for immediate and projected operations and, if additional equipment, personnel or supplies are needed and not readily procurable, requests Mutual Aid. Non-law, fire or EMS requests from a city or a county department are made to the ESO, which acts as the single resources ordering point. The ESO makes the ultimate determination of the requested resource's availability, whether in another city or elsewhere in the county. If it is not available and cannot be contracted for, the request is forwarded to the CAL EMA Regional Emergency Operations Center (REOC) for action. At the state level, coordination for and flow of mutual aid is through a "mutual aid region," and Nevada County is located in Region IV. Discipline-specific mutual aid requests for fire, law and EMS work concurrent with "other" mutual aid requests.

12.3 VOLUNTEER ORGANIZATIONS

The American Red Cross and Salvation Army help meet mass care and shelter needs during emergencies. The Red Cross provides initial care and shelter until government resources can be brought to bear. Community volunteers, including faith-based, private businesses and disparate other peoples, participate in emergency response through such programs as Volunteers in Police Service (VIPS), Community Emergency Response Teams (CERT), Disaster Health Care Volunteers (DHV), California Veterinary Medical Association (CVMA) Disaster Group, and the Medical Reserve Corps (MRC). Each operates under formalized procedures and leadership and provides unofficial but important assistance during emergencies. Several CERT teams exist in Nevada County. CERT is contacted through the county EOC or the Public Health Department.

Note: The County of Nevada is supported by two different ARC Chapters.

American Red Cross of Northeastern California supports western Nevada County.

American Red Cross Capital Region supports eastern Nevada County.

12.4 MUTUAL AID REQUESTS

Requests for mutual aid only available outside the County route from the EOC to the REOC and are documented in the Response Information Management System (RIMS). For internal requests, the ESO coordinates between County agencies, separate jurisdictions or special districts. ESO requests REOC assistance only if it is unable to fill a request from within the County. Law enforcement, fire and EMS mutual aid requests are routed in accordance with their separate mutual aid agreements.

12.5 RECEIPT OF MUTUAL AID RESOURCES

Mutual aid resources received by the ICP are processed in the field. Incoming mutual aid resources are normally received and processed in staging or marshaling areas, mobilization centers or incident facilities. Personnel and other resources are normally assembled in a marshaling area prior to commitment, and mobilization centers are remote locations at which mutual aid resources are temporarily held pending assignment, release or reassignment. Incident facilities, including command posts, staging areas, bases, and camps are temporary locations at or near an incident site. In some instances, the Incident Commander may request the County assist field efforts by setting up and operating base camps, staging areas, and other temporary sites.

13.0 PUBLIC AWARENESS AND EDUCATION

Public response to an emergency is based on understanding the nature of the emergency, potential hazards, timeliness of first responders, and individual survival and recovery knowledge and skills. Incident awareness and public safety education directly affect the public's impact on emergency operations and recovery. The PIO promulgates both governmental and public information during an incident, and the County participates in regular public education campaigns. However, individual agencies and jurisdictions within the entire Operational Area are responsible for developing and executing their own public awareness programs.

As stated above, PIO promulgates emergency information during disasters or incidents, and it plans for accomplishing the task during incidents of a significant nature under the following assumptions:

- Additional PIO staff support is available.
- Local media, particularly radio, provide broad-based and regional emergency instructions as well as incident updates.
- Regular telephone systems are generally available, as are cellular systems.
- Some local and regional radio and television stations are off the air.

14.0 POST DISASTER RECOVERY

In the aftermath of a large disaster, many citizens will have specific needs that must be met or services provided before a return to normalcy. Therefore, all jurisdictions and County staff will be involved in recovery operations. Recovery is optimized by ensuring availability of services and by seeking additional resources. Typical services likely to be required are:

- Assessment of the extent and severity of damages to homes, businesses and property.
- Restoration of minimum essential services: power, water, food, sanitary, transportation, and medical assistance.
- Repair of damaged homes and property.
- Psychological counseling

14.1 SHORT TERM RECOVERY

This phase of recovery actually begins during the response phase, and includes all agencies in the OA. Its goal is to restore local government to its minimum essential functionality. Major objectives of short term recovery include the restoration of essential services, major debris removal and cleanup, transportation access restoration, and other services determined critical at the time.

After restoration of essential life-support services, consideration will be to:

- Re-establishing full governmental operations
- Shoring or demolishing hazardous damaged structures
- Providing social, medical, and mental health services

Each political jurisdiction in the Operational Area coordinates its own efforts to restore utilities and services. However, HHS will coordinate or conduct critical incident stress debriefings for disaster victims as well as for emergency response personnel.

For federally declared disasters, Disaster Recovery Centers (DRC) may be established by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA) to assist victims and businesses in applying for grants, loans, and other benefits. The American Red Cross, the County and its separate jurisdictions provide shelter for disaster victims until more long-term temporary or replacement housing is arranged.

Debris removal and cleanup operations will be coordinated by the ESO. Structures that pose public safety concerns will be secured pending analyses to determine whether they should be saved or demolished. The ESO will coordinate with adjacent counties or the REOC for scarce or additional recovery resources and equipment needed by in the Operational Area.

14.2 LONG TERM RECOVERY

The major objectives of long-term recovery operations include:

- Provision of all normal social and health services.
- Full restoration of essential services and infrastructure.
- Re-establishment of the local economy to pre-disaster levels.
- Improvement in land use planning.
- Updates of all pertinent emergency operations plans and procedures.
- Recovery of disaster response costs.
- Integration of mitigation strategies into recovery planning and operations.

The goal of long-term recovery is to restore facilities to a pre-disaster condition and includes restoration or reconstruction of public facilities, cost recovery, and hazard mitigation. Each city, town or separate jurisdiction will be responsible for mitigation which could include updating zoning variances, building codes and plans, improving seismic safety, and revised land use planning. With the exception of improvements to this plan, County agencies manage long-term recovery activities separately, and plan changes will be coordinated with all participating County agencies and departments, as well as with other local, state or federal agencies.

Public information during recovery will be handled independently, i.e., not by the PIO alone. However, information presented to the Public will be coordinated between all OA agencies and jurisdictions.

With public safety a primary concern, recovery may require adjustments to established, non-emergency policies and procedures.

Hazard mitigation must be coordinated in all County jurisdictions to ensure maximum reduction of future vulnerability. In addition, the Nevada County Disaster Mitigation Plan is to be used as a guide to prioritize and emphasize mitigation efforts for sites, structures, or physical features damaged in the incident. Recovery programs will also be sought for individuals and private business.

15.0 AFTER ACTION REPORTING

Any jurisdictions declaring a local emergency must complete and transmit an After-Action Report (AAR) to CAL EMA within 90 days of the close of the incident period. An AAR is also beneficial for even for incidents of lesser significance, and their completion should be a matter of routine for all jurisdictions. An initial critique of events completed in the immediate aftermath of an incident (a "hot-wash" critique) is often beneficial for establishing the agenda for a later, more formal after-action session with all participating agencies and other affected agencies, departments and individuals.

OES coordinates completion and compiling, distribution and promulgating the AAR for the County or for any incident involving multiple jurisdictions within 90 days of an incident or declared disaster/incident. The AAR is releasable to the public upon request. An AAR submitted to CAL EMA has a preset format, outlined in SEMS, that is available on the CAL EMA website.

In general, the AAR will be written in simple language, brief and geared to a non-emergency services or non-response audience. It recapitulates response actions taken, application of and suggested modifications to NIMS, any changes to plans, procedures, exercises, etc., training needs, recovery activities to date, and a "corrective action" plan for all of the requirements delineated in the AAR. Data for the report will be collected from agency-developed questionnaires, RIMS documents, dispatch documents, as well as from interviews/meetings/critiques with emergency responders, affected staff and political jurisdictions and individuals

The AAR should refer to any remediation measures in the "recovery actions to date" portion of the AAR, but it need not encompass remediation.

16.0 PLAN DEVELOPMENT AND MAINTENANCE

16.1 PLAN DEVELOPMENT

- OES is responsible for developing, reviewing, coordinating staff input, and updating this plan.
- Input and agreement will be solicited from those jurisdictions and agencies having assigned responsibilities listed herein.
- Departments and agencies tasked herein are responsible for completing their own plans, procedures and protocols in order to be able to complete each tasking listed.

16.2 PLAN REVIEW AND MAINTENANCE

- This plan will be continuously reviewed, and OES is responsible for publishing and distributing for comment any proposed interim changes.
- The plan, in its entirety, will be reviewed, updated, republished, and redistributed every three years.
- This plan may be modified as a result of post-incident analyses and/or post-exercise critiques and proposed changes are to be submitted in writing to OES. OES has responsibility for vetting, staffing, and distributing agreed and approved changes.
- This plan may also be modified any time responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Those jurisdictions and agencies having assigned responsibilities under the plan are obligated to inform OES when changes occur (or are imminent) in order for approved/agreed changes to be incorporated, and the plan republished and distributed.

17.0 EVALUATION AND TRAINING

17.1 EVALUATION

- OES facilitates post-incident analyses and critiques following emergencies, routine responses and exercises.
- OES solicits input, coordinates and finalizes After-Action Reports.

17.2 TRAINING

- OES notifies holders of this plan of training opportunities associated with emergency management and operations. Individual jurisdictions and agencies are responsible for maintaining training records.

- This plan or portions of is exercised regularly. OES coordinates the conduct of an OA emergency preparedness exercises every two years (even years).
- Jurisdictions and agencies having responsibilities assigned herein must ensure personnel have the appropriate training to ensure proper execution.

SAMPLE PROCLAMATION

WHEREAS, Ordinance No. _____ of the City/County of _____ empowers the *Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said City/County is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

WHEREAS, the *Director of Emergency Services** of the City/County of _____ does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said city/county, caused by _____ (fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the _____th day of _____, 20____, and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said City/County; and;

That the City Council/County Board of Supervisors of the City/County of _____ is not in session and cannot immediately be called into session;

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City/County shall be those prescribed by state law, by ordinances, and resolutions of this City/County, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City/County of _____

Dated: _____ By: _____
Director of Emergency Services*

Print Name _____
Address _____

**Insert appropriate title and governing body*

Note: It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.

This guide is not intended to be a legal opinion on the emergency proclamation process and related programs under state law. Local governments should consult their own legal counsel when considering proclaiming a local state of emergency.

ANNEX A

CONTINUITY OF GOVERNMENT (COG) and CONTINUITY OF OPERATIONS (COOP)

1.0 GENERAL

Purpose:

The Continuity of Government (COG) and Continuity of Operations (COOP) Annex delineates responsibilities for maintaining legal governance by elected officials, legislative bodies, boards and commissions, etc. as well as for normal organizational operations (i.e., day to day business) during periods when normal office/governmental facilities are physically not available. COOP planning ensures that a public agency has the ability to continue providing essential functions and services even during such things as floods, wildfires, earthquake or terrorist incidents that have adversely affected public infrastructure.

COG and COOP are combined in this Annex to ensure an integrated, comprehensive plan that describes the overarching concepts of both, yet delineates a singular, consolidated capability.

The Annex does not repeat normal emergency response functions and responsibilities as listed in the Basic Plan.

Background:

All government agencies must plan to maintain day to day operations during and in the aftermath of a destructive natural disaster, e.g., fire, flood, or earthquake or a terrorist incident in which its facilities are partially or totally compromised. Citizens that have not been affected by the emergency or in need of immediate government assistance must be assisted, even if from a non-normal place of business. Public buildings located in close proximity to a hazardous materials release is compromised though not physically destroyed. Likewise, a public building that has burned to the ground or been destroyed by wind makes providing government assistance from that facility impossible. It is therefore important for the County workforce to plan for alternate or supplementary facilities (and work plans) that enable it to continue doing the work of government, even in the most trying times.

Continuity of Government (COG) by definition is the provision of the full range of governmental services of the three branches of government (judicial, legislative, and executive) at all levels (federal, state, and local).

COG ensures continuance of the full range of governance, which in turn helps reassure a populace which may be concerned as to its own health and safety. COG is addressed by a variety of State laws, plans, and emergency and administrative procedures. It is critical to providing rapid and effective response in a truly catastrophic disaster, and it is identified as an element of the California Emergency Plan by the Emergency Services Act. COG normally focuses on those items of "governance" such as enacting laws, ordinances, or codes, convening of boards or legislatures, etc. the totality of which provides authority for the continuity of operations.

Continuity of Operations (COOP) is similar to that of COG; however the term “COOP” is the ability to continue providing essential day-to-day governmental *business operations and services* during a period of time when normal facilities and infrastructure have been compromised and are, therefore, not available.

Business operations and services encompass such things as providing law enforcement and fire services, ensuring solid waste and sewage operations, maintaining roads, collecting taxes, and paying governmental bills, etc. All of these things must be accomplished while operating from temporary facilities, often under alternate work arrangements. Baseline COOP planning ensures continuity during the full range of potential natural or man-made emergencies.

To maintain consistency between this plan and those of federal and state agencies, this plan lays out an integrated “continuity of government operations” capability comprising all the plan elements included in both COG and COOP (see table below) and is hereinafter referred to solely as COOP. All County departments must further develop each COOP element.

Combined COG/COOP Elements	
1.	Concepts, actions and procedures provided in emergency plans and emergency action plans.
2.	Identification and prioritization of essential functions.
3.	Line of succession for essential positions required in an emergency.
4.	Delegation of authority to key officials.
5.	Emergency operations centers, alternate (work-site) facilities and alternate emergency operations centers identified and prepared.
6.	Interoperable communications.
7.	Protection of government resources, facilities and personnel.
8.	Safeguarding of vital records and databases.
9.	Tests, training and exercises.

Objectives

The most critical objective of COOP is the continuation of essential governmental operations and services during any prolonged period of disruption of normal operations due to loss of facilities or infrastructure. Designation of specific functions as “essential” is based on numerous aspects of any incident or disaster such as time of the year, weather, size, availability of mutual aid, etc. Other objectives of continuity planning include:

- Reducing loss of life and minimizing damage and losses.
- Protecting and preserving essential facilities, equipment, records, and other assets.
- Reducing or mitigating disruptions to operations.
- Ensuring a high level of organizational readiness.
- Achieving operational status within 12 hours of activation at alternate or temporary locations.
- Ability to sustain operations for up to 30 days in alternate locations.
- Maximizing the use of remaining infrastructure.
- Achieving a timely and orderly recovery and resuming normal operations.

1.4 Authorities and References

- Section 8630 (et seq), Article 15, Chapter 7, Division 1, Title 2, California Government Code (CGC), section 8635 et seq (Succession)

2.0 THREAT SUMMARY

2.1 General: See Basic plan. This Annex only addresses the loss of facilities or infrastructure resulting from natural disasters or man-made/terrorist incidents.

2.2 Assumptions

- A catastrophic natural disaster or human caused incident causes damage to County facilities resulting in the loss of a department or agency's ability to perform essential operations or services from specific, damaged facilities.
- Power or water outages at essential facilities are projected to last for more than 48 hours.
- Other County facilities survive the incident and most have available extra capacity for temporarily displaced staff, e.g., the County-leased facility at Cirby Hills.
- Adequate personnel resources of any given department or agency survive the disaster or incident and are able to open and operate an alternate work location.
- The Emergency Management Organization is able to work from the County EOC or alternate location to coordinate departmental relocation needs.
- Mutual Aid is available, and communications are sufficient to coordinate requests for and receipt of resources.

3.0 ESSENTIAL FUNCTIONS

3.1 General: The functions of every department or agency, in one way or another are essential to the population of Nevada County. As a result, steps must be in place for both the survivability and the continuance of functioning in the immediate aftermath of natural disasters or catastrophes affecting physical infrastructure. However, in that the exact nature of the disaster or incident cannot be forecast, all functions of a department are liable to become "essential" due to varying factors of the incident such as timing, ferocity, scope and physical location within the County.

Due primarily to the dispersion of governmental facilities and working personnel, any disaster short of a massive earthquake or a tornado occurring in their midst will leave *some* facilities available, albeit for any given agency, *all* facilities or infrastructure may be unavailable. In addition, a reasonably high proportion of County employees should survive the incident and be able to work. Indeed, even should an unprecedented catastrophe occur, the procedures and responsibilities delineated in this plan serve as a baseline from which to ramp up additional resources, procedures, operations or services, as needed.

3.2 Essential Functions – as determined by Departments and Agencies

General: All County departments and agencies must develop and maintain individual COOP plans that meet the responsibilities listed below. Those Nevada County organizations having sole responsibility for a service or function countywide (e.g., Public Health) are responsible for coordination with appropriate individuals, offices, departments and agencies at all levels of government.

Department and agency responsibilities:

- Train and test all continuity plans, procedures and protocols developed for agency or department use.
- Update and maintain current all essential functions listed in paragraph 3.2 above. Prioritize functions in order to respond as quickly as possible in the immediate aftermath of a disaster or incident.
- Prepare and promulgate lines of succession for management/supervision and document all delegated authorities and limits in such areas as purchasing, hiring of personnel, etc.
- Determine minimum space requirements for all essential functions and staff including any unique requirements such as availability of secured storage, minimum numbers of phone lines, etc. for alternate work sites.
- Ensure procedures for protecting all government resources, facilities and personnel in the aftermath of a disaster or emergency incident are in place and staff is knowledgeable on both the procedures and any individual requirements.
- Prepare procedures for protection and disposition of vital records.

4.0 CONCEPT OF OPERATIONS

4.1 Preparedness: During preparedness, departments and agencies should plan for continuity through identifying alternate work location space requirements and communications, finalizing procedures, etc. Departments should, for example, establish limits of authority for personnel actions and document purchasing procedures. Lines of succession should also be promulgated throughout the department to ensure and ease transition after a COOP inducing incident. Department and Agency derived essential tasks listed in paragraph 3 should be studied to help determine how those functions and services will continue to be provided in the aftermath of a physically disruptive incident. Agreed alternate work locations are prepared as much as possible, within budgetary limits, and procedures for movement of both personnel and essential office equipment to that location is coordinated. Should occupation and use of the alternate site force a change in daily operations, then those changes are to be incorporated into internal procedures and plans. Stand-by/on-call contracts or Blanket Purchase Orders necessary to enable movement to and operations from an alternate site are prepared and promulgated to staff. Finally, departmental plans should be exercised, even at the most basic level, to ensure efficacy and comprehensiveness.

4.2 Response & Extended Response: Once the incident or disaster has occurred, the ESO is activated and the EOC is made operational. Departments verify the location and well-being of all employees and prepare to transfer to alternate locations as directed. The ESO begins the process of coordinating the relocation (providing transport, equipment, and perhaps even temporary shelter and food, if necessary) of affected staff to new/alternate locations. In addition, any requests for additional assistance or mutual aid will be collected by the ESO and, if possible, filled from internal County assets. Should those not be available, mutual aid requests will be forwarded by the ESO to the Regional Emergency Operations Center (REOC) which is co-located at the State Operations Center (SOC) in Rancho Cordova. However, in recognition

that the incident is most likely not restricted solely to Nevada County and that widespread confusion and chaos may be present, the County should not expect rapid relief or fulfillment of mutual aid requests, especially for certain low-density critical items, e.g., heavy Urban Search and Rescue (USAR) teams, equipment or search dogs. Departments secure any damaged property and equipment, account for personnel, ascertain whether or not equipment needed for essential functions is adequate, and begin coordinated movement to alternate locations. If possible, the County Website is used to notify the public of new locations, hours and procedures, and PIO coordinates with local media to promulgate information to the Public. Once a new location has been established, even for a temporary, finite period of time, departments return to normal operations as much as possible and continue service to that portion of the population unaffected by the incident.

- 4.3 Recovery:** In order to ensure the continuance of essential functions, the return to normal offices or facilities will be phased by the ESO. Infrastructure that has been damaged or destroyed will be repaired or replaced as quickly as possible in consideration of all other factors affecting the County. Long term displacement due to total destruction of facilities and the need to rebuild is managed as a separate activity, either by the ESO or County staff, whichever is most appropriate based on facility and staff availability.

ANNEX B**MASS EVACUATION****1. GENERAL****1.1 PURPOSE**

- Establish County, City and other agency responsibilities and concept of operation for support of a mass vehicular evacuation moving within or through the County that has been caused by a disaster or incident occurring outside of Nevada County.
- Support the Governor's Office of Emergency Services Mutual Aid Region IV Movement Operations Plan for incidents within Region IV.

1.2 OBJECTIVES

- Coordinate Operational Area (OA) emergency support of evacuees in any extraordinary vehicular evacuation moving within or through the County on Interstate-80, State Highway 20 and 49 that is caused by an emergency incident or event occurring outside of the County.
- Support law enforcement traffic control by providing shelter assistance and public information dissemination.
- Describe differences, additions and changes from the basic plan to ensure preparedness by response organizations.

1.3 SCOPE

The policies, procedures, and provisions of this Annex are applicable to the cities as well as to the unincorporated County inasmuch as a mass evacuation affects multiple political jurisdictions. Therefore, coordination of support of a mass evacuation impacting Nevada County will be managed as an Operational Area task as defined in the California Emergency Services Act. "Mass evacuation" is defined as a movement of a significant number of persons, by vehicle into and through Nevada County such that the sheer numbers of vehicles threatens to overwhelm the ability of CHP, the Sheriff and city police to control traffic by normal means, and may require use of innovative traffic control methods and roadside support to maintain the flow of traffic.

1.4 AUTHORITIES SPECIFIC TO MASS EVACUATION

- Governor's Office of Emergency Services Mutual Aid Region IV Movement Operations Plan.
- Emergency Management Assistance Compact §179, Article 10, CA Emergency Services Act

2. THREAT SUMMARY

2.1 GENERAL

Mass evacuations normally occur due to incidents or disasters that cause large numbers of people to flee the area in all types of vehicles over all roads regardless of size or legal restrictions. The evacuation is marked by a sense of panic among the evacuees and stress and fear levels are high. Individuals, groups, and families, including pets, evacuate as quickly as possible and, usually only after finding themselves in traffic jams, do they consider the need for food, water, clothing, medical care and possibly, shelter. Depending on the emergency, e.g., flood, fire or terrorist incident, the stressed state of mind of evacuees complicates action by law enforcement and local authorities to control traffic, the ultimate goal of which is to affect a safe, efficient and timely evacuation and ultimately, a safe return.

2.2 EVACUEE NEEDS

Some evacuees will in all likelihood start out without adequately considering their needs on the road especially as the duration of an evacuation is unknown. They might neglect to carry food, water, or medications for themselves, their children and pets. In addition, incidents such as mechanical breakdowns or running out of gas can occur. If automotive repairs are estimated to be extensive, evacuees could be faced with not having a functioning vehicle, far from home family and friends, in a potentially unfamiliar area, and possibly even, in inclement weather. Finally, overnight accommodations or shelter could be problematic merely due to the significant numbers of people and the limited number of (already) overwhelmed hotels and motels along the evacuation route.

Therefore, in order to facilitate the onward movement of evacuees, the OA will coordinate support of law enforcement and provide limited support to evacuees. It will coordinate emergency medical care, (i.e., ambulance service) and emergency automotive assistance and towing to ensure traffic flow. It will assist in enabling evacuee to access retail businesses to satisfy the need for food and water and, hopefully lodging. However, if shelter mutual aid is requested for an impacted County, the ESO will coordinate with the American Red Cross to open a number of temporary emergency shelters. It is important to note that direct OA action in a mass evacuation response is minimal and based primarily on maintaining onward movement of evacuees. A Local Emergency may be declared.

2.3 ASSUMPTIONS

- The incident occurs in another county or state causing movement of evacuees through Nevada County. In winter months, I-80 eastbound traffic may be stopped at Applegate and I-80 westbound traffic may be stopped at the Town of Truckee.
- The incident is multi-jurisdictional and causes Level-3 ESO activation.
- Retail and commercial establishments, churches, and government offices along the major evacuation corridors are open and available to evacuees.
- There will be some warning or preparation period in which to prepare for natural disaster caused evacuations such as extensive rainfall, or periods of excessively hot, dry weather

causing explosive fire danger, etc.

- There is a period of chaos at the outset of the evacuation that mitigates over time.
- Some evacuees will attempt to traverse the County area on surface streets.
- The majority of evacuees find shelter with friends, relatives or in commercial accommodations and does not require shelter support.

3. CONCEPT OF OPERATIONS

- 3.1 **RESPONSE** – THE OA supports a mass evacuation primarily through law enforcement directing and facilitating the continued movement of evacuees within and through the County. Fire departments and fire protection districts may be requested to assist law enforcement with traffic control and the provision of engine company Advanced Life Support. Normal emergency medical services as well as emergency automotive repair and towing are also provided by a combination of public and private entities. The OA coordinates with Red Cross to establish temporary shelters if requested to do so by the REOC.
- 3.2 **EMERGENCY MANAGEMENT** – The role of the Operational Area in a mass evacuation is to support law enforcement, i.e., CHP, the Sheriff and city police departments which are providing the operational response and Incident Command.
- 3.3 **ASSIST IN FACILITATING MOVEMENT** – Ultimate authority for movement control on roadways rests with California Highway Patrol (CHP), and secondarily with other law enforcement agencies such as the Sheriff or city police departments operating as mutual aid to CHP. Depending on the scale of the evacuation, CHP and even local law enforcement may not have adequate personnel to completely manage a large mass evacuation. Additional law enforcement assistance will be coordinated via normal law enforcement mutual aid channels. Requests of the ESO are projected to be primarily for signage, stanchions, physical barriers, or staffing, etc. for use in Traffic Control Points (TCP) to expedite traffic flow, traffic work-arounds, and prevent gridlock. The underlying principle of a mass evacuation is to keep evacuees moving as smoothly and as safely as possible, without assistance, into safe areas in or adjacent to the County.
- 3.4 **ORGANIZE AND COORDINATE MOVEMENT** – Time permitting CHP and any mutual aid law enforcement resources plan and execute a mass evacuation in such a manner as to preclude the problems mentioned above. Priority for movement will be to evacuees from areas in the most immediate danger, a decision that is the responsibility of the Incident Commander. For spontaneous evacuations, Incident Command requests assistance through the ESO once it is established. The ECAP, once established, is another probable source of requests and the probable location for the provision of support. If a shortage of local resources is encountered, the ESO prioritizes local resource requests and requests State support through the REOC.
- 3.6 **SECURE EVACUATED AREAS** – As the population vacates large areas of homes and businesses, law enforcement secures those areas pending return of residents. Security requirements exceeding the resources available within the OA are requested by the Law Enforcement Coordinator in the ESO.

- 3.7 **PROVIDE SUPPORT INCLUDING TEMPORARY SHELTER** - Provision of support to evacuees, other than emergency medical services or minor automotive repair or towing on the highway, is minimal and most often will take the form of directions and access to commercial restaurants, grocery stores, hotels, hospitals, gas stations, etc. Other OA assistance is limited to coordinating temporary shelters which in most cases will only have food if provided by volunteer groups or non-profit agencies such as churches or the Salvation Army. Shelters most often do provide rest areas, minimal sleeping arrangements, and access to toilet facilities.

4. ORGANIZATION AND RESPONSIBILITIES SPECIFIC TO MASS EVACUATIONS

4.1 GENERAL

The principal activities for the OA in response to a mass evacuation are warning, evacuation, traffic control, rescue/recovery, movement support and temporary shelter. Responsibility for each of these functions is delineated in the basic plan, but some are repeated here for clarification and continuity.

4.2 COUNTY AGENCY RESPONSIBILITIES UNIQUE TO A MASS EVACUATION

4.2.1 Sheriff's Office

- a. Provide Incident Command for the unincorporated County.
- c. Establish and operate traffic control points on State highways or Interstate 80 in response to CHP requests
- d. Ensure surface street traffic control measures facilitate movement of evacuees into overall CHP movement plans

4.2.2 Nevada County Fire Districts

- a. Respond to requests for support to ensure smooth flow of evacuees into and through County.
- b. Provide field intelligence to the ESO by reporting damage and other vital information such as bridge/road failures, numbers of evacuees, bottlenecks, etc.

4.2.3 Department of Public Works

- a. Provide personnel and resources to assist in traffic control and road closures, as requested by Incident Command.
- b. Prioritize maintaining County Roads in passable condition for both evacuees and emergency vehicles.

4.2.4 Department of Social Services

- a. Coordinate with American Red Cross to ensure opening of emergency shelters as and if requested.
- b. Ensure all shelter facilities (if required) and warning processes are in compliance with the Americans with Disabilities Act.

ANNEX C

RECOVERY

GENERAL

The primary goal of “recovery” is to return an impacted area, its residents, its public services and its private industry to their pre-disaster condition, and through implementation of hazard mitigation measures, prevent similar impacts in natural disasters or large, human-caused incidents in the future.

This annex identifies the organization for and responsibilities of County agencies and departments specifically for “recovery.” Since most large incidents are multi-jurisdictional, in all probability emergency response as well as recovery will be coordinated by the Operational Area which, by designation, includes the cities, towns, and all other political entities in Nevada County. Whereas overall recovery will be coordinated by the OA, in most cases, individual jurisdictions work directly with state and federal organizations for much of the time.

PURPOSE

Part One – Recovery Operations and Organization:

- Describes the organization, roles and responsibilities for recovery in Nevada County.
- Assists jurisdictions within the County to recover from disasters successfully and optimize state and federal assistance.

Part Two – Disaster Assistance Information:

- Identifies disaster assistance programs available to government agencies, private and nonprofit agencies, businesses, and individuals.
- Provides references for disaster assistance information to include eligibility criteria, application instructions, and forms.

AUTHORITIES

- California Disaster Assistance Act , Chapter 7.5 of Division 1 of Title 2 of the Government Code, as amended (CDAA)
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2, of the Government Code, as amended (ESA)
- Title 19, California Code of Regulations, Division 2, Chapter 6, Disaster Assistance Act (19 CCR)
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act , as amended (Stafford Act)
- Title 44, Code of Federal Regulations (44 CFR), Parts 9, 10, 11, 13,14, 201 and 206

REFERENCES

FEMA Publications:

- *Public Assistance Guide*, FEMA Publication 322, July 2001
- *Debris Management Guide*, FEMA Publication 325, July 2007
- *Applicant Handbook*, FEMA Publication 323, September 1999

CA Cal EMA Publications:

- *A Guide for Establishing a Local Assistance Center*
- *Recovery Manual*
- *Disaster Recovery and Mitigation Handbook*
- *Disaster Debris Management, Statewide Strategy and Guidance*

PART ONE – RECOVERY OPERATIONS and ORGANIZATION

1.0 SCOPE

This Annex addresses recovery from emergency incidents or natural disasters that have resulted in a gubernatorial proclamation or a Presidential Declaration of an Emergency or of a Major Disaster. The procedures and provisions outlined herein are applicable to all agencies and organizations in the Nevada County Operational Area.

This section is not a substitute for detailed state and federal guidelines; rather it describes the roles of the County and other individuals, agencies and political jurisdictions in returning damaged portions of the County to a state of normalcy as quickly and efficiently as possible.

2.0 RECOVERY OVERVIEW

Recovery is different than response; however, there is no clearly defined point of separation between the two and indeed, very often, these functions overlap. Recovery consists of restoring government, individuals, and businesses to their pre-disaster conditions. And, in some cases, the pre-disaster condition will actually be improved or strengthened by completion of mitigation measures to help reduce or eliminate damage in future disasters or emergencies.

RECOVERY PHASES

- **Short-term:** begins during response and may last for a period of months. The focus is on health and safety, shelter and feeding, damage containment, utility restoration, debris clearance and removal, and full restoration of government services.
- **Long-term:** may last for years and, for the most part, each political jurisdiction addresses its own long-term tasks individually and on its own timeline. During long-term recovery, the community is returned to its pre-disaster or an improved condition, and tasks may include

revising land use planning, increasing hazard mitigation, facility restoration and reconstruction to an improved level, full economic restoration, and recovery of eligible disaster-related costs.

3.0 CONCEPT OF OPERATIONS FOR RECOVERY

3.1 GENERAL

Following the issuance of a Gubernatorial Proclamation of Emergency, or if the President issues or is anticipated to issue a Declaration of an Emergency or a Declaration of a Major Disaster, Nevada County's recovery operations will be a coordinated effort managed by OA.

The Operational Area plays a markedly different role in *recovery* than in *response*. During *response*, it coordinates countywide, collective response activities for all affected jurisdictions to ensure optimum utilization and prioritization of resources. However, during *recovery*, each jurisdiction works directly with state and federal program representatives as well as with local contractors, consultants, and relief agencies.

3.2 EMERGENCY SERVICES ORGANIZATION (ESO)

The ESO collects, documents, and formats disaster-related damage assessment information and assists all jurisdictions with recovery activities. The ESO also provides a network for those jurisdictions impacted by the disaster to share information and facilitate recovery.

3.3 ESO OBJECTIVES

The ESO:

- Facilitates day to day recovery activities throughout the OA by prioritizing and deconflicting simultaneous demands on critical assets, and providing a single source of information for disaster victims, government agencies and the public at large.
- Ensures all disaster-related damage is identified and documented in order to establish rebuilding priorities while facilitating FEMA damage assessments.
- Ensures disaster-related costs are identified and processed for reimbursement of claims.

3.4 MANAGEMENT OF RECOVERY OPERATIONS

Nevada County and the Nevada County OA will utilize a SEMS-based organization with the EOC Director having the primary responsibility to facilitate and coordinate recovery operations. The EOC Director may create a specific SEMS-based organization (Recovery Task Force) with the below duties.

- 3.7.1 Management:** Responsible for recovery coordination and management on behalf of the Board of Supervisors, including:
- Developing recovery policy issues requiring CEO or Board decisions.
 - Keeping elected officials apprised of recovery activities and progress.
 - Directing and approving release of information to the public.
 - Ensuring the safety of recovery activities.
- 3.7.2 Operations Section:** Responsible for coordinating, facilitating or prioritizing day to day recovery activities, as needed. Ensures, coordinates and monitors activities such as:
- Restoration of medical health facilities and services.
 - Returning government facilities to full operation mode.
 - Repairs to utility and transportation systems.
 - Collecting, removing and disposing of debris.
 - Demolishing condemned buildings.
 - Providing emergency housing.
 - Providing damage and safety inspections.
 - Providing an application process for disaster assistance.
- 3.7.3 Planning/Intelligence Section:** Prepares documents and makes recommendations for recovery activities including:
- Preparing an Action Plan for recovery operations.
 - Preparing recovery situation reports.
 - Zoning and land use ordinance changes and waivers.
 - Waiving/altering building permit process and requirements.
 - Preparing alternative building regulations/code enforcement.
 - Reviewing and incorporating recovery projects in the General Plan and the Local Hazard Mitigation Plan.
 - Documenting recovery operations.
 - Preparing After-Action Reports consistent with SEMS/NIMS.
 - Providing lessons learned for future mitigation planning.
- 3.7.4 Logistics Section:** Obtains resources for recovery operations, including:
- Temporary office space (and reallocates existing space).
 - Acquiring recovery supplies and equipment.
 - Providing vehicles and personnel.
- 3.7.5 Finance/Administration Section:** Manages the financial transactions of recovery, including:
- Preparing and maintaining the recovery budget.
 - Developing and maintaining recovery specific contracts.
 - Processing recovery accounting and claims.
 - Managing insurance claims for public agencies and for disaster assistance.

4.0 SEQUENCE OF INITIAL RECOVERY EVENTS

As alluded, recovery actually begins during incident response. Following a declaration of an Emergency or Major Disaster Declaration, response and recovery actions are implemented by all impacted jurisdictions; however the sequence of actions varies depending on the disaster. Initial recovery activities transpire in the immediate aftermath of an incident and might even occur while response activities are on-going.

Where it is suspected by the magnitude of the event that a federal disaster proclamation is imminent, Emergency Management Mutual Aid (EMMA) may be requested from Cal EMA to assist with organizing recovery operations. A Presidential Declaration of Emergency or Major Disaster requires a Local Emergency Proclamation, a State of Emergency Declaration by the Governor, and a request from the Governor to FEMA. The Local Proclamation enables jurisdictions and state agencies to render mutual aid, and for charging extraordinary mutual aid services to the state.

Therefore accurate recordkeeping and accounting practices are essential to maximizing incident cost recovery. Separate records related to the expenditure of supplies and equipment and personnel hours involved in recovery must be maintained from the outset of recovery during response. The following activities should be conducted during and after the initial response.

4.1 CONDUCT INITIAL DAMAGE ESTIMATES

4.1.1 Windshield Survey

A Windshield Survey is a survey of the entire impacted area by first responders, damage assessment teams and safety assessment teams via motor vehicle. It is conducted as early as possible in order to determine the scope, specific location(s) of impacted areas, and immediate resource needs. Survey results are submitted to both the ESO and, if established, the RTF Planning Section.

4.1.2 Safety Assessment

As soon as possible, an assessment is conducted by all impacted jurisdictions to identify immediate threats to public health and safety and to determine the true scope of the disaster. Cal EMA can provide assistance through the Safety Assessment Program (SAP) which is requested through the REOC. Safety Assessment is the evaluation of facilities, coordinated by the Safety Assessment Coordinator in the ESO Planning Section, to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety. Based on the assessment results, appropriate emergency protective measures are implemented, including one or more of the following:

- Road closures.
- Safety tagging or placarding of structures and demolishing of buildings.
- Relocation of businesses or government services from unsafe structures.
- Rapid debris removal and/or stream clearance.

- Mitigation of threats to public health, e.g., hazardous materials or infectious waste.

4.1.3 Damage Assessment

Following completion of the Safety Assessment, a detailed Damage Assessment is completed by each impacted jurisdiction, and summarized by:

- The extent of damage to each structure.
- Individual identifier for each damaged location.
- Geographic coordinates for each damaged location.
- Work category groups. (Attachment 4)

Damage Assessment teams produce reports that include clearly labeled photographs showing damages and estimated repair/replacement costs for each structure or infrastructure site (roads, bridges, water treatment plants, etc.) In addition, the RTF completes a list of projects for each work category such as utilities, public buildings, or water control facilities, etc. A project may consist of one item of work, such as repair to a single structure, or work that occurs at multiple sites, such as repair to several washouts along a road. Each project will be given an estimate of the repairs necessary to return the site to its pre-disaster condition or to current codes and standards. (Note: Jurisdictions may wish to use the disaster to pursue improvements to damaged areas. Costs associated with improvements will be considered and incorporated later in the recovery process.)

Copies of the Damage Assessment Summary are maintained by the Planning Sections of both the ESO and the RTF, and copies provided to:

- The "authorized agent" – appointed by Board of Supervisors.
- The Jurisdiction Coordinating Officer (JCO).
- Operational Area Coordinating Officer.
- State and Federal inspectors, as requested.

4.2 ESTABLISH RECOVERY ASSISTANCE FACILITIES

4.2.1 Local Assistance Center (Cities and County)

One or more Local Assistance Centers (LAC) will be established by the County or an affected city or cities at a central location at which individuals and businesses can obtain information and assistance. Representatives from local government (city, county and special district), state and federal agencies, relief agencies (e.g., Red Cross, Salvation Army), and essential service private businesses (e.g., telephone, power, etc.) are normally present in a LAC.

If the disaster does not receive a Presidential Declaration, the LAC provides the County and Cities with a venue at which victims' needs are addressed (such as matching

victims with federal programs not requiring a Presidential Declaration), and from which the media is kept informed on disaster assistance programs.

Individuals not qualifying for any of the FEMA programs may receive support from other programs offered by local non-profit agencies. The authorized agent or JCO may be designated to act as a facilitator for citizens requesting assistance.

Assistance at the LAC normally includes:

- *County or City provided services:*
 - a) Mental Health counseling and referral (Behavioral Health Department).
 - b) Property tax relief (Nevada County Treasurer/Tax Collector).
 - c) Building permits (City or County Building Department).
 - d) Well testing/public health concerns (Environmental Health and Public Health Divisions).
- *State provided services:*
 - a) Contractor referral services (Department of Consumer Affairs).
 - b) Employment Information (Employment Development Department).
 - c) Drivers Licenses and Automobile Registrations (DMV).
- *Information concerning:*
 - a) County and Municipal services
 - b) Special district services.
 - c) Notifying utilities.
 - d) Getting a post office box.
 - e) Boarding animals.
 - f) Insurance policy retrieval, settlements, etc.

4.2.2 Disaster Recovery Centers (Federal Government)

Disaster Recovery Centers (DRC) are set up in facilities requested and coordinated through the RTF to house federal agencies and are managed by FEMA. They are either physically established or "virtually established" through a 1-800 telephone or on-line registration and application system. If one is physically established, it will consider the needs of and coordinate with existing OA and State response, relief and recovery agencies to ensure optimum accessibility for affected populations.

A DRC provides a central location for individuals and businesses to register for federal disaster assistance and to receive information and recovery resource materials. More than one DRC may be established in or near stricken areas.

4.2.3 Joint Field Office (Federal Government)

Following a Presidential Declaration of a Major Disaster or Emergency, a federal Joint Field Office (JFO) will be established in proximity to the disaster area. The JFO serves as the coordination point for both state and federal assistance.

Typical functions of the JFO include:

- Coordination of the overall federal assistance programs for Individual and Public Assistance (IA/PA), as well as any existing emergency work.
- Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information.
- Coordination and cooperation with other federal and state agencies.
- Action Planning, identifying priorities and potential problems, and documenting recovery actions.
- Operations – damage survey teams, outreach activities, and programs implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.).
- Providing materials and resources needed for recovery.
- Tracking and monitoring of costs, approving purchases, and conducting audits.

PART TWO: DISASTER ASSISTANCE INFORMATION

The information in Part Two is applicable to all political jurisdictions in Nevada County and is provided herein for reference. Current and detailed information must be obtained directly from those agencies providing recovery funding and assets at the time of an incident or disaster. Disaster assistance is available from County, state and federal governments and may also be available from non-profit agencies and organizations.

1.0 SOURCES OF DISASTER ASSISTANCE

1.1 NEVADA COUNTY

Local assistance to individuals and businesses above and beyond the immediate needs of food and shelter includes loans, grants, assistance and advocacy in accessing state and federal assistance programs. This assistance is made available through the use of, community development grants, and access to federal programs (e.g., food stamps) managed by Nevada County. Non-profit agencies such as the American Red Cross, Salvation Army and possibly others may provide financial and non-financial assistance to individuals and families.

1.2 STATE

Disaster recovery assistance is available through a California Emergency Management Agency Director's Concurrence, or through a Governor's Proclamation of a State of Emergency. The California Disaster Assistance Act (CDAA) authorizes the Cal EMA Director, at his/her discretion, to provide financial assistance to local governments to repair and restore damaged

public facilities and infrastructure. Likewise, the California Emergency Services Act authorizes the Cal EMA Secretary to provide financial relief for emergency response actions and restoration of public facilities and infrastructure.

1.3 FEDERAL GOVERNMENT

A Presidential Declaration of Emergency or Major Disaster supports response activities of federal, state and local governments and disaster relief organizations by implementing federal recovery programs, including Individual Assistance, Public Assistance, and the Hazard Mitigation Grant Program.

2.0 TYPES OF FEDERAL ASSISTANCE

2.1 INDIVIDUAL ASSISTANCE (IA)

Individual Assistance is available to individuals or families, and to private-sector businesses through grants and/or loans from FEMA, Cal EMA, Small Business Administration (SBA), and the United States Department of Agriculture (USDA)

2.2 PUBLIC ASSISTANCE (PA)

Public Assistance and Hazard Mitigation Grants are available to local government entities, schools, institutions of higher education, and private, non-profit agencies.

3.0 INDIVIDUAL ASSISTANCE (IA)

The assistance programs available to individuals and families correspond to the level of the disaster declaration. All forms of assistance may be changed by the California legislature or by Congress at the time of the event. Consequently, appropriate and current sources of information, e.g., from websites or from state or federal agency offices should be consulted regarding current funding limits, eligibility requirements, etc.

3.1 INDIVIDUAL ASSISTANCE FROM THE FEDERAL GOVERNMENT

Most federal assistance to individuals and families is in the form of low interest loans to cover expenses not covered by state or local programs or private insurance. Those who do not qualify for loans may be eligible for cash grants.

The types of IA following a Presidential declared disaster may include one or more of the following, which is coordinated by federal agencies:

- **Disaster Housing Assistance Program** - Provides temporary housing to disaster victims.
- **Mortgage and Rental Assistance Program** - Provides grants for home-related mortgage or rent payments to disaster victims, who, as a result of a disaster, have lost their jobs or businesses and face foreclosure or eviction from their homes.

- **Housing and Urban Development (HUD) Programs** – Provide relief to disaster victims ranging from purchasing HUD homes to mortgage guarantee. Most disaster related assistance is done in coordination with FEMA.
- **Small Business Administration (SBA)** - Automatically implemented program following a Presidential disaster declaration for Individual Assistance or it may be implemented at the request of the Governor. Provides low interest loans to businesses and individuals who have suffered disaster losses.
- **Individual and Family Grant Program (IFGP)** - Authorized only by a federal disaster declaration to provide grants to disaster victims not eligible for SBA loans.
- **Cora Brown Fund** - Authorized only by a federal disaster declaration to provide disaster victims with assistance if they are not eligible for any other disaster assistance from the government or other organizations.
- **Other assistance -**
 - Veterans benefits
 - Tax refunds
 - Excise tax relief
 - Unemployment benefits
 - Crisis counseling
 - Legal Counseling

3.2 INDIVIDUAL ASSISTANCE FROM THE STATE

The State of California does not provide Individual Assistance; however, State programs under local administration may be utilized during an emergency. In addition, State agencies may provide indirect relief to victims, including:

- **Income tax relief** for disaster casualty losses (State Franchise Tax Board)
- **Disaster unemployment assistance** (Employment Development Department)
- **Insurance information** (Department of Insurance)
- **Veterans assistance** (California Department of Veterans Affairs (CDVA))
- **Guidance on obtaining licensed contractors for repairs** (California Contractors State License Board)

3.3 INDIVIDUAL ASSISTANCE FROM LOCAL SOURCES

Assistance is often available from local, non-profit organizations for those not eligible for government-sponsored programs. At any rate, local government assistance addressing the needs of individuals and families may include one or more of the following:

- **Individual and family loans or grants** (Community Development Block Grant (CDBG))
- **Access to federal programs** including food stamps, which can be expedited to qualified individuals (through County program managers).

4.0 PUBLIC ASSISTANCE (PA)

State and federal Public Assistance (PA) includes programs that target the repair and restoration of public infrastructure, facilities and services, and provides direct funding to "public agencies" such as the county, cities, special districts, school districts, and colleges. Federal assistance is also available to Indian tribal organizations and private, non-profit organizations that provide essential services.

The State Office of Emergency Services is the primary grantee for federal recovery funds and is responsible for processing all PA "sub-grants" to eligible applicants. Following a catastrophic disaster, and a request by the Governor, federal resources are mobilized through FEMA. PA generally pays 75% of the costs of approved projects for rebuilding damaged infrastructure.

4.1 PUBLIC ASSISTANCE FROM THE FEDERAL GOVERNMENT

- The Robert Stafford Disaster Relief Act of 1974 (the Stafford Act) is the primary source of Public Assistance. A Presidential Declaration of Emergency or Major Disaster is required to activate the provisions of this law.
- Public Assistance may include debris removal, emergency protective measures, repair of damaged public property, loans needed by communities for essential government functions, and grants for public schools.
- A Presidential *Major Disaster Declaration* activates long-term recovery programs, (some of which are matched by state programs), designed to help disaster victims, businesses and public entities.
- A Presidential *Emergency Declaration* is more limited in scope than the Major Disaster Declaration and without the long-term federal recovery programs. In general, it is federal assistance provided to meet specific emergency needs or to help prevent recurrence of a major disaster.
- The Stafford Act also authorizes a *Hazard Mitigation Grant Program* administered by FEMA, to provide grants to implement long-term hazard mitigation measures in the aftermath of a Major Disaster declaration. The purpose of the program is to reduce the loss of life and property from natural disasters by enabling mitigation measures to be implemented during short-term recovery.

4.2 PUBLIC ASSISTANCE FROM THE STATE

Under the California Disaster Assistance Act (CDAA), CA OES administers a PA program to provide financial assistance and reimbursement of costs incurred by local governments as a result of a disaster. Funding is available to counties, cities and special districts for repair of disaster-related damage to public buildings, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works. It does not apply to facilities used solely for recreation. It offers up to 75% of eligible costs to: repair, restore, reconstruct or replace public property or facilities; it covers direct and indirect costs of grant administration (with the Cal EMA Secretary's concurrence); and, it covers the cost of overtime and supplies used during emergency response.

- Conditions for California Disaster Assistance Act Implementation:
 - Cal EMA Secretary must concur with Local Emergency declaration for permanent restoration assistance;
 - Governor must proclaim a State of Emergency (for disaster response and permanent restoration assistance); or
 - President must declare a Major Disaster or Emergency (for matching fund assistance for cost sharing required under federal public assistance programs).
- Funding for the repair, restoration or replacement of public real property damaged or destroyed by a disaster is made available when the Cal EMA Secretary concurs with a Local Emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of some local government costs associated with emergency activities undertaken in response to a gubernatorial-declared State of Emergency. The program may also provide matching funds for cost sharing required under federal PA programs.

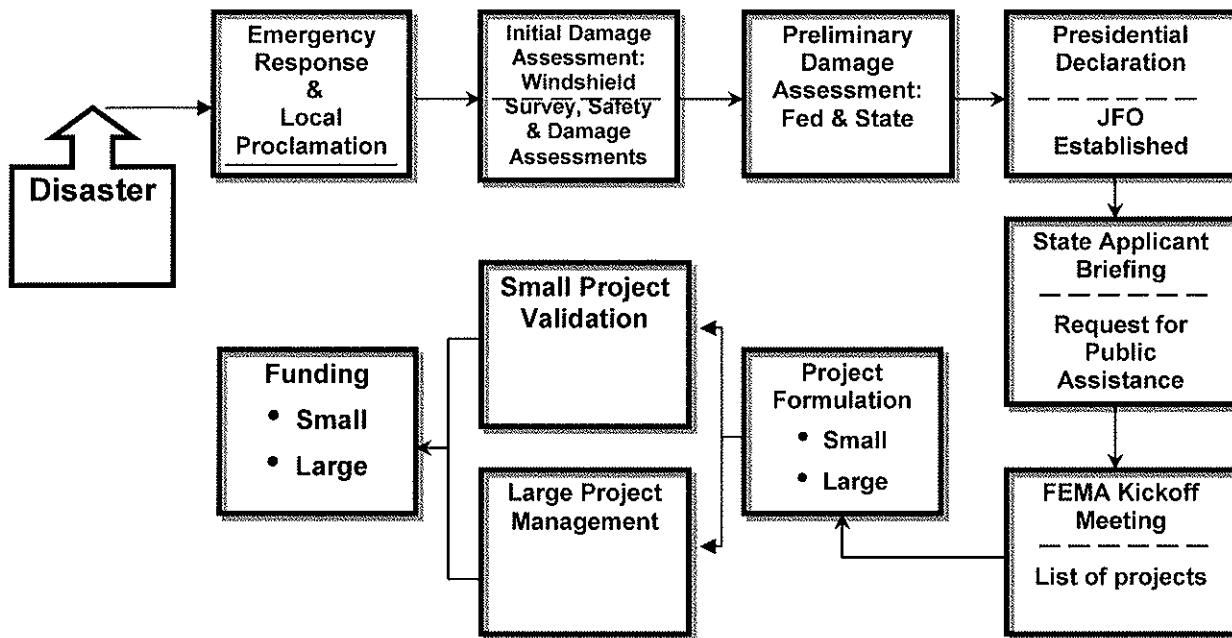
Per the California Government Code, when the Cal EMA Secretary determines that there are mitigation cost-effective measures that would substantially reduce the risk of future damage, hardship, loss or suffering in an area where a State of Emergency has been proclaimed by the Governor, the Director may authorize implementation of mitigation measures.

4.3 PUBLIC ASSISTANCE PROCESS OVERVIEW

Following a disaster or emergency event, the scope and extent of damage is determined primarily by first responders and a windshield survey. These confirm, among other things, the need for state or federal financial support for restoring governmental facilities and public infrastructure. Nevada County will have issued a Proclamation of Local Emergency that petitions the Governor to issue a Gubernatorial State of Emergency Proclamation. Coincidental with the County proclamation, the Safety and Damage Assessments for the unincorporated County and any affected city or cities are started. If warranted, the Governor requests a Presidential Emergency or Major Disaster Declaration, each of which carry specific resource and funding allocations. However, the flow of both state and federal assistance follows a well defined path as shown below.

The materials listed in References (above) are invaluable to understanding and successfully completing funding assistance requests from both the state and federal governments. However, this paragraph deals only with *Public Assistance* which is assistance to "public agencies, and in

some cases, "private non-profit organizations (PNP)." Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide "critical services" (power, water - including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA for a disaster grant.



4.4 PRELIMINARY DAMAGE ASSESSMENT (PDA)

In order to verify damage, determine its impact on the community, identify the types of federal assistance needed, and calculate a gross estimate of damage costs, a Preliminary Damage Assessment (PDA) is conducted by state and federal PDA Teams before the issuance of a Presidential declaration. Federal appropriations for the disaster are based on this information.

Affected jurisdictions facilitate the PDA process by assembling all available Safety and Damage Assessment information for the PDA. However, following the PDA, damage assessment information should be reviewed and updated in preparation for the disaster assistance application process.

Individual jurisdictions provide assistance and local knowledge to PDA Team(s) touring damaged locations. The most heavily damaged sites should be prioritized for inspection to ensure they get adequate time and attention from the PDA team.

Prior to starting the inspections, previously compiled damage assessment information should be provided to the PDA Teams. The teams, comprising three to four individuals from federal, state, and local agencies, assess both public and private sector damage. Upon completion, and upon issuance of a Presidential declaration, a federal Joint Field Office (JFO) is established.

4.5 STATE APPLICANTS' BRIEFING

As soon as practicable following the President's Declaration of an Emergency or a Major Disaster, the State conducts a meeting for all potential applicants for Public Assistance i.e., governmental agencies. The State representative notifies all potential applicants of the date, time and location of the briefing. The Authorized Agent, all JCOs and department financial analysts should attend this briefing. More than one briefing may be held depending on the size of the incident and the projected number of applicants.

Requirements and procedures for requesting and obtaining Public Assistance are explained at this briefing and applicants are provided with informational materials.

The *Request for Public Assistance* (FEMA Form 90-49) is an applicant's official notification to FEMA of the intent to apply for Public Assistance. The *Request* form is typically submitted at the Applicants' Briefing but at any rate must be submitted within 30 days of the date of designating the county eligible for PA.

Each request is reviewed by federal and state personnel to assess eligibility. The State may designate a State Applicant Liaison (Liaison) to ensure that the applicant's needs are met and FEMA appoints a Public Assistance Coordinator (PAC) to manage the entire Public Assistance process. The PAC:

- Explains the program and its application to the applicant's specific needs
- Works with the applicant to develop projects
- Obtains any technical assistance, if required
- Ensures projects comply with applicable laws, regulations, and policies
- Ensures project *Special Considerations* are identified and reviewed
- Coordinates with the State as necessary to resolve problems
- Maintains the applicant's case management file

4.6 FEMA KICKOFF MEETING

Within one week of FEMA's receipt of a *Request for Public Assistance*, the PAC and State Liaison contact the applicant to schedule a Kickoff Meeting, to provide a much more detailed review of the PA program focusing on the specific needs of the applicant. This allows the PAC and Liaison to concentrate on eligibility and documentation requirements most pertinent to the applicant.

The PAC also discusses *special considerations*, such as floodplain management, insurance, hazard mitigation opportunities, and compliance with environmental and historic preservation laws, all of which can potentially affect the type and amount of assistance available and documentation needed.

4.7 PROJECT FORMULATION

Project formulation is the process of identifying the eligible scope of work and estimated costs for each project. Projects are divided into two groups based on the monetary threshold established in Section 422 of the Stafford Act and elaborated on in 44 CFR 206.203(C). Small projects are those projects with a total estimated cost below the "threshold," and large projects are those with a total estimated cost at or above the threshold. The threshold is adjusted according to the Consumer Price Index (CPI) each fiscal year to account for inflation. The determination of the threshold that will be used for a disaster is based on the declaration date of the disaster, regardless of when project approval is made, or when the work is performed.

4.7.1 Small Projects

Small project funding is estimated if actual costs are not available. This procedure is provided for in the Stafford Act in order to streamline processing and payment to the applicant. The State forwards the total Federal share of funds to the applicant as soon as practicable after project approval. The FFY 2008 upper threshold over which a project could not go to still be considered a "Small Project" was \$60,900.

4.7.2 Large Projects

Large project funding is based on documented actual costs. But, because of the complexity and nature of large projects, costing work typically is not complete at the time of FEMA approval. Therefore, large projects are approved based on initial, estimated costs, and funds generally made on a progress payment basis as work is completed. When all work is complete, the State performs a reconciliation of actual costs and transmits the information to FEMA for final funding adjustments.

4.8 PROJECT WORKSHEET (PW)

The PW is the primary form used to document the scope of work and cost estimate for each project. It includes the location, damage description and dimensions, scope of work, and cost estimate.

Each jurisdiction is responsible for preparing the PW for small projects and submitting it to the PAC. The applicant must submit any and all small project PWs to the PAC within 60 days of the Kickoff Meeting. However, they should be submitted as soon as possible to expedite the assistance process. The PAC may assign a Project Officer or Specialist to provide technical assistance if an assistance is required for PW preparation,

For large projects, a federal Project Officer works with the applicant to prepare the PW. The Project Officer may lead a team that includes a representative of the state and one or more specialists depending on the type and complexity of the project. The applicant, in coordination with the PAC, may combine work items into projects. In this manner, the projects may be organized around the applicant's needs. A project may consist of one item or several.

4.9 VALIDATION

A PW is prepared for each small project. While some applicants may request assistance in preparing a PW, other applicants proceed without assistance, and validation is conducted for those applicants (preparing their own PWs), the purpose of which is to ensure complete and accurate scope(s) of work, and that costs included are eligible for PA, are accurate and reasonable.

Large projects will not be validated. The Project Officer, working with the applicant, is responsible for developing the scope of work and cost estimate for a large project and submitting the PW to the PAC for review and processing.

4.10 FUNDING AND CLOSEOUT

FEMA and Cal EMA share responsibility for making PA Program funds available to the applicant. FEMA approves projects and provides the Federal share of the approved amount to Cal EMA. Funds that FEMA has obligated will be retained at the Federal level until OES is ready to award the grants. OES then provides its share of the grant amount and notifies the applicant that funds are available. The method of payment to the applicant is dependent on the type of project – small or large. Closeout occurs when all projects have been formulated and subsequently approved, appeals have been resolved, and funds obligated.

5.0 HAZARD MITIGATION PROGRAMS

Following a Presidential Declaration of Major Disaster, the Hazard Mitigation Grant Program (HMGP) is activated by FEMA. Authorized by the Stafford Act, the HMGP provides funds for cost-effective projects which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

Stafford Act §404 funding may not be used to fund any mitigation project that might be used to complement or enhance mitigation funded under IA or PA. By regulation, §404 funding is the funding of last resort. During the immediate post-disaster period, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Potential forms of mitigation:

- Changing building and fire codes
- Variances or set-backs in construction
- Zoning to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones
- Creation of shaded fuel breaks/Fuels reduction programs
- Stream bed clearance
- Improving communications capabilities
- Weed abatement programs
- Improving emergency plans and agreements

ANNEX D**HAZARDOUS MATERIALS AREA PLAN****1.0 GENERAL****1.1 PURPOSE**

The Nevada County Hazardous Materials Area Plan, hereafter referred to as the "Area Plan" establishes the policies, responsibilities, and procedures required to protect the health and safety of Nevada County's citizens, the environment, and public and private property from the effects of hazardous materials emergency incidents. It is an Annex of the County's Emergency Operations Plan.

The Area Plan establishes the emergency response organization for hazardous materials incidents occurring within Nevada County. This Plan documents the operational and general response procedures for the Marysville Fire Hazardous Materials Response Team which is the primary hazardous materials response group for Nevada County.

The Area Plan is the principal guide for agencies of Nevada County, its incorporated cities, and other local entities in mitigating hazardous materials emergencies. This Area Plan is consistent with the National Incident Management System (NIMS); a unified framework for incident management within which government and private entities at all levels can work together effectively. The NIMS provides a set of standardized organizational structures such as the Incident Command System (ICS) and standardized processes, procedures and systems. These processes and procedures are designed to improve interoperability among jurisdictions and disciplines in various areas -- command and management, resource management, training, and communications. The California version, known as SEMS (Standardized Emergency Management System) was updated in 2004 by the federal system.

This Area Plan is an operational plan as well as a reference document; it may be used for pre-emergency planning as well as a resource for emergency response. Agencies having roles and responsibilities established by this Area Plan are encouraged to develop standard operating procedures (SOPs) and emergency response checklists based on the provisions of this Area Plan. This Area Plan should be used in conjunction with the Nevada County Emergency Operations Plan (EOP) and the California Hazardous Materials Incident Contingency Plan.

1.2 PLAN

- A hard copy of the current plan will be filed in the Nevada County EOC.

- If a hard copy of the plan is required, contact either the County of Nevada Environmental Health Department or the Nevada County Office of Emergency Services.

ANNEX E

PUBLIC HEALTH EMERGENCY

1.0 GENERAL

1.1 PURPOSE:

This annex defines public health emergencies and list plans that are the auspices of the County Public Health Officer. As "public health" is a County function, all measures taken in response to public health emergencies are coordinated by the Operational Area (OA) as authorized in the California Emergency Services Act.

A "public health emergency" is an occurrence of or imminent threat of an illness or health condition that is believed to be caused by:

- bioterrorism
- the appearance of a novel (new) or previously controlled or eradicated infectious agent or biological toxin
- a natural disaster (including extreme weather conditions)
- a chemical attack or accidental release/exposure to air, water, land or food
- a nuclear attack or accident

and the emergency poses:

- a high probability of a large number of deaths in the affected population
- a large number of serious or long-term disabilities in the affected population
- a significant risk of substantial future harm to a large number of people in the affected population

Other emergencies or hazards such as fire, flood, earthquake, etc could become public health emergencies should such events affect enough of the population that the typical level of services are unable to support those affected by the occurrence.

1.2 PLANS:

The following plans are considered part of this Annex to the County Emergency Operations Plan.

A copy of each plan will be filed in the Nevada County Emergency Operations Center.

The following plans are maintained by the Nevada County Public Health Department:

- **Crisis Risk Communications Plan**
 - Outlines all aspects of communications to the Media outlets and community as a whole during a Public Health Emergency.
- **Fatality Management Plan for Nevada County**
 - Guidelines for conducting Fatalities Management Operations within Nevada County.

- **Nevada County Healthcare Surge and Alternate Care Site.**
 - Provide a framework for the management of medical surge need resulting from an incident that overwhelms the capacity of hospitals in Nevada County and nearby counties in order to meet the overall goal of minimizing mortality and morbidity.
- **Nevada County Public Health Department All Hazards Response Plan**
 - Overall guidance for public health department staff in a public health emergency.
- **Nevada County Surveillance Plan**
 - Guide used for the detection and response to a biological or chemical terrorist attack. Outlines the ability to react to other types of outbreaks necessitating an epidemiological response.
- **Pandemic Influenza Response Plan**
 - Defense tactics for the unique challenges that a pandemic influenza could initiate in the County of Nevada.
- **Strategic National Stockpile**
 - Provides framework for requesting and dispensing prophylaxis to the residents of Nevada County via Points of Dispensing and healthcare community to minimize the spread of disease in a Public Health Emergency.
- **Surge Capacity and Alternate Care Site Plan**
 - Strategy for managing patients in the healthcare community when hospitals have become overwhelmed and have reached maximum capacity.

ANNEX F**Heat and Cold Emergencies****1.0 GENERAL****1.1 PURPOSE:**

This annex lists plans that are available to support the Nevada County Emergency Operations Plan in the event of an extreme heat or cold emergency.

1.2 PLANS:

The following plans are maintained by the Nevada County Office of Emergency Services and are considered part of this Annex to the County Emergency Operations Plan.

A copy of each plan will be filed in the Nevada County Emergency Operations Center.

- **Contingency Plan for Excessive Heat Emergencies**

- Describes county operations during heat related emergencies and provides guidance for local governments, non-governmental organizations, the private sector and faith-based organizations in the preparation of their heat emergency response plans and other related activities.
- This is a contingency plan supporting the State Contingency Plan for Excessive Heat Emergencies.

- **Contingency Plan for Extreme Cold Emergencies**

- Describes county operations during extreme cold related emergencies and provides guidance for local governments, non-governmental organizations, the private sector and faith-based organizations in the preparation of their heat emergency response plans and other related activities.
- This is a contingency plan supporting the State Contingency Plan for Extreme Cold Emergencies.

ANNEX G

Supporting Emergency Plans

1.0 GENERAL

1.1 PURPOSE:

This annex lists plans (not all-inclusive) that are available to support the Nevada County Emergency Operations Plan.

1.2 PLANS:

The following plans are considered part of the County Emergency Operations Plan for information purposes only.

A copy of each plan will be filed in the Nevada County Emergency Operations Center.

- **American Red Cross Mass Care Shelters (Western Nevada County)**
 - Shelter locations that have approve MOU's with the local American Red Cross Chapter.
 - Copies available from Nevada County OES
 - 530-265-1515
 - oes@co.nevada.ca.us
- **Community Emergency Preparedness and Evacuation Guides**
 - Brochures community specific, outlining preparedness information for a potential evacuation
 - Copies available at:
 - <http://mynevadacounty.com/oes/>
 - 530-265-1515
- **Community Wildfire Protection Plan, Nevada County, CA**
 - Prioritization of fuel reduction projects prioritized based on high fire hazards and those ridge roads that can provide both evacuation corridors and effective staging grounds for fire suppression.
 - Copies available from the Nevada County OES
 - 530-265-1515
 - oes@co.nevada.ca.us
- **Multi-Jurisdiction, Multi-Hazard Mitigation Plan for Nevada County**
 - A multi-jurisdictional plan that identifies the goals, objectives, and measures for hazard mitigation and risk reduction to make Nevada County's communities and special districts less vulnerable and disaster resistant and sustainable.

- <http://mynevadacounty.com/oes/>
- 530-265-1515
- **State of California Emergency Plan**
 - The state's response to extraordinary emergency situations associated with natural disasters or human caused emergencies.
 - Copies available from the California Emergency Management Agency
 - <http://cms.calema.ca.gov/preparednesshome.aspx>
- **Town of Truckee Emergency Operations Plan**
 - Addresses the Town's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents.
 - Copies available at:
 - <http://www.townoftruckee.com/>
 - 530-582-2914
- **Truckee River Geographic Response Plan**
 - Information which may be useful to responders in the event that hazardous materials or other contaminants are released in the Truckee River.
 - Copies are available from the Nevada County Office of Emergency Services
 - 530-265-1515
 - oes@co.nevada.ca.us
- **Western Nevada County Storm Plan**
 - Emergency Plan maintained by the Nevada County Fire Chief's Association.
 - Delegates the workload of local Fire Districts during a severe storm event.
 - Supplemented by the **Nevada County Multi-Agency Severe Weather Response Plan.**
 - Coordinates all county resources required to respond to a severe weather event.
 - Copies available from the Nevada County Office of Emergency Services.
 - 530-265-1515
 - oes@co.nevada.ca.us

ANNEX H**EOC Position Checklists****1.0 GENERAL****1.1 PURPOSE:**

This annex lists Standardized Emergency Management Systems Responsibilities and Checklists for all Nevada County EOC Positions.

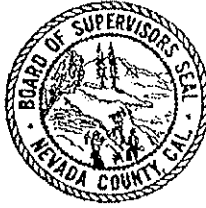
The checklists are for all EOC positions performing duties during the following phases of EOC Operations:

- Activation
- Operational
- Demobilization

1.2 CHECKLIST:

A copy of all EOC position checklists are located in the Nevada County Emergency Operations Center.

Copies of the most current checklists may be requested by contacting the Nevada County Office of Emergency Services. 530-265-1515 oes@co.nevada.ca.us



RESOLUTION No. 11-335

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION ADOPTING THE REVISED NEVADA COUNTY AND NEVADA OPERATIONAL AREA EMERGENCY OPERATIONS PLAN AND AUTHORIZING THE CHAIRMAN TO SIGN THE LETTER OF PROMULGATION

WHEREAS, the preservation of life and property is an inherent responsibility of all levels of government, Nevada County and the Nevada Operational Area must provide safeguards that will save lives and minimize property damage through planning, preparedness and training; and

WHEREAS, Nevada County Administrative Code Chapter III: Emergency Services, Article 1.2, requires the County in the event of an emergency or disaster to provide for the coordination of the emergency functions of the County with other public agencies and affected private persons, corporations and organizations; and

WHEREAS, The Nevada County and Nevada Operational Area Emergency Operations Plan establishes an emergency services organization and assigns functions and tasks consistent with California's Standardized Emergency Management System and the National Incident Management System providing for the integration and coordination of planning efforts of the County and of all Operational Area jurisdictions when required.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that:

1. The Board of Supervisors of the County of Nevada hereby adopts the Nevada County and Nevada Operational Area Emergency Operations Plan.
2. The Chairman of the Board of Supervisors is authorized to sign the Letter of Promulgation.

[illegible]