



# Butte County Board of Supervisors Agenda Transmittal

Clerk of the Board Use Only

Agenda Item:

4.05

**Subject:** Resolution, Promulgation and Approval Letter Adopting Updated Emergency Operation Plan

**Department:** Administration - Office of Emergency Management

**Meeting Date Requested:** April 26, 2022

**Contact:** Joshua Jimerfield

**Phone:** 530.552.3333

**Regular Agenda**

**Consent Agenda**

**Department Summary:** *(Information provided in this section will be included on the agenda. Attach explanatory memorandum and other background as necessary).*

The Butte County Operational Area (OA) Emergency Operations Plan (EOP) provides direction for those with emergency management responsibilities in the Butte OA. The EOP provides year-round preparedness guidance as well as specific guidance to emergency personnel activated in the event of an emergency to save lives, protect the health of its citizens, protect property and the environment, and preserve local culture and heritage. Under State guidelines EOPs are reviewed annually and updated after every disaster event. Lessons learned from major disasters required a significant rewrite of the County EOP.

A Request for Proposal was initiated in 2020 and in early 2021 Tidal Basin Government Consulting, LLC was awarded the contract to rewrite the County EOP. Tidal Basin has completed its update and the Office of Emergency Management is requesting the Board of Supervisors approve and adopt the plan.

The updated EOP complies with and is consistent with California’s Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), California Assembly Bill 2386 (CA-AB 2386), the standards of the Emergency Management Accreditation Program (EMAP), and the Federal Emergency Management Agency’s (FEMA’s) standards on EOP organization for a local jurisdiction. It establishes an emergency management organization, addresses the roles and responsibilities of government organizations, and provides a link to local, State, federal, and private organizations and resources that may be activated to address and support disasters and emergencies in the Butte OA.

**Fiscal Impact:**

None

**Personnel Impact:**

Does not apply.

**Action Requested:**

- 1) Adopt resolution and authorize the Chair to sign;
- 2) Authorize the Chair to sign Promulgation Statement; and
- 3) Authorize the Chair to sign OA EOP Approval Statement.

**Administrative Office Review:** Brian Ring, Assistant Chief Administrative Officer



**BOARD OF SUPERVISORS**  
COUNTY OF BUTTE, STATE OF CALIFORNIA

**Resolution No.**

**RESOLUTION OF THE BUTTE COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, ADOPTING THE 2022 EMERGENCY OPERATIONS PLAN FOR THE COUNTY OF BUTTE AND LETTER OF PROMULGATION**

**WHEREAS**, protecting life and property by way of emergency preparedness is one of the primary responsibilities of county government; and

**WHEREAS**, an Emergency Operations Plan provides the framework for emergency management during disasters; and

**WHEREAS**, the Emergency Operations Plan is a requirement of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

**WHEREAS**, updating the County's Emergency Operations plan is consistent with the Board of Supervisor's goal of continuing to foster the healthiest, safest, and most welcoming neighborhoods, promote the unique attributes of Butte County, and plan inclusively for the Whole Community; and

**WHEREAS**, the Butte County Office of Emergency Management has updated and revised the Emergency Operations Plan in compliance with the above requirements and goals and in collaboration with planning partners across the county, and the updated Emergency Operations Plan is attached hereto as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED** that the Butte County Board of Supervisors hereby adopts the updated Emergency Operations Plan and this resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Butte County Board of Supervisors this 26<sup>th</sup> day of April, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

**Andy Pickett**, Chief Administrative Officer  
and Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy

\_\_\_\_\_  
**Bill Connelly**, Chair  
Butte County Board of Supervisors

# Butte Operational Area Emergency Operations Plan

**APRIL 2022**



## PROMULGATION STATEMENT

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating forms at any time, Butte County must provide safeguards that will save lives and minimize property damage through planning, preparedness measures, and training. The Butte Operational Area (OA) Emergency Operations Plan (EOP) provides direction for those with emergency management responsibilities in the Butte OA. The EOP provides year-round preparedness guidance as well as specific guidance to emergency personnel activated in the event of an emergency to save lives, enhance the health of its citizens, protect property and the environment, and preserve local culture and heritage.

The Butte Operational Area Emergency Operations Plan complies with and is consistent with California’s Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), California Assembly Bill 2386 (CA-AB 2386), the standards of the Emergency Management Accreditation Program (EMAP), and the Federal Emergency Management Agency’s (FEMA’s) standards on EOP organization for a local jurisdiction. It establishes an emergency management organization, addresses the roles and responsibilities of government organizations, and provides a link to local, state, federal, and private organizations and resources that may be activated to address and support disasters and emergencies in the Butte OA.

Before its issuance, this EOP was reviewed by County department representatives and OA partners who have been assigned primary responsibilities for the management and implementation of emergency functions, including partners from agencies who serve people with disabilities and Access and Functional Needs (DAFN). Following input and agreement from these representatives, and in compliance with Butte County Code of Ordinances, Supplement 51, Chapter 8 – Emergency Services, this EOP was submitted to the Butte County Disaster Council for their review and recommendations, and then to the Butte County Board of Supervisors for review, and upon their concurrence, officially adopted and promulgated.

This promulgation is effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation. The promulgation of this EOP, including all annexes, appendices, attachments, and revisions amended to it further affirms Butte County’s support for emergency management and a safe and resilient community.

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Steve Lambert, Chair

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Date

Butte County Board of Supervisors

## APPROVAL AND IMPLEMENTATION

Winston Churchill said, “Let our advance worrying become advanced thinking and planning.”

Butte County is ever aware that the safety and security of its residents is contingent on the continuity of public services before, during, and after an emergency or disaster and is dedicated to that precept. One of the primary responsibilities of the Butte County Office of Emergency Management (OEM) is to develop an emergency management plan that is regularly updated and maintained.

This Butte Operational Area (OA) Emergency Operations Plan (EOP) describes actions the OA will take in an emergency to fulfill that responsibility and ensure the most effective emergency response is provided to the residents, businesses, and visitors of Butte County. The plan also serves to fortify the county’s resiliency in the face of recognized threats and to bolster the OA as a vibrant region in which to live, work, visit, and play.

This EOP was prepared under the oversight of the County’s Deputy Administrative Officer – Office of Emergency Management to implement and maintain a viable all-hazards response capability and to establish a comprehensive approach to managing emergencies. It authorizes County personnel in all its departments and offices to perform their duties and tasks before, during, and after an emergency and to command the aid of citizens, when necessary, in the execution of their duties during a state of war emergency, a state of emergency, or a local emergency. The EOP was reviewed by the Butte County Disaster Council and then submitted to the Butte County Board of Supervisors where it was officially adopted and promulgated in accordance with County Code Supplement 51, Chapter 8. Upon adoption and promulgation, the Butte County Disaster Council submitted the EOP to the California Governor’s Office of Emergency Services (Cal OES).

Authority for emergency management in Butte County rests with the Butte County Director of Emergency Management (Director), who is the Chair of the Butte County Board of Supervisors. The Director of Emergency Management has the authority to request the board of supervisors to proclaim the existence or threatened existence of a “local emergency” and the termination thereof. If the board of supervisors is not in session, the Director may issue such a proclamation; provided, however, that such a proclamation issued by the Director shall not remain in effect for a period in excess of seven (7) days unless it is ratified by the board of supervisors. The Director of Emergency Management has the authority to proclaim a “state of emergency” when, in the opinion of the Director, the resources of the area or region are inadequate to cope with the emergency, and the Director of Emergency Management has the authority to prescribe in writing the duties of any assistance provided and the duties of chiefs of services, in conformance with the Butte OA EOP.

The Vice-Chair of the board of supervisors, in the absence of the Director, shall have the same powers and authority as the Director under emergency conditions. The Butte County Chief Administrative Officer (CAO), in the absence of the Director and the Vice-Chair of the board of supervisors, shall have the same powers and authority as the Director under emergency conditions. The CAO shall establish an order of succession for their position thereafter, for the purposes of fulfilling the powers and duties of the Director.

The Deputy Administrative Officer – Emergency Management is responsible to the CAO for the day-to-day management of the emergency management program and is responsible to the Director during

emergency situations. The Deputy Administrative Officer – Emergency Management is responsible for the preparation and maintenance of the EOP for Butte OA and to submit such plan to the disaster council for approval.

The scope of this plan and the provisions, policies, and procedures thereof are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, prevention, response, recovery, and mitigation, including the unincorporated areas of the county: Cohasset, Richvale, Concow, Durham, Forest Ranch, Berry Creek, Feather Falls, Magalia, Palermo, Bangor, Honcut, Stirling City, Butte Meadows, and Forbestown; additional areas that could be affected by emergency situations that require planned and coordinated responses by multiple agencies or jurisdictions. The cities of Chico, Oroville, Gridley, Biggs, and the Town of Paradise maintain their own emergency operations plans, which are consistent with the policies and procedures established by this plan.

This plan was developed with the cooperation of County departments and agencies such as law enforcement, fire, employment and social services, public health, and public works, which all play a functional role in responding to emergencies/disasters. All departments, offices, and employees of Butte County shall abide by and cooperate fully with the actions described in this plan when it is executed. Any or all parts of the EOP may be activated based on the specific emergency as decided by emergency management leadership.

This EOP and its supporting content supersedes all previous versions and other iterations of this plan. This EOP shall be effective immediately upon execution of all signatures below.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chair, Butte County Board of Supervisors

Butte County, California

## PLAN DISTRIBUTION

The Butte County Office of Emergency Management (OEM) is responsible for establishing, maintaining, and distributing the Butte Operational Area (OA) Emergency Operations Plan (EOP). The OEM will make the EOP available to all County departments, OA jurisdictions, the California Governor’s Office of Emergency Services (Cal OES), and other partner organizations as necessary and upon request.

Hard copies are available to view at the Butte County OEM. A digital copy will be available on the County website.

Personnel with a role in executive leadership, coordination and management, and operational implementation of emergency procedures have reviewed this plan and agree with the content in this plan, as well as their role in responding to an emergency, as outlined in this plan. County departments and partner organizations are encouraged to have digital access to this plan or a printed copy available to them at all times.

## RECORD OF DISTRIBUTION

Plan #	Office/Department	Representative	Date received	Signature
1				
2				
3				
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11				

## RECORD OF CHANGES

Any approved additions or modifications to the Butte Operational Area (OA) Emergency Operations Plan (EOP) will be documented and noted in this section. The date of the change, the title of the person making the change, and a summary and reason for the modifications will be included in this section of the plan.

If any major or significant changes to this plan need to be made, then the revised EOP will be considered an update, and the cover page, promulgation page, and approval and implementation page should reflect that it is a new plan.

After any modification to this plan, the Deputy Administrative Officer – Emergency Management will ensure that the updated version is distributed to all departments, agencies, and individuals listed on the Plan Distribution list and that the revised plan is uploaded to any shared sites and/or webpages where this plan resides.

Change Number	Date of Change	Sections	Summary of Change	Change made by (title or name)
1				
2				
3				
4				
5				
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7				
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11				

## DISCLOSURE EXEMPTIONS

Much of this plan is available for public review. However, portions of this document contain sensitive information relevant to the operations of the County and the Operational Area (OA) jurisdictions in response to emergencies. Portions that include Personal Identifiable Information (PII) or information with significant implications on county, city, regional, state, or national security are exempt from public disclosure under the provisions of the California Public Records Act §6254.

## PLAN ORGANIZATION AND LAYOUT

The Butte Operational Area (OA) Emergency Operations Plan (EOP) provides an all-hazards approach to dealing with incidents and empowering OA staff and partners to respond to a disaster. This EOP consists of the Basic Plan, Functional Annexes, and Hazard-Specific Appendices.

### Section 1: Basic Plan

#### Section 2: Functional Annexes

- Functional Annex A: Animal Care
- Functional Annex B: Continuity of Operations / Continuity of Government
- Functional Annex C: Communications and Warning
- Functional Annex D: Critical Infrastructure and Key Resources
- Functional Annex E: Fatality Management
- Functional Annex F: Health and Medical
- Functional Annex G: Mass Care and Shelter Operations
- Functional Annex H: Population Protection
- Functional Annex I: Public Information
- Functional Annex J: Resource Management
- Functional Annex K: Volunteer and Donations Management

#### Section 3: Hazard-Specific Appendices

- Hazard Appendix A: Agriculture
- Hazard Appendix B: Chemical, Biological, Radiological, Nuclear, and Explosive
- Hazard Appendix C: Civil Unrest
- Hazard Appendix D: Earthquake
- Hazard Appendix E: Excessive Heat
- Hazard Appendix F: Extreme Cold
- Hazard Appendix G: Fire
- Hazard Appendix H: Flooding and Dams
- Hazard Appendix I: Hazardous Materials
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# 1 PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

## 1.1 Purpose

The Butte Operational Area (OA) Emergency Operations Plan (EOP) provides guidance and procedures for the County and the OA to respond to emergency situations within its designated boundaries resulting from natural disasters, human-caused incidents, and other events requiring a coordinated response. This plan provides guidance for managing response operations, identifies organizational structures and relationships, and describes roles, responsibilities, and functions for the protection of life, property, and natural, cultural, and heritage resources.

The plan incorporates and complies with the principles and requirements found in state and federal laws, regulations, and guidelines. It is intended to be used in conjunction with applicable local emergency operations plans and continuity plans and incorporates the California State Emergency Plan (SEP) and Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 version 3.0. It is designed to conform to the requirements of California's Standardized Emergency Management System (SEMS) as defined in Government Code Section 8607(a) and the National Incident Management System (NIMS). Following SEMS/NIMS guidance, this plan incorporates the use of the Incident Command System (ICS), mutual aid, the OA concept, and multi-agency and interagency coordination. It is designed to be read, understood, and tested prior to an emergency.

It is important to note this plan takes a functional planning approach to identify the courses of action the Butte OA will take and the required functions it needs to perform based on a comprehensive risk analysis, thus helping to identify the capabilities the County and the OA must have.

By using this EOP, the County, OA jurisdictions, and partners supporting the OA Emergency Operations Center (EOC) should:

- Know their department or organization's responsibilities.
- Know how to perform their assigned functions.
- Avoid inefficiencies, duplications, and oversights in performing functions.
- Be able to coordinate response operations across organizations and jurisdictions (state government, local government, private sector, operational area, and appropriate federal agencies).

The plan is divided into the three parts listed below.

**Basic Plan.** The Basic Plan identifies emergency response policies, describes the response organization, and assigns tasks. In addition, the plan:

- Identifies individual roles and responsibilities.
- Describes the concept of emergency operations, the overall operational approach to an emergency response.
- Describes how the OA integrates into the SEMS and the NIMS.

- Serves as an operational plan as well as a reference document and may be used for pre-emergency planning as well as emergency operations.
- Will be utilized in coordination with applicable local, state, and federal contingency plans.
- Identifies the components of the Butte OA and establishes associated protocols required to effectively respond to, manage, and recover from major emergencies and disasters.
- Establishes the operational organization that will be relied upon to respond to an emergency.
- Includes a list of tasks to be performed by position and organization.
- Describes the structure for all direction, control, and coordination activities.
- Describes essential information common to all operations identified during the planning process.
- Provides the communication protocols used between response organizations during emergencies and disasters.
- References Memoranda of Understanding (MOUs) Memoranda of Agreement (MOAs), both intra- and interstate, including the Emergency Management Assistance Compact (EMAC).
- Addresses policies on keeping financial records, tracking needs, use of resources, and sources.
- Discusses the overall approach to plan development and maintenance responsibilities.
- Provides the legal basis for emergency operations and activities in listing authorities and references.

**Functional Annexes.** These annexes focus on the operational functions that are critical to a successful response and defines who is responsible for carrying them out. They describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after an emergency or event. Functional Annexes are whole community inclusive, defining and addressing Communication, Maintaining health, Independence, Support and Safety, and Transportation (CMIST).

**Hazard-Specific Appendices.** These appendices focus on the special planning needs specific to a single hazard, including but not limited to, identifying hazard-specific risk areas and evacuation routes and specifying protocols for warning the public and disseminating emergency public information.

## 1.2 Scope

The policies, procedures, and provisions of the Butte OA EOP are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, prevention, response, recovery, and mitigation in the Butte OA. This includes, but may not be limited to, the county, cities, school districts, special districts, utilities, community-based organizations (CBO), and state and federal agencies. For the purposes of this EOP:

- Butte County refers to the unincorporated areas of the county and County agencies in their role as countywide service providers.

- The Butte OA consists of the County and each of its political subdivisions as one of the five state-defined levels for use in all emergencies and disasters involving multiple agencies or multiple jurisdictions, as recommended by the State of California's SEMS.

The intended audience for this EOP consists of Butte County departments, elected officials, response agencies, OA jurisdictions, CBOs and the private sector. This plan is also a reference for partners from other jurisdictions, state and federal agencies, and interested members of the public. It is intended as an overview of emergency management in Butte County and the Butte OA and is not a detailed tactical document. Butte County is governed by a board of supervisors that enacts ordinances and resolutions, adopts the annual budget, approves contracts, appropriates funds, and appoints certain County officers and members of various boards and commissions. There are five members of the board of supervisors, each representing one of the five districts in the County. The Butte County Board of Supervisors has final approval of the Butte OA EOP.

This EOP may be activated in response to any extraordinary situation associated with any hazard, natural or human-caused, which may affect the Butte OA and generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions. It may also be activated to oversee large-scale public events which may benefit from the organization and coordination provided by its structure.

The Butte OA EOC Director at a minimum includes the Deputy Administrative Officer – Emergency Management but may be expanded. These individuals are responsible for setting the intent, priorities, and objectives during an emergency activation. The Deputy Administrative Officer – Emergency Management will also serve as the Butte Operational Area Coordinator (OAC), who is the primary point of contact (POC) for coordination of mutual aid, assistance, and information-sharing between jurisdictions. During emergency activations, the Deputy Administrative Officer – Emergency Management will normally operate from, and be supported by, the County and OA EOC.

The EOC Manager is designated by the Deputy Administrative Officer – Emergency Management to carry out the direction provided by EOC Director during times of emergency.

The OA EOC may be staffed by County employees, agency representatives, non-governmental representatives, and volunteers and may liaise with any jurisdiction or other stakeholder immediately impacted by or with responsibility towards an emergency.

Each organization identified in this EOP is responsible for the development, implementation, testing of policies, procedures, instructions, and standard operating guides (SOGs) or checklists that demonstrate awareness and understanding of the emergency management concepts contained in this plan.

### **1.2.1 WHOLE COMMUNITY APPROACH**

The Butte OA incorporates a Whole Community approach into its EOP to facilitate a response that is inclusive of the entire community and encourages OA jurisdictions to do the same. As a concept, Whole Community is a means by which residents, organizational and community leaders, emergency management practitioners, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The OA strives to engage all aspects of the community in both defining those needs and devising ways to meet them, strengthening assets, institutions, and social processes which work well in communities. By doing so, complexities in the diversity of the Butte OA are assimilated into

the OA planning strategy, resulting in a more effective path to resilience.

Support of individuals with DAFN is a critical piece of the Butte OA’s Whole Community approach. For the purposes of this plan, the Americans with Disabilities Act (ADA) defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. For the purpose of this plan, DAFN is defined as populations whose members may have additional needs before, during, and after an incident. Individuals in need of additional response assistance may include those who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Table 1. DAFN Demographics

Butte County DAFN Demographics (2019)	
Butte County Population	223,229
Butte County Reported Disabled Population	38,369/ 17.2%
Butte County Estimated Disabled Population	17.6% +/- 1.8%

Source: 2019 American Community Survey, United States Census Bureau

Table 2. Types of Disabilities

Types of Disabilities in Butte County (2019)	
Hearing Difficulty	5.1%
Vision Difficulty	3.0%
Cognitive Difficulty	7.6%
Ambulatory Difficulty	8.6%
Self-Care Difficulty	3.9%
Independent Living Difficulty	7.9%

Source: 2019 American Community Survey, United States Census Bureau

### 1.3 Situation Overview

The development of this plan is based on the hazard and vulnerability analysis identified in the Butte County Local Hazard Mitigation Plan (HMP) Update. The following sections will provide a brief overview of the county as well as associated hazards and vulnerabilities.

#### 1.3.1 HAZARD ANALYSIS OVERVIEW

Butte County is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats, including emerging and increasing technological factors (for example, the

increased transportation of numerous hazardous materials on state highways, roads, and interstates throughout the county). It is important to consider past events for future planning, with the consideration that the location and scope of hazards change over the years.

**Geographic.** Known as the “Land of Natural Wealth and Beauty,” Butte County is located in the northern part of the State of California. The county lies along the western slope of the Sierra Nevada. Adjacent counties are Sutter (south), Colusa (southwest), Glenn (west), Tehama (northwest), Plumas (northeast), and Yuba (southeast). The county has a total area of 1,677 square miles, of which 1,636 square miles is land and 41 square miles is water.

The county is geographically diverse with an elevation that spans from 90 to 7,800 feet above sea level. The Sacramento River forms part of its western boundary, and the Sierra Mountains border its eastern perimeter. The county seat is Oroville, and Chico is its largest city.

**Population.** Using the Department of Finance as its source, the Butte County Association of Governments (BCAG) estimated Butte County’s population at 202,669 as of January 2021 with more than half that number (110,364) residing in Chico.

Table 3. Racial Makeup

Racial Makeup of Butte County (2019)	
White	85.7%
African American	1.9%
Native American	2.5%
Asian	5.0%
Pacific Islander	.3%
Other Races	5.5%
Two or more races	4.6%
Hispanic or Latino of any race	17.2%
White alone, not Hispanic or Latino	70.9%

Source: Quick Facts, United States Census Bureau

### 1.3.2 DESIGNATED AREAS OF INTEREST

**Butte Sink National Wildlife Refuge.** Its wetlands are managed as part of the Sacramento National Wildlife Refuge Complex, and it is not open to the public.

**Lassen National Forest.** The Lassen National Forest is a national forest of 1,700 square miles. There are three officially designated wilderness areas within the forest that are part of the National Wilderness Preservation System: Caribou Wilderness, Ishi Wilderness, and Thousand Lakes Wilderness. The Lassen National Forest has many recreational attractions, with two large lakes, a National Park, and many campgrounds and hiking trails. The forest is easily accessible from San Francisco, Sacramento, and Redding. Surveys estimate it contains 92,000 acres of old growth.

**Plumas National Forest.** This 1,145,000-acre national forest is located in the northern terminus of Sierra Nevada. There is virtually no virgin timberland in the forest, as the area has been a logging epicenter starting with the gold rush and continuing today.

**Sacramento River National Wildlife Refuge.** Located along the Sacramento River, its landscape is very flat, and bordered by the Sierra and Coast ranges, with intensive agriculture (rice, with walnut, almond, and prune orchards along the river). This riparian community is one of the most important wildlife habitats in California and North America.

**Ghost Towns.** Butte County is home to several ghost towns, including Bidwell’s Bar (now located under Lake Oroville), Butte Creek, Coutolenc, Diamondville, Forks of Butte (a former gold-mining settlement) Hamilton, and Lynchburg.

**Feather River Fish Hatchery.** The Feather River Hatchery raises Chinook salmon and steelhead along the Feather River, just below Lake Oroville. Visitors come to watch migrating salmon from mid-September to mid-November or spawning steelhead from mid-December through mid-February through an underwater viewing window. The hatchery is open for self-guided tours all year long.

**Valene L. Smith Museum of Anthropology.** The Valene L. Smith Museum of Anthropology at Chico State University trains university students in becoming museum professionals. The museum’s mission is to promote respect and appreciation for human diversity through their academic museum studies program within the Department of Anthropology.

**California State University (CSU), Chico.** “Chico State” is the second oldest campus in the California State University system. CSU, Chico offers quality public education and is a hub of activity for non-student locals and visitors throughout the year.

**Laxson Auditorium.** Since 1931, CSU, Chico’s venerable Laxson Auditorium, has been the site of thousands of performances, debates, speeches, graduations, and ceremonies. Chico State has hosted performing artists ranging from Yo-Yo Ma to Lily Tomlin, Willie Nelson to John Cleese, k.d. lang to B.B. King, Jackson Browne to Joan Baez, and the San Francisco Symphony.

**Silver Dollar Speedway.** The Silver Dollar Speedway is a quarter-mile dirt track in Chico. It is home to Friday night auto racing and the annual Gold Cup Race of Champions as well as other specialty racing and car events.

### 1.3.3 SPECIAL EVENTS

Identifying special events occurring in the county during an incident is important, as these events can add complicating layers to a hazard response and can change the parameters of response operations with added concerns for life safety and resource needs that do not occur on a day-to-day basis.

Significant Special Events in Butte County include, but are not limited to:

- Silver Dollar Fair in May at the Fairgrounds in Chico
- Salmon Festival
- Butte County Fair in August
- Sierra Nevada Brewing Oktoberfest
- Pioneer Day Parade
- Paradise Gold Nugget Days

- Johnny Appleseed Days
- Special Olympics of Northern California
- Chico Pride Fest

**1.3.4 ECONOMIC BASE AND INFRASTRUCTURE**

The backbone of the local economy is agriculture, which generates nearly \$700 million gross value to Butte County annually. The largest industries in the county are healthcare and social assistance, retail trade, education services, utilities, mining, quarrying, oil and gas extraction, and finance and insurance.

Forestry, outdoor activities like hunting and fishing, entertainment, recreation, and the arts are also important drivers to the local economy. Some of Butte County’s top employers include Butte County, CSU Chico, Enloe Medical Center, Feather Falls Casino and Lodge, and Sierra Nevada Brewery.

**1.3.5 HAZARD PROFILE**

The Butte County Hazard Mitigation Planning Committee (HMPC) conducted a hazard identification study to determine the hazards that threaten the Planning Area. The table below is a brief hazard analysis summary taken for Butte County from the 2019 Butte County HMP Update, listed in order of Probability (likelihood) and then Severity (loss of life and/or property) categorized in Natural Disasters and Technological Hazards.

For more detailed information on each of these hazards in Butte County, please refer to the 2019 Butte County Local HMP Update.

*Table 4. Butte County Hazard Analysis Summary*

Hazard	Probability	Severity
<b>Natural Hazards</b>		
Wildfire	Highly Likely	Catastrophic
Floods: Localized Stormwater	Highly Likely	Limited
Severe Weather: Freeze and Winter Storm	Highly Likely	Limited
Severe Weather: Extreme Heat	Highly Likely	Limited
Severe Weather: Heavy Rain and Storms (Hail, Lightning)	Highly Likely	Limited
Stream Bank Erosion	Highly Likely	Limited
Invasive Species: Pests/Plants	Highly Likely	Limited
Severe Weather: Wind and Tornado	Highly Likely/Likely	Critical
Drought and Water Shortage	Likely	Critical

Hazard	Probability	Severity
<b>Natural Hazards</b>		
Floods: 100/200/500 year	Likely	Critical
Landslide, Mudslide, and Debris Flow	Likely	Critical
Climate Change	Likely	Critical
Invasive Species: Aquatic	Likely	Limited
Earthquake and Liquefaction	Unlikely	Catastrophic
Volcano	Unlikely	Negligible
<b>Technological Hazards</b>		
Hazardous Materials Transportation	Likely	Limited
Dam Failure	Occasional	Catastrophic
Levy Failure	Occasional	Critical

**Wildfire.** Wildfire is an extensive hazard to Butte County. The increase of development in the Wildland Urban Interface has increased the risk to life and property. Vulnerabilities include infrastructure, property, and life safety. Wildfires may also create extensive long-term recovery needs for impacted communities. In addition, burn areas increase the risk of landslides and debris flows for many years following the fire.

Figure 1. Likelihood of Occurrence

- *Highly Likely*—Near 100 percent chance of occurrence in the next year or happens every year.
- *Likely*—Between 10 and 100 percent chance of occurrence in the next year or has a recurrence interval of 10 years or less.
- *Occasional*—Between 1 and 10 percent chance of occurrence in the next year or has a recurrence interval of 11 to 100 years.
- *Unlikely*—Less than 1 percent chance of occurrence in the next 100 years or has a recurrence interval of greater than every 100 years

The largest wildfire in Butte County was the 2018 Camp Fire in the Town of Paradise. The Camp Fire burned 153,336 acres and killed 85 people.

There have been 10 federal disaster declarations and eight state disaster declarations for wildfire.

Table 5. Wildfire Declarations

Disaster Type	Federal Declarations		State Declarations	
	Count	Years	Count	Years
Wildfire	10	1999, 2004, 2008, 2017 (4), 2018 (3)	8	1961, 1987, 1999, 2008 (2), 2017 (3)

**Flood: Localized Stormwater.** The Butte County Planning Area is susceptible to various types of flood events, including riverine flooding, flash flooding, localized/stormwater flooding, and dam failure flooding. High water levels along the Sacramento and Feather Rivers are a common occurrence in the winter and early spring months due to increased flow from storm runoff and snowmelt. An extensive system of dams, levees, overflow weirs, drainage pumping plants, and flood control bypass channels strategically located on the Feather River has been established to protect the area from flooding. These facilities control floodwaters by regulating the amount of water passing through a particular reach of the river. The amount of water flowing through the levee system can be controlled by Oroville Dam on the Feather River. However, flood problems in Butte County are still quite a concern. Numerous areas of the county are still subject to flooding by the overtopping of rivers and creeks, levee failures, and the failure of urban drainage systems that cannot accommodate large volumes of water during severe rainstorms.

Thirty flood events in Butte County have been tracked since 1993. A list of state and federal disaster declarations for Butte County from flooding, (including heavy rains and storms) is shown on the following table.

Table 6. Flood Declarations

Disaster Type	Federal Declarations		State Declarations	
	Count	Years	Count	Years
<b>Flood (including heavy rain and storms)</b>	17	1955, 1958, 1962, 1964, 1969, 1970, 1982, 1986, 1995 (twice), 1997, 1998, 2005, 2017 (three times), 2019	17	1950, 1955, 1958 (twice), 1962, 1963, 1969, 1970, 1982, 1986, 1990, 1995 (twice), 1997, 1998, 2008, 2017

**Severe Weather: Freeze and Winter Storm.** Extreme cold and freeze events occur on a regional basis. Extreme cold can occur in any location of the county. All portions of the county are at risk of extreme cold, with the upper elevations at greater risk.

Extreme cold can also affect agricultural products in the county. Freeze damages reduce the value of agricultural crops. Temperature data from the county from the Western Regional Climate Center

(WRCC) indicates that 21.8 days fall below 32F in Western Butte County. Freeze has a slow onset and can generally be predicted in advance for the county. Freeze events can last for hours (in a cold overnight) or days to weeks at a time.

In Butte County, while limited, snow falls primarily in and above the Town of Paradise, with snow occasionally falling at lower elevations. Between the period from 1957 to 2016, the annual average snowfall in the Town of Paradise was 2.2 inches of snow. The highest annual snowfall on record for the Town of Paradise was 32.4 inches occurring in the winter of 1972/1973; 18.8 inches of snow fell in December of 1972.

There have been 179 freeze and winter storm incidents for Butte County since 1993. Butte County has had two past federal and two past state disaster declarations for freeze or winter storm, in 1990 and 2008.

**Severe Weather: Extreme Heat.** Heat advisories are issued by the National Weather Service (NWS) in events where much of the population is at high risk, especially those who are heat sensitive and those without effective cooling and/or adequate hydration. Extreme Heat Watches/Warnings are issued during events where the entire population is at very high risk due to long-duration heat, with little to no relief overnight.

Since 1993, there have been 14 extreme heat incidents for Butte County. There have been no federal or state declared disasters related to extreme heat.

**Severe Weather: Heavy Rain and Storms (Hail, Lightning).** Storms occur throughout the Butte County Planning Area and are generally characterized by heavy rain often accompanied by strong winds and sometimes lightning and hail. Heavy rain events occur on a regional basis. Rain and storms can occur in any location of the county. All portions of the county are at risk of heavy rains, most of which occur during the winter months.

Hail can occur throughout the county during storm events, though it is rare. Hail events can occur in any location of the county. All portions of the county are at risk to hail. Lightning events can occur in any location of the county and are often associated with thunderstorms.

Thirty-one heavy rain, hail, and lightning incidents have been recorded for Butte County since 1950. There have been multiple state and federal disaster declarations where heavy rains and storms caused flooding in the county.

**Stream Bank Erosion:** Stream bank erosion occurs on rivers, streams, and other moving waterways, including leveed areas, in the County Planning Area. Since the construction of the Oroville Dam and Thermalito Afterbay, sediment loads from waters discharged from the dams into the Feather River have decreased significantly. This lack of suspended sediment in the river has caused the river to become more erosive in the northern portion of the alignment, transporting the mining debris and older alluvium downstream. The speed of onset of this erosion is slow, as the erosion takes place over periods of years. Duration of erosion is extended. Greater erosion occurs during periods of high stream flow and during storm and wind events when wave action contributes to the extent and speed of streambank erosion.

There have been no federal or state disaster declarations related to erosion.

**Invasive Species: Pests/Plants:** Butte County is at risk from many insects and plants that, under the right circumstances, can cause severe economic, environmental, or physical harm. Invasive pest species affecting crop production can result in economic disasters in a very short period of time. These hazards can have a major economic impact on farmers, farmworkers, packers, and shippers of agricultural products.

They can also cause significant increases in food prices to the consumer due to increases in production costs and shortages. Under some conditions, pest species that have been present, and relatively harmless, can become invasive hazards. For example, severe drought conditions can weaken tree and vine crops, making them more susceptible to insect attack and disposing them to secondary microbial attacks.

There are no state or federal disaster declarations issued by Cal OES or FEMA related to invasive species. However, disaster declarations directly related to agriculture are issued by the US Secretary of Agriculture for the disbursement of USDA funds. The agricultural lands of Butte County have historically been affected by weather-related events such as freeze, heavy rain, and drought. Severe weather events can have devastating effects leading to losses in yield and affecting quality.

**Severe Weather: Wind and Tornado:** The entire Planning Area is subject to significant, non-tornadic (straight-line), winds. Each area of the County is at risk of high winds. The magnitude of winds is measured often in speed and damages. These events are often part of a heavy rain and storm event but can occur outside of storms. The speed of onset of winds can be short, but accurate weather prediction mechanisms often let the public know of upcoming events. The duration of winds in California is often short, ranging from minutes to hours.

Tornadoes, while rare, can occur at any location in the County. The areas in the Valley in the County tend to be at greater risk than the areas in the foothills and at elevation.

There have been no past federal or state disaster declarations due to high winds or tornadoes.

**Drought and Water Shortage.** Recent historical data for water shortage indicates Butte County may at some time be at risk of both short and prolonged periods of water shortage. Based on this, it is possible water shortages will affect the county in the future during extreme drought conditions. However, to date, Butte County has continued to have a relatively consistent water supply.

There have been two federal disasters related to drought and water shortage in Butte County, issued in 1976 and 2008. There have been two state disasters related to drought and water shortage in Butte County, issued in 1976 and 2014.

**Landslide, Mudslide, and Debris Flow.** Landslides, debris flows, and mud flow impacts vary by location and severity of any given event and will likely only affect certain sections of the Planning Area during specific times. Landslides will potentially have economic impacts on certain areas of the county. However, many of the landslides in the Planning Area are minor, localized events that are more of a nuisance than a disaster. Impacts that are not quantified, but can be anticipated in large future events, include:

- Injury and loss of life.
- Commercial and residential structural and property damage.

- Disruption of and damage to public infrastructure, utilities, and services.
- Damage to roads/bridges resulting in loss of mobility.
- Significant economic impact (jobs, sales, tax revenue) to the community.
- Negative impact on commercial and residential property values.

There have been no disaster declarations associated with landslides in Butte County.

**Climate Change.** The 2018 Draft Butte County Climate Change Vulnerability Assessment noted climate change is already affecting and will continue to affect the physical environment throughout the Central Valley and Butte County; however, the specific implications of climate change effects vary with differing physical, social, and economic characteristics of the county.

The California Adaptation Planning Guide (APG) notes climate change impacts (temperature, precipitation, sea-level rise, ocean acidification, and wind) affect a wide range of community structures, functions, and populations. The APG identified the following impacts specific to the Northern Central Valley region of which the Butte County Planning Area is a part:

- Temperature increases – particularly nighttime temperature
- Reduced precipitation
- Flooding – increase flows, snowmelt, levee failure in the Delta
- Reduced agricultural productivity (e.g., nut trees, dairy)
- Reduced water supply
- Wildfire in the Sierra foothills
- Public health and heat
- Reduced tourism

**Invasive Species: Aquatic:** All freshwater lakes, streams, and rivers are potentially at risk from aquatic invasive species. There is no established scale for aquatic invasive species. Magnitude is measured by the presence and counts of aquatic invasive species in waterways in Butte County. The speed of onset of these invasive species is short, as it only takes a careless boater to accidentally introduce an invasive species. However, the impacts associated with the introduction of a new invasive species can last years.

There are no state or federal disaster declarations issued by Cal OES or FEMA.

**Earthquake and Liquefaction.** There are a number of faults within Butte County and a large number of nearby faults considered potentially active based on the fairly restrictive criteria developed by the California Geological Survey. Inside Butte County, active faults include the Cleveland Hills Fault and the Big Bend Fault. Outside Butte County are the Foothills Shear Zone, Magalia Fault, Chico Monocline Fault, Willows Fault, Coast Ranges Thrust Zone, San Andreas Fault System, Hayward-Calaveras Fault, Midland Sweitzer Fault, Eastern Sierra Faults / Russell Valley Fault, Last Chance-Honey Lake Fault Zone, and other potentially active faults including the Sutter Butte Faults, Dunnigan Fault, Camel's Peak Fault, Melones-

Dogwood Peak Faults, and the Hawkins Valley Fault.

Liquefaction during major earthquakes has caused severe damage to structures on level ground as a result of settling, tilting, or floating. Such damage occurred in San Francisco in bay-filled areas during the 1989 Loma Prieta earthquake, even though the epicenter was several miles away. If liquefaction occurs in or under a sloping soil mass, the entire mass may flow toward a lower elevation. Also of particular concern, in terms of developed and newly developing areas, are fill areas that have been poorly compacted. Mapping developed by Butte County for its 2006 Flood Mitigation Plan indicates much of the west and southwestern part of the county is considered to have a moderate to high potential for liquefaction.

There have been no federal disaster declarations and one state disaster declaration related to earthquakes (1975 Oroville earthquake) in Butte County.

The Uniform California Earthquake Rupture Forecast, Version 3 (UCERF3) model offers the following estimates for the Northern California / San Francisco region:

- The Northern San Andreas Fault has a lower likelihood of hosting an earthquake (compared to the Southern San Andreas), partly because of the relatively recent 1906 earthquake on that fault.
- The Hayward-Rodgers Creek and Calaveras Faults are more likely to rupture (compared to the Northern San Andreas) because it has been a long time since the last earthquakes occurred on these faults.
- Compared to UCERF2, the Calaveras Fault shows a three-fold increase in  $M > 6.7$  earthquake likelihoods but no compensating decrease in the rate at higher magnitudes. This is because most events on the Calaveras in UCERF2 were well below magnitude 6.7, so the inclusion of multi-fault ruptures in UCERF3 increases the likelihood of all  $M > 6.7$  earthquakes.

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Figure 2. Earthquake Probability

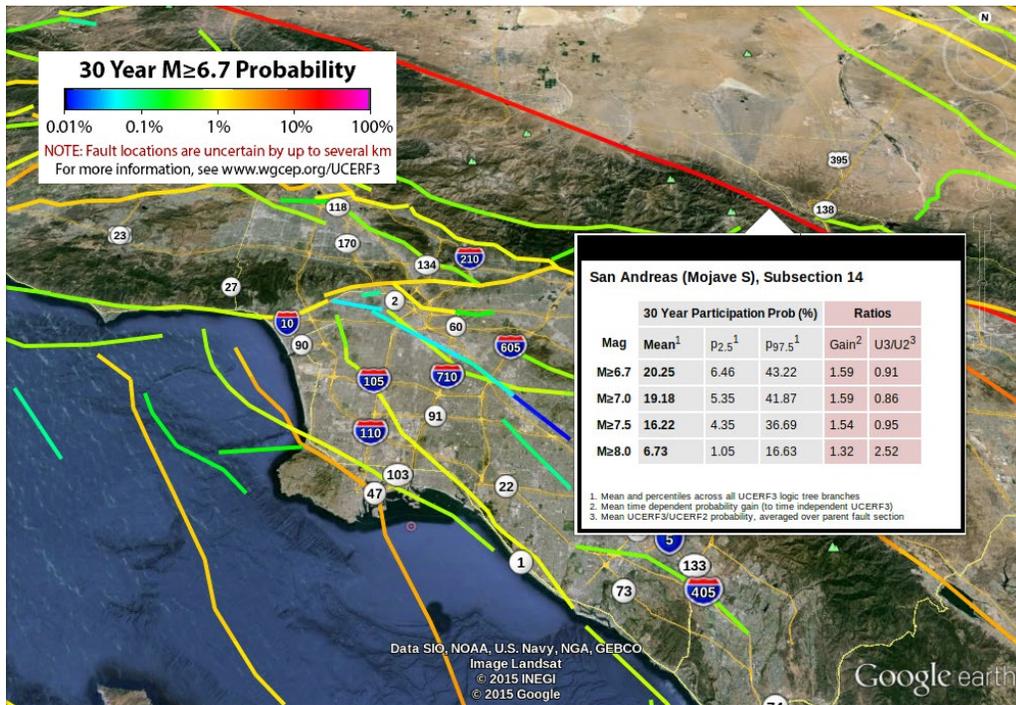
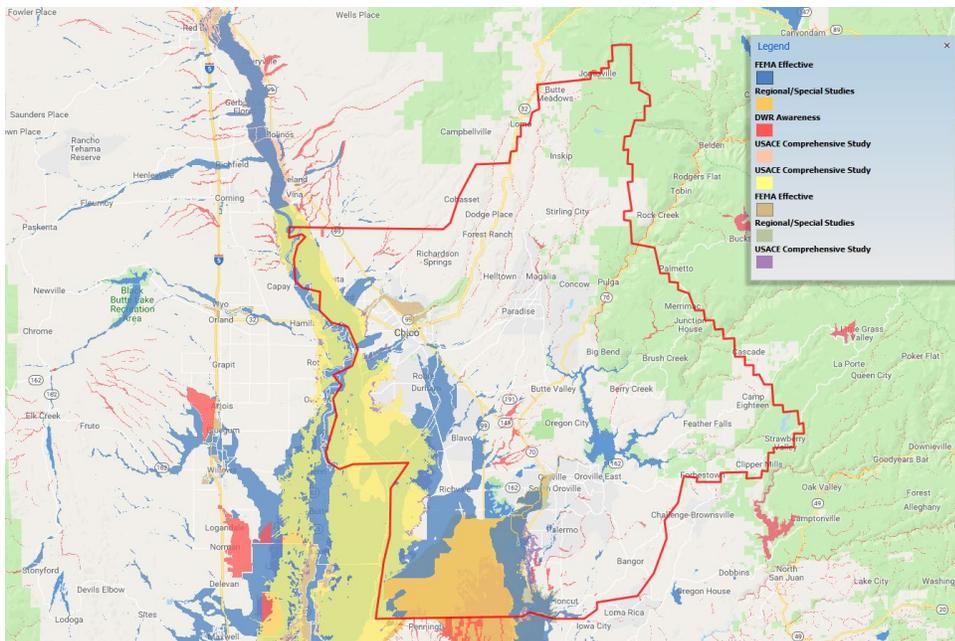


Figure 3. Floodplains



Source: California DWR, map created 1/21/2019

Legend explanation: Blue - FEMA 100-Year, Orange – Local 100-Year (developed from local agencies), Red – DWR 100-year (Awareness floodplains identify the 100-year flood hazard areas using approximate assessment procedures.), Pink – USACE 100-Year (2002 Sac and San Joaquin River Basins Comp Study), Yellow – USACE 200-Year (2002 Sac and San Joaquin River Basins Comp Study), Tan – FEMA 500-Year, Grey – Local 500-Year (developed from local agencies), Purple – USACE 500-Year (2002 Sac and San Joaquin River Basins Comp Study)

**Volcano.** Of the approximately 20 volcanoes in the state, only a few are active and pose a threat. Of these, the Clear Lake Volcano and Lassen Peak are the closest potential threats to Butte County.

There have been no federal or state disaster declarations related to volcanoes in Butte County.

**Hazardous Materials Transportation.** Highways and railways constitute a major threat due to the myriad of chemicals and hazardous substances, including radioactive materials, transported in vehicles, trucks, and rail cars. In Butte County, hazardous materials routes include Highways 32, 70, 99, 149, 162, and 191. Two Union Pacific rail lines serve Butte County. The first connects Chico, Biggs, and Gridley north to Oregon and south to Sacramento. The second runs through Oroville, up the Feather River Canyon toward Idaho, and south to Sacramento.

There have been no federal or state disaster declarations for hazardous materials in Butte County.

**Dam Failure.** According to data provided by Butte County, the California Department of Water Resources (DWR), and Cal OES, there are 35 dams in Butte County. These dams provide the county and parts of the state with drinking water, irrigation water, stock water, recreation, and power production. Of the 35 dams located inside the county, four are rated as extremely high, eleven are rated as high hazard, six as a significant hazard, and four as low hazard. Ten dams in the county have an unknown hazard class.

While not specifically a dam failure, there has been one disaster declaration related to dam failure in Butte County in February of 2017 – the California Potential Failure of the Emergency Spillway at Lake Oroville Dam. The Oroville Dam remained intact; however, the spillway failure caused evacuations of more than 188,000 people and resulted in reconstruction and repair costs of \$1.2 billion.

**Levee Failure.** As evidence of the success of levees in reducing flood loss, Butte County has only experienced four significant flood events since the levees were constructed. These record flood events occurred in 1955, 1964, 1986, and 1997, and were not related to levee failures. Although no levee breaks occurred in Butte County, levees did fail in nearby areas. Major flooding occurred in Yuba City and Nicolaus in Sutter County due to levee breaks on December 24, 1955. Nearly 100,000 acres flooded during a series of storms, resulting in 38 deaths and 3,200 injuries (Sutter Butte Flood Control Agency, 2009). A series of storms in 1986 caused a levee break near the town of Linda in Yuba County. In January 1997, significant rain occurred at high elevations in the Sierra Nevada Mountains after a deep accumulation of snow. This caused the Feather River to flood and a levee failure to occur south of Olivehurst in Yuba County.

There have been no disaster declarations related to levee failure in Butte County.

**Pandemic.** Pandemic is a viable threat to the community. COVID-19 was first identified in Butte County in March 2020 and has impacted all aspects of the community. At the time of this writing (September 2021), there have been 19,779 known cases and 220 deaths. While not as impactful, California and the United States were at risk from the 2009 H1N1 virus, which resulted in over 10,500 cases to California and three deaths in Butte County. It can be anticipated pandemic threats will continue to arise in future years in California and Butte County.

Butte County received a federal disaster declaration for the COVID-19 pandemic on March 13, 2020, as a part of the broader national disaster declaration.

**1.3.6 VULNERABILITY ASSESSMENT**

Vulnerability findings identified in the 2019 Butte County Local HMP Update cover each of the hazards listed above and address vulnerable populations, properties, infrastructure, and environmental impact.

*Table 7. Hazard Vulnerability Assessment*

Hazard	Areas at Risk	Climate Change	Drought & Water Shortage	Earthquake and Liquefaction	Floods	Floods Localized Stormwater	Landslide, Mudslide, & Debris Flow	Severe Weather: Extreme Heat	Hazardous Materials Transportation
Vulnerability	Life Safety			✓	✓	✓	✓	✓	✓
	Property			✓	✓	✓	✓		✓
	Land Use and Planning	✓	✓	✓	✓	✓		✓	
	Utilities	✓	✓	✓	✓	✓	✓	✓	
	Transportation	✓		✓	✓	✓	✓		✓
	Water Supply	✓	✓	✓	✓	✓	✓		
	Sewer Systems			✓	✓	✓	✓		
	Communication			✓	✓	✓	✓		
	Ecological/ Environmental	✓	✓	✓	✓	✓	✓	✓	✓
	Cultural/ Heritage Impacts			✓	✓	✓	✓		
	Increase Severity and Frequency of Natural Disasters	✓	✓					✓	

### **1.3.7 CAPABILITY ASSESSMENT**

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, Butte County OEM has the capabilities to perform the necessary emergency response duties outlined in this EOP. The County has an established emergency management organization with an alert, warning, and communication system and channels. As outlined in the 2019 County Hazard Mitigation Plan, Butte County has identified the response capabilities and resources (equipment, personnel, etc.) to provide a response to an emergency situation.

For in-depth information on Butte County's capabilities, please see the Butte County 2019 Local Hazard Mitigation Plan Update.

### **1.3.8 MITIGATION OVERVIEW**

Butte County and a partnership of local and tribal governments within the county have committed to reducing the vulnerability to natural hazards to protect property, life safety, the environment, and cultural and heritage resources in Butte County. To that end, they have developed a local HMP to reduce risks from natural disasters in Butte County. The most recent HMP was adopted in 2019.

This planning partnership selected several mitigation actions designed to reduce or eliminate losses resulting from natural hazards. They identified 69 mitigation actions for implementation by individual planning partners which they presented in the 2019 Local Hazard Mitigation Plan Update and identified countywide actions that would be of benefit to the whole partnership.

Mitigation programs utilized to minimize impacts of an emergency include the Hazard Mitigation Grant Program (HMGP) and the Building Resilient Infrastructure and Communities (BRIC) program. Both are available to support mitigation.

## **1.4 Planning Assumptions**

This plan was developed with the following assumptions:

- It is the duty and desire of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment, culture, and heritage of Butte County and its citizens.
- Everyone within Butte County deserves appropriate care and consideration in emergency situations, regardless of their situation or demographic.
- State, federal, and/or non-governmental assistance may take up to 72 hours or longer to arrive. In light of this assumption, it is better to request assistance early.
- Disasters will vary in form, scope, and intensity, from an area in which the devastation is isolated and limited, to one that is wide-ranging and extremely devastating. For this reason, planning

efforts shall be conducted in a way that allows response to be flexible and scalable.

- Effective prediction and warning systems have been established that make it possible to anticipate some disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
- Officials will respond to all emergency and disaster situations under the assumption the situation is urgent, and time is of the essence.
- It is the wish of Butte County to train to be able to respond effectively in a standalone capacity if needed, as may be the case under conditions of isolation or sensitive circumstances; but also, to build strong regional and state partnerships to support this effort.
- Planning will make use of and integrate with regional, state, and federal response and recovery plans, protocols, and frameworks, including compliance with ICS, NIMS, SEMS, and National Response Framework (NRF), among others to ensure ease of operational integration.
- Federal, state, and mutual aid assistance, when provided, will supplement, not substitute for, relief provided by Butte County.
- Due to the reasons listed above, it is in the best interest of Butte County and its citizens to build a culture of preparedness beginning at youth; to integrate emergency management considerations into all government planning processes; to build strong regional partnerships with neighboring emergency management and response agencies, and to promote individual readiness throughout the community.

## 2 CONCEPT OF OPERATIONS

### 2.1 Operational Priorities

During response and recovery, the Butte OA's activities are focused on standard operational priorities. Actions taken during a response will be prioritized based on the following:

- Protect human life including the timely dissemination of warning information.
- Save human lives and prevent further injuries.
- Rescue those in immediate danger.
- Maintain the continuity and sustainment of essential government operations.
- Safeguard and maintain critical infrastructure operations.
- Protect public and private property.
- Provide for the needs of survivors and those directly impacted.
- Restore essential services.
- Provide emergency public information.

- Restore normal operations and assist with recovery.

## 2.2 Critical Tasks

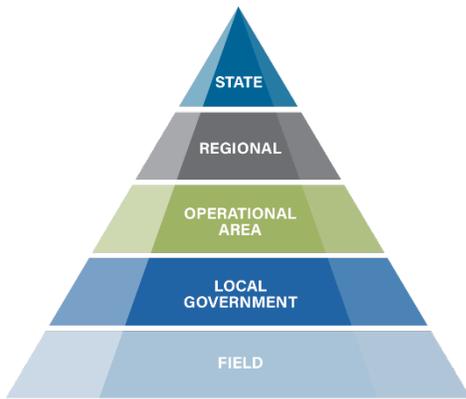
During any incident affecting Butte County, there are specific and critical tasks that must be recognized, adhered to, and/or accomplished. These tasks include:

- Ensure the safety of all personnel supporting an operation.
- Provide information prior to, continually during, and after an event to key organizations regarding the Butte OA EOP.
- Reduce public fear and engender trust in the County government by providing accurate and timely information and mitigating or responding to rumors as appropriate. This can be accomplished by consistent messaging via press releases, news media, and social media updates on incidents as they occur.
- Support critical infrastructure / key resources (CI/KR) in response efforts where possible.
- Ensure resource coordination with local, state, federal, non-governmental organizations, and private sector response and recovery operations, as required.
- Implement a coordinated operating plan, share reports horizontally and vertically, and ensure collaboration with partners and cooperative agencies.
- Implement Continuity of Operations / Continuity of Government (COOP/COG), as needed.
- Determine and attempt to mitigate the economic impact of an incident, both short- and long-term.
- Provide for the continuation of essential services.
- Monitor reports of closure and/or cancellation of public events and other large gatherings due to an emergency, which could trigger an overwhelming impact on the county.
- Implement recovery activities to include clean-up, cost assessments, reconstruction, and application for disaster assistance funds, as appropriate.

## 2.3 Standardized Emergency Management System (SEMS)

SEMS is used to manage multi-agency and multi-jurisdictional responses to emergencies in California. SEMS consists of five hierarchical levels: Field, Local Government, OA, Regional, and State. SEMS incorporates the principles of the ICS, the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), existing discipline-specific mutual aid agreements, the OA concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

Figure 4. SEMS Response Structure



**Field**

Under the command of responsible officials, emergency response personnel and resources at the field level carry out tactical decisions and activities in direct response to an incident or threat.

**Local Government**

Local agencies are responsible for providing support within the boundaries of their own jurisdictions and are subject to their defined legal authority. Local agencies will be the first responding resources to any incident within their jurisdiction and will assume incident command and control

of the incident. County agencies will be the first responding resources for any incidents or disasters occurring on unincorporated land managed by the County. Local jurisdictions may call on each other for support through mutual aid or other arrangements for assistance. Local governments are required to use SEMS to be eligible for state reimbursement of response-related costs when their EOC is activated, or a Local Emergency is proclaimed.

**Operational Area**

An OA is the intermediate level of the state's emergency management organization; it encompasses a county's boundaries and all political subdivisions within that county, including special districts. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments in the OA. The OA serves as the coordination and communication link between the local government level and regional level.

Butte County OEM serves as the lead agency for the OA. In this role, the OEM coordinates information, resources, and priorities among the local governments within the OA. Additionally, local jurisdictions may call the County for resource support; these requests are coordinated through a discipline-specific mutual aid system.

**Regional**

The regional level manages and coordinates information and resources among OAs within the mutual aid region and between the OA and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. California is divided into three (3) Cal OES administrative regions— Inland, Coastal, and Southern, with Butte County being a part of the Inland region. The three (3) administrative regions overlay six (6) mutual aid regions, of which the Southern Region consists of two (2); Coastal has one (1), and Inland has three (3). The mutual aid regions coordinate the allocation of mutual aid resources. During emergencies and disasters, the Inland Region operates out of the Regional EOC (REOC) in Sacramento.

**State**

Should an incident strain the resources of local jurisdictions, the County, the OA, and the region, state resources may be requested through Cal EOC, using WebEOC and the resource request process at the state level. Requests can be made based on the actual exhaustion of resources, the expectation of

additional needs, or the need for specialized resources. The state level of SEMS prioritizes tasks and coordinates state resources in response to requests from the regional level. It also coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state may request assistance from other state governments through the EMAC and similar interstate compacts/agreements and coordinates with FEMA when federal assistance is requested. The state level operates out of the State Operations Center (SOC) in Mather when activated. Once deactivated, resource requests will transition to the FEMA Joint Field Office (JFO). Resource requests are made using ICS form 213 RR, Resource Request Message.

### **Federal Support**

Should resources be exhausted at the local, county, and state levels, federal resources may be requested to assist the OA. Federal assistance is requested through the State EOC or the JFO, if one is established.

### **Tribal Governments**

Tribal governments have a unique placement in SEMS as they may choose either to declare a disaster or emergency through an OA jurisdiction or as an independent jurisdiction. Tribal governments also declare directly to the federal government. However, tribes may at times seek resource support from the OA, Region, or the state. Additionally, tribes may interact with the EOC in a government-to-government role (if the incident is on tribal trust land) or as a liaison (if the incident is on identified aboriginal territory).

### **Private Sector and Community Based Organizations**

Though not one of the five layers of SEMS, private sector businesses and CBOs can provide key operational support during an incident. This can be accomplished through the purchase or donation of personnel, supplies, or equipment, plus financial or technical assistance support.

## **2.4 National Incident Management System (NIMS)**

Butte County responds to disasters using the ICS, a primary component of both SEMS and NIMS. This standardized incident management concept allows responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries. ICS is based on a flexible, scalable response organization. This organization provides a common framework within which people can work together effectively. Because response personnel may be drawn from multiple agencies that do not routinely work together, the ICS is designed to establish standard response and operational procedures. This reduces the potential for miscommunication and coordination problems during incident response.

### **Incident Command**

- This plan is built around, and meets all requirements of, California's SEMS, the foundation and functional structure for California's emergency response system.
- This plan is also built around, and meets all requirements of, the NIMS.
- The on-scene incident commander is responsible for the command and control of specific

activities at the incident site and the Incident Command Post (ICP).

- The Butte OA EOC is the primary location from which the OA provides support and coordination during a disaster or emergency. Department Operations Centers (DOC) are activated by individual County or city departments to manage information and resources assigned to the incident.
- County and local organizations will provide resources to assist in emergency preparedness, response, and recovery operations.
- Business and CBOs may assist in emergency preparedness, response, and recovery operations.
- In an emergency or disaster that exceeds the resources and/or capability of Butte County, the County can request the governor to authorize the use of the resources of State of California Government.
- If the emergency is of such magnitude that federal assistance is approved, the federal agencies will operate in support of state and local jurisdictions.

## 2.5 California Assembly Bill (AB) 477, AB 2311, and the Americans with Disabilities Act (ADA)

Butte County works to ensure that all emergency operations are compliant with California AB 477 (Chapter 218, Statutes of 2019) and AB 2311 (Chapter 520, Statutes of 2016) as well as the ADA and are accessible to all individuals. All communications, procedures, shelters, and facilities addressed in the plan comply with ADA regulations, and ADA compliance is an important benchmark as new communications, procedures, and facilities are utilized in the emergency operations process.

## 2.6 Mission Areas

Butte County’s emergency management system occurs throughout five separate but linked mission areas or phases. These are preparedness, prevention, response, recovery, and mitigation. While the Butte OA EOP extends only to response operations, the Butte County OEM proactively coordinates to support the whole community in all emergency management mission areas.

Figure 5. Mission Areas



### Preparedness

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercises are the cornerstones of preparedness which focus on readiness to respond to all-hazards incidents and emergencies.

### Prevention

Prevention places an emphasis on the reduction of vulnerability to the risk. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with environmental planning and design

standards. Preventive measures such as fuel reduction, levee strengthening, and training are key to this mission area.

**Response**

Response is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the ICS in an all-hazards approach and measures taken for life/property/environmental safety. The response mission area is a reaction to the occurrence of a catastrophic disaster or emergency and is coordinated by Butte County OEM.

**Recovery**

Recovery consists of those activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery mission area begins immediately after the threat to human life has subsided. The goal of recovery is to bring the affected area back to some degree of normalcy.

Butte County recognizes a second type of “recovery” that may be experienced during prolonged disasters, such as in the case of climate change or a pandemic. “Adaptation” is defined as the actions taken to adjust previous ways of operating within a community to adapt to a new environment.

**Mitigation**

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies and involves both structural and non-structural measures. Butte County maintains a Local Hazard Mitigation Plan which guides these efforts.

**2.7 Community Lifelines**

Lifelines enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security.

*Figure 6: FEMA Community Lifelines*



The Butte OA uses the Lifelines concept to report the status of critical functions in the county. Lifelines used by the OA are:

- Safety and security
- Food, water, and shelter
- Health and medical
- Energy (power and fuel)
- Communications

- Transportation
- Hazardous materials

The Butte OA has identified key agencies as part of each lifeline. Lifeline status will be reported as part of the situation report process and can be used to provide information for short- and long-term disaster planning.

The OA's lifeline information is divided between three colors for ease of understanding and sharing information. The colors are:

**Green** - The lifeline is stable.

**Yellow** - Disruptions exist in the normal operations of the sectors under the lifeline. Solutions have been identified and a plan of action is in progress.

**Red** - Services are disrupted; currently seeking solutions.

## 2.8 Command and Control

During response to minor or moderate events, one jurisdiction or agency within the OA may manage the emergency with existing resources. Personnel that are part of a field level emergency response will utilize the ICS to manage and direct on-scene operations. The OA EOC may or may not be activated under this scenario.

## 2.9 EOC Coordination and Communications

The Butte OA EOC will be activated to support operations when an emergency requires additional resources, when requested resources exceed what is available from within the jurisdiction, or when an incident meets the criteria for EOC activation under SEMS. The Incident Commander or Unified Command will establish communication with the EOC when activated. The OA EOC will notify the California Warning Center of activation and communicate with the REOC; the REOC will then communicate with the SOC. When available and assigned, a Cal OES Emergency Services Coordinator will work with or in the EOC as the primary POC for liaison communication with the REOC. The EOC will coordinate with the OA, County department directors or with their respective Department Operations Centers (DOCs) if activated.

### 2.9.1 DEPARTMENT OPERATIONS CENTERS

Department Operations Centers (DOCs) are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. A DOC is a physical facility or location similar to the County EOC. The DOC is not an incident command post; rather, it is a department-specific coordination center where direction and management decisions are facilitated.

The DOC may be activated in coordination with or in lieu of the County EOC, depending on circumstances. If both the EOC and a DOC are activated, the County EOC will summarize reports received from the DOC and forward them to the Cal OES REOC. Additionally, all public information activities will be coordinated through a Joint Information Center (JIC). If only the DOC is activated, these

tasks are the responsibility of the DOC.

Each County or City department may activate a DOC to manage information and resources assigned to the incident. If a DOC is activated, a department representative or liaison will be deployed to facilitate information flow between the EOC and the DOC.

In a DOC activation, the Department Lead or relevant Program Manager will serve as the DOC Manager and will appoint such section chiefs and other support staff as available and necessary. Individual departments may establish their own EOP. If one is not established, the DOC shall follow the policies and procedures outlined in the Butte OA EOP, although the individuals filling specific roles may differ.

## **2.10 Mutual Aid**

Disasters and incidents can quickly overwhelm local and County resources, requiring assistance from outside jurisdictions to provide resource support when possible. Mutual aid provides the mechanism for jurisdictions and agencies to assist each other, when possible and agreeable.

The Mutual Aid System is the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, OAs, regions, and the state with the intent of providing adequate resources to requesting agencies.

Butte County is located within the Cal OES Mutual Aid Region III. The Mutual Aid Region facilitates multi-agency and multi-jurisdictional coordination, particularly between Cal OES and the OA, including state agencies, local governments, and special districts in emergency operations. This includes law enforcement, coroner, emergency medical, and fire services.

Within the framework of the California Disaster and Civil Defense MMAA, several discipline-specific mutual aid coordinators will operate from the Butte OA EOC. Mutual aid requests for these disciplines will be coordinated through the coordinators at the Butte OA EOC and reported to the Logistics Section, to ensure that all requests are documented, tracked, demobilized, and are non-duplicative.

Once the Butte OA EOC is activated, communications will be established between the EOC and these discipline-specific OA mutual aid coordinators. All requests for assistance will flow through the appropriate OA SEMS function. The OA will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

## **2.11 Detection and Monitoring**

Detection and monitoring of potential and real-world incidents are crucial before, during, and after an emergency.

The Butte OA uses multiple methods for detecting potential emergencies:

- Emergencies and disasters are continuously monitored by the 911 system and dispatch.
- Weather and atmospheric anomalies are monitored by the NWS.
- Partner agencies are asked to report on incidents identified within their scope of service.

Whether in an active disaster or during normal operations, all agencies involved in the emergency

management system in the Butte OA have a responsibility for monitoring events in relation to their respective operational areas.

## 2.12 Plan Activation

The decision to activate the plan lies with the Butte County Director of Emergency Management. If they are unavailable, the order of succession for this responsibility falls next to the Alternate Director of Emergency Management, then to the Deputy Administrative Officer – Emergency Management. The decision to activate the plan will be based on information gathered from emergency responders and government officials in the field (fire, law enforcement, health care, public works, etc.). Threats to life safety, damage, and other information will be compiled by responders and provided to the OA and the OEM.

The County OEM will monitor situation reports from OA jurisdictions, the NWS (if a weather event) and the State, as well as news reports, radio transmissions, and/or social media.

## 2.13 Alert and Warning

The Butte County warning system is comprised of multiple communications systems and methods including social media, email, traditional media, and direct notifications:

- Wireless Emergency Alert (WEA) / Integrated Public Alert and Warning System (IPAWS) alerts to all cell phones in a specific geographic area
- IPAWS compliant Emergency Mass Notification System
- Press releases distributed via the Public Information Officer (PIO)
- Direct notification (door to door)
- Hi-Low sirens installed on Sheriff's vehicles. These sirens are ONLY used during evacuations.
- Alert FM for notifications through FM radio stations
- The Butte County OEM website or the Butte County main website
- Butte County OEM social media accounts, including Twitter and Facebook
- Alert and Warning messaging for hearing and sight impaired (TTD and TDY) and translation services for different languages
- Emergency alerts to those registered in the Special Needs Awareness Program (SNAP)

Butte County Dispatch as well as agency partners are responsible for timely notification to Butte County OEM of any incident which has the potential to exceed field response capability or resources as well as any incident which requires broad public communication, evacuation, or sheltering. Butte County OEM is responsible for alerting and notifying appropriate partner agencies and the public, once aware of any threat to the OA.

## 2.14 Emergency Operations Center

During a disaster or emergency in unincorporated areas of Butte County, the Butte EOC will activate to support field response operations. If activated to support incorporated areas and/or other sub-jurisdictions, it will be operated as an OA EOC. In Butte County, the County government is the designated OA coordinating agency. Typically, EOC activation in Butte County takes the form of an OA EOC. As such, it will work closely with all other responding jurisdictions and agencies within county borders to:

- Coordinate and support emergency operations.
- Receive and disseminate warning information.
- Develop emergency policies and procedures.
- Collect intelligence from, and disseminate information to, the various EOC representatives, and, as appropriate, to city, County and State agencies, and military and federal agencies.
- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continue analysis and evaluation of all data pertaining to emergency operations.
- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintain contact and coordination with support DOCs, other local government EOCs, and the REOC.
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

The primary emphasis will be placed on saving lives, incident stabilization, protecting property, protecting the environment, and preserving cultural and heritage resources. The OA EOC will operate using the SEMS functions, principles, and components. It will implement the action planning process to develop the EOC Action Plan, identifying and implementing specific objectives for each operational period. The specific purposes of the EOC are to facilitate:

- Overall management and coordination of emergency operations.
- Coordination and liaising with appropriate federal, state, and other local government agencies, CBOs, and private sector resources.
- Management of mutual aid resources.
- Establishment of priorities.
- Collection, evaluation, and dissemination of damage assessment information and other essential

data.

EOC staff will be organized in accordance with the five SEMS functions:

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

The components and principles of SEMS will be used by the EOC staff to manage disaster operations. EOC staff will establish SMART objectives (Specific, Measurable, Attainable, Realistic, Time-Bound) to be achieved for a given operational period.

The EOC will coordinate resources and communications between the Butte OA EOC, Butte sub-jurisdiction EOCs and DOCs, neighboring jurisdiction's EOCs, and the Cal OES Inland REOC. The Butte OA EOC will be activated in accordance with procedures outlined in this plan and will utilize discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works, and medical-specific resources. When the Butte OA EOC is activated, the mutual aid system representatives will be present at the EOC to coordinate mutual aid and the flow of information.

Operating procedures are approximately the same for any location, dependent only upon the facilities available.

EOC setup and management is the responsibility of the EOC Manager, or their designee, under the direction of objectives set forth by the EOC Directors.

#### **2.14.1 LOCATIONS**

##### **Primary**

The primary Butte OA EOC is physically located at **205 Mira Loma, Suite 30, Oroville, CA.**

##### **Alternates**

If the primary EOC location is compromised, utilize the following alternate locations:

The first alternate is located at **Butte County Public Works Yard, 44 Bellermine Ct., Chico, CA.**

The second alternate is located at the **Chico Fire Training Center, 1466 Humboldt Rd., Chico, CA.**

The EOC can operate in a remote or virtual mode as well, and EOC staff do not necessarily need to be physically located in the EOC to perform work functions. EOC work location is determined at the discretion of the Butte County Deputy Administrative Officer – Emergency Management.

#### **2.14.2 STAFFING**

Staffing decisions for the Butte OA EOC will be driven by the nature and scope of the emergency, based on the determined EOC activation level. Staffing may be comprised of County personnel, other agency

and jurisdiction personnel, non-governmental response partners, medical health partners, or volunteers.

### **2.14.3 ACTIVATION**

The Butte OA EOC activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the EOC may be activated and SEMS used, per the regulations, California Code of Regulations, Title 19, Section 2409 f:

- A County department has requested activation of the EOC to support emergency operations.
- An incident commander has requested activation of the EOC to support emergency operations.
- The County has declared a local proclamation of emergency.
- The County has requested a Governor’s Proclamation of a State of Emergency as defined in California’s Emergency Services Act, 8558(b).
- A State of Emergency is proclaimed by the governor for the County, and the Operational Area EOC has been activated.
- A national security threat has impacted the County and/or OA.
- The County is requesting resources from outside its boundaries to the OA and/or state and federal agencies (excepting resources used in normal day-to-day operations which are obtained through existing mutual aid agreements).

The circumstances above will typically require activation of the OA EOC. The activation of the EOC must be authorized by the Director of Emergency Management, Assistant Director of Emergency Management, or the Deputy Administrative Officer – Emergency Management.

### **2.14.4 ACTIVATION LEVELS**

Duty Officer - Duty officer designates a level at which the OA EOC is not activated, but factors exist which warrant ongoing monitoring of a situation that may require a future activation. Duty officer is typically assigned to an individual within the OEM.

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The following graphic illustrates the activation levels from Zero (Normal Operations) to Three (Severe):

Table 8. EOC Activation Guide

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
<b>ZERO (0)</b>	Normal No potential severe weather No increasing probability of hazard No increasing national or local tension No increasing international tension	Maintenance Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	No Activation Only regular staff in normal operations	No actions.
<b>ONE (1)</b>	Severe weather watch is issued Flood watch Wildfire affecting specific areas Small incidents involving one jurisdiction Earthquake advisory Situational conditions warrant Possibility of local unrest	Continuous monitoring of event Check & update all resource lists Distribute status and analysis to EOC personnel; start action plan Receive briefing from field personnel and/or local jurisdictions as necessary	Only Command & General staff as needed or as determined by Director	EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
<b>TWO (2)</b>	Severe weather warning issued Wildfire affecting specific areas Incidents involving 2 or more jurisdictions Moderate earthquake Hazardous materials evacuation	Continuous monitoring of event Initiate EOC start-up checklist Facilitate resource requests from local jurisdictions Provide status updates to EOC personnel	Staffed as situation warrants and liaison to other agencies Primary EOC personnel will be available and check-in regularly	Briefings to County staff and Department Heads Brief Cal OES Regional Administrator or Director EOC activated as required

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
	Imminent earthquake alert Major scheduled event Small scale civil unrest Situational conditions warrant			
<b>THREE (3)</b>	Severe weather is occurring Major emergency in the County or Region Incidents occurring involving heavy resource involvement Hazardous conditions that affect a significant portion of the County Verified and present threat to critical facilities Situational conditions warrant Major earthquake Acts of terrorism (biological, technical, other) are imminent Civil disorder with relatively large-scale localized violence International crisis deteriorated to the point that widespread disorder is probable	Brief arriving staff on current situation Facilitate Operational Area EOC staff Facilitate Resource Requests from local jurisdictions Facilitate Resource Requests to State OES	As determined by the Director EOC essential and necessary Command & General staff Key department heads Required support staff Representatives from other agencies and jurisdictions	Full EOC activation

#### **2.14.5 STAFF NOTIFICATION AND MOBILIZATION**

Once the decision to activate the Butte OA EOC has been made, the EOC Manager or designee is responsible for the initial request for assistance from departments and agencies for EOC operations. Staff will be notified of activation through direct phone calls.

After staff has assessed the situation, a new staffing level may be established, and the Personnel Unit, if assigned, will be responsible for scheduling, notification, and tracking.

#### **2.14.6 DEMOBILIZATION**

Once emergency management activities requiring the use of the EOC have concluded, the EOC will be demobilized. The demobilization decision is made by the Butte OA EOC Director(s) under recommendation by the EOC Manager. Upon the demobilization decision, the EOC will be shut down and reconstituted to a “warm mode,” available for the next activation. The Deputy Administrative Officer – Emergency Management has the responsibility to ensure that the EOC is made ready for the next activation.

#### **2.14.7 STAFF WELLNESS**

Wellness is an integrate part of any emergency operation. Care will be taken to ensure staff receive rest, meals, and emotional care. An employee wellness program has been established to ensure staff and first responders have support in their role as emergency workers. *Butte Strong LE Wellness* offers counseling services, information on family emergency plans and other wellness services. In addition, Butte County maintains an Employee Assistance Program available to all Butte County employees free of charge.

### **2.15 Logistics Support and Resource Requirements for EOP**

This EOP is scalable, depending on the breadth and scope of the emergency. At its simplest level, the EOP focuses on coordination between two people or agencies to accomplish specific tasks and requires very few resources to implement successfully. At full activation, the EOP focuses on coordination between multiple agencies across the county; this process can be much more resource intensive. The following resources are generally needed to implement any or all aspects of the EOP, dependent on incident size:

- People
- Workspaces
- Communications (phones, radios, internet connection)
- Computers / IT devices
- Office supplies
- Status boards
- Copies of the EOP and checklists
- Contact information for employees, responders, and partners

- Technical and hazard information

The Butte OA EOC provides most of these resources as part of the EOC setup and operations process. When the EOC is demobilized, these resources are replenished as necessary and stored for the next activation.

## 2.16 Emergency Proclamations

If conditions of extreme peril to persons and property exist, the board of supervisors may pass a resolution declaring that a local emergency exists for the County of Butte.

City mayors or city councils also have the authority to declare an emergency in their respective cities.

In the event of a governor’s proclamation of a state of emergency, or a presidential emergency or major disaster declaration, all jurisdictions encompassed by the County’s local emergency are included—there is no need for separate declarations/proclamations unless those jurisdictions require special authority conveyed by a local declaration/proclamation.

**Definition of Local Emergency:** “The duly declared existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor’s warning of an earthquake or volcanic prediction, or an earthquake... or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat...” *Section 8558©, Chapter 7 of Division 1 of Title 2 of the Government Code*

### Issued by:

- Butte County Board of Supervisors or Butte County Chief Administrative Officer (CAO) / Director of Emergency Management when the Butte County Board of Supervisors is not in session. This is subject to ratification by the board of supervisors within seven days.

### Purpose of a Local Emergency Proclamation:

- Provides limited legal immunities for emergency actions taken by Butte County employees, providing protection for the County and its employees
- Enables the board of supervisors to act as a board of equalization to reassess damaged property and to provide property tax relief
- Enables the County to request State assistance under the California Disaster Assistance Act (CDAA)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Prerequisite for requesting a governor’s proclamation of a state of emergency and/or a presidential declaration of an emergency or major disaster (the governor’s authority permits an emergency proclamation without a local emergency proclamation)

- Authorizes the Director of Emergency Management to establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by County Ordinance 8-6

**Deadlines:**

- **Issuance:** Within 10 days of the occurrence of a disaster if the County is to qualify for assistance through the CDAA.
- **Ratification:** If issued by official designated by ordinance, it must be ratified by the board of supervisors within seven days.
- **Renewal:** Reviewed at regularly scheduled board/council meetings until terminated.
- **Review:** The board of supervisors must review the continuing existence of the emergency every 30 days or every 60 days for a public health emergency. Based on the type of event, it could be every 30 or 60 days.
- **Termination:** The board of supervisors shall proclaim the termination earliest possible date conditions warrant.

**Notification Process:**

- Local governments should notify the Butte County OA and provide a copy of the local emergency proclamation as soon as possible.
- The OA shall notify their state Cal OES Region and provide a copy of the proclamation as soon as possible between the Cal EOC Director, OA, and the local jurisdiction for updates on any requests for assistance.
- Cal OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter.

**Please Note:** A local emergency proclamation and/or governor’s proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, disaster loan programs designated by the Small Business Administration (SBA), or the U.S. Department of Agriculture (USDA).

**LEVELS OF DISASTER ASSISTANCE**

**Director’s Concurrence:**

**Purpose:** The CDAA authorizes the Cal OES Director, at his or her discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

**Deadline:** A local emergency must be proclaimed within 10 days of the incident. The application for assistance must be made within 60 days, although this deadline can be extended.

**Supporting Information Required:** Local Emergency Proclamation, Initial Damage Estimate (IDE) prepared in CAL OES and a request from the City Mayor or Administrative Officer, or Butte County Board of Supervisors.

### **Governor’s Proclamation:**

**Purpose:** Provides governor with powers authorized by the Emergency Services Act; authorizes Cal OES Secretary to provide financial relief for emergency actions and restoration of public facilities and infrastructure; prerequisite when requesting federal declaration of a major disaster or emergency.

**Deadline:** A local emergency must be proclaimed within 10 days of the incident. The application for assistance must be made within 60 days, although this deadline can be extended.

**Supporting Information Required:** Local Emergency Proclamation, Initial Damage Estimate (IDE) prepared in Cal EOC, and a request from the city mayor or administrative officer or Butte County Board of Supervisors.

### **Presidential Declaration of an Emergency:**

**Purpose:** Supports response activities of the federal, state, and local government. Authorizes federal agencies to provide “essential” assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

**Deadline:** Governor must request on behalf of local government within five days after the need for federal emergency assistance is apparent.

**Supporting Information Required:** All the supporting information required above and a governor’s proclamation, certification by the governor that the effective response is beyond the capability of the state, confirmation that the governor has executed the state’s emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

### **Presidential Declaration of a Major Disaster:**

**Purpose:** Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance (PA), individual assistance (IA), and hazard mitigation.

**Deadline:** Governor must request federal declaration of a major disaster within 30 days of incident.

**Supporting Information Required:** All supporting information required above and a governor’s proclamation, certification by the governor that the effective response is beyond the capability of the state, confirmation that the governor has executed the state’s emergency plan, and identification of the specific type and extent of federal aid required.

### **Federal/State Disaster Assistance that Requires a Local Emergency Proclamation**

#### ***Local Government, Individuals and Families:***

- Reimbursement of extraordinary emergency costs
- Housing assistance such as home repairs and temporary (e.g., police overtime, debris removal, sandbagging) lodging/rental assistance

- Funds to repair damaged public facilities
- Personal property, medical/dental expenses (e.g., buildings, roads, equipment, utilities)
- Disaster unemployment benefits
- Hazard Mitigation
- Crisis Counseling

### **Termination of Proclamation of a local emergency**

As stated in the Emergency Services Act, Article 14, Section 8630 (Proclamation by local governing body; Duration; Review):

“(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the preview review. (2) Notwithstanding paragraph 1, if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days until the Local Emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

Termination of an emergency proclamation is established through a resolution adopted by the board of supervisors. The Termination of Proclamation of Local Emergency is typically passed when the EOC is deactivated; however, there may be exceptions, such as when response oversight has been handed from the EOC to another department or agency. In this case, the EOC is deactivated, but the response is still active.

## **3 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **3.1 General**

This plan is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, Butte County will retain authority throughout the disaster or emergency.

Emergency response is built on the concept of layers, in adherence to the principles of SEMS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, and state and federal support as requested and available.

#### **3.1.1 ONGOING RESPONSIBILITIES**

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the Butte County EOP.
- Address the execution of emergency duties assigned to the department or agency under the EOP.

- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop attachments that support EOP implementation including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with the Butte County OEM to ensure information is reviewed and is consistent with OEM operations.

### **3.1.2 DURING AN EMERGENCY**

- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the Butte OA EOC.
- Channel department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the County Public Information Officer (PIO) at the EOC, or through the JIC if one is established for the incident.

Assist in assessing damage to County-owned facilities, properties, or assets, and provide reports to the EOC.

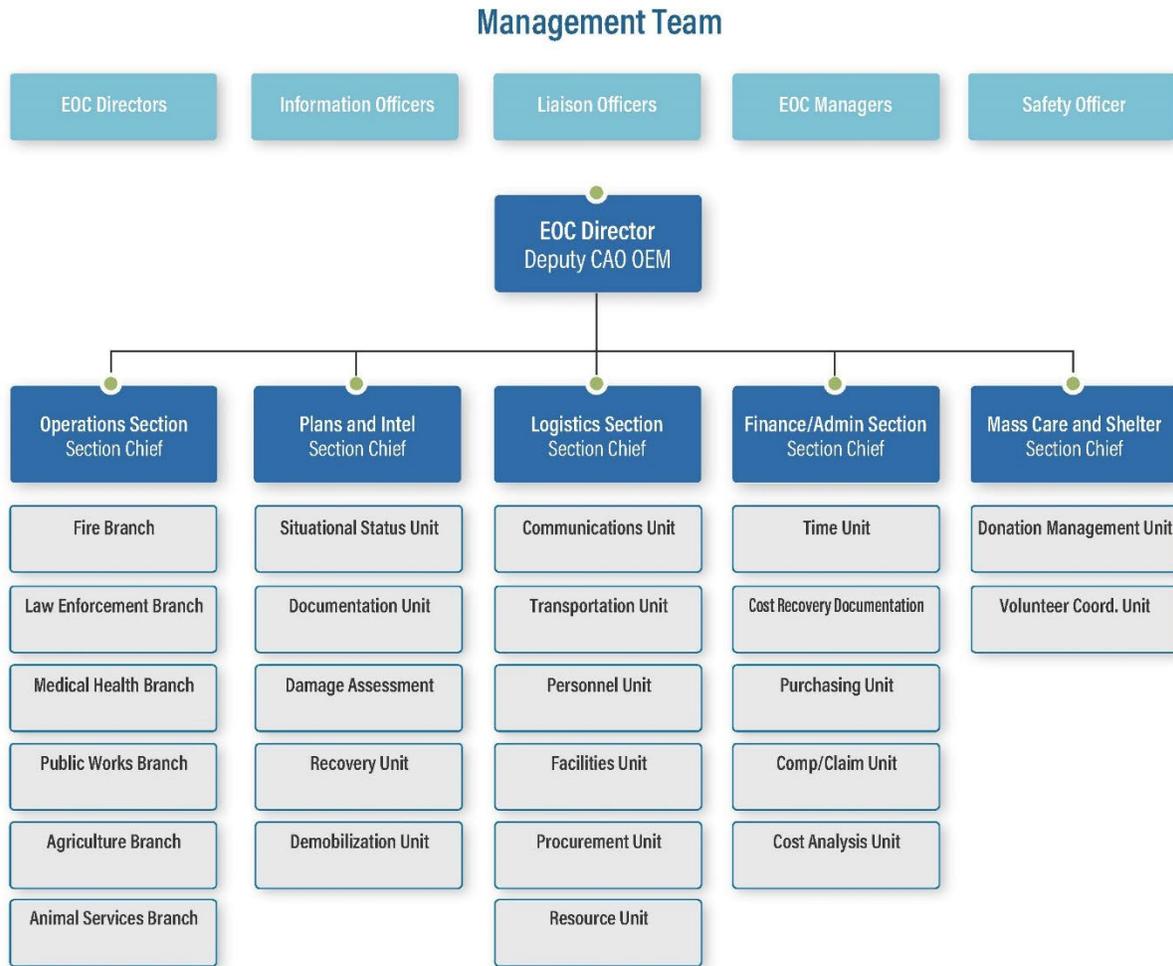
## **3.2 Organization**

During an emergency, Butte County will establish a temporary emergency response structure to coordinate the County's emergency activities. This structure will use ICS principles and terminology.

The Butte OA EOC will be organized using the SEMS structure, which consists of five principal sections activated for a major incident. In addition, Butte OA has chosen to add a sixth section, Mass Care and Sheltering to their structure. The sections in turn may include sub-groups to focus on specific responsibilities as the response requires. The organizational structure is intended to be flexible and scalable; the positions that are activated and staffed will be based on the needs of the emergency at hand.

The five sections of the EOC are Management, Operations, Mass Care and Shelter, Planning and Intelligence, Logistics, and Finance and Administration. The policy direction of the EOC is provided by a Policy Group.

Figure 7. Organization Chart



### 3.2.1 POLICY GROUP

This group is responsible for setting the intent, priorities, and objectives during an emergency activation.

#### EOC Director

The EOC Director will have the primary responsibility for ensuring that the Butte County Board of Supervisors is kept apprised of the situation and will bring all major policy issues to the board for review and decision.

#### Legal Officer

The Legal Officer provides legal counsel to the Policy Group and directors and assists in preparing a declaration of local emergency.

### 3.2.2 MANAGEMENT SECTION

This group is responsible for implementing the intent, priorities, and objectives during an emergency activation.

#### **EOC Manager**

The EOC Manager is responsible for ensuring the goals and objectives set by the Director is met. The position also manages the operation of the EOC, ensures the EOC is in functioning in order, adequately staffed, and that appropriate positions are activated to meet the demands of the incident. Management staff positions report to the EOC Manager.

#### **Liaison Officer**

When an incident requires a multi-agency or multi-jurisdictional response, Liaison Officer maintains and provides coordination with outside agency representatives, other OA jurisdictions, tribal organizations, local businesses, and employers. Agency representatives are from other jurisdictions or organizations external to the County. These representatives serve as points of contact through which requests flow to and from their specific agencies.

#### **Safety Officer**

The Safety Officer monitors all EOC operations and screens plans for potentially unsafe activities or conditions which are unduly hazardous for incident response and makes recommendations to the Operations Chief to modify or terminate operations. Additionally, the Safety Officer monitors the physical and mental well-being of responders in the EOC and reports any needed modifications or identified concerns to the EOC Managers.

#### **Security Officer**

The Security Officer ensures the security of the EOC and all staff within. The Security Officer should identify security including access control, staffing and other resources. The Security Officer roll may be filled by the Safety Officer.

#### **Public Information Officer**

The Public Information Officer (PIO) serves as the point of contact for the media and other organizations seeking information on the emergency response. The PIO provides information to the general public through the media using broadcast, print, radio, social media, and other platforms; serves as the point of contact for media requests, monitors media platforms for accuracy to inform efforts to correct misinformation, including rumor control, provides the EOC General and Management Staff with current information, monitors the use of and prepares releases for the EAS, and sets up a system for and addresses public inquiries.

#### **Equity and Inclusion Officer**

The Equity and Inclusion Officer (EIO) serves as a subject matter expert and advocate for individuals with disabilities and AFN, cultural considerations, and underserved communities. The EIO will focus on physical and programmatic access, communication, health, support, safety, and independence.

### **3.2.3 OPERATIONS SECTION**

The EOC Operations Section is responsible for all operational support and coordination of incident

response assets. In some circumstances, Area Command may be run from the OA EOC Operations Section. The Operations Section includes the Section Chief, Fire Branch, Law Enforcement Branch, Medical Health Branch, Animal Care and Shelter Unit, Care and Shelter Branch, Behavioral Health, Public Works, and Agriculture.

### **Operations Section Chief**

The Operations Section Chief has the management responsibility of all activities directly applicable to the field emergency response in the County jurisdiction. The Operations Section Chief participates in the development and execution of the Incident Action Plan (IAP).

### **Fire Branch**

The Fire Branch coordinates the activities of personnel engaged in fire operations, urban search and rescue, hazardous materials, and other emergency operations.

### **Law Enforcement Branch**

When activated, the Law Enforcement Branch coordinates general law enforcement, terrorism response, evacuation procedures, traffic control, coroner operations, and public security and order.

### **Medical Health Branch**

The Medical Health Branch coordinates and prioritizes requests from field responders and obtains medical/health personnel, supplies, and equipment through mutual aid.

### **Animal Services**

Animal Services is responsible for providing for the emergency needs of pets and livestock.

### **Public Works Branch**

The Public Works Branch surveys all jurisdictional facilities, assesses damage and coordinates repairs, conducts debris management and removal services, and establishes priorities to restore essential services.

### **Agriculture**

Butte County Department of Agriculture is responsible for response to agriculture and natural resources incidents under the auspices of Operations.

## **3.2.4 MASS CARE AND SHELTER SECTION**

The Care and Shelter Branch is responsible for coordinating the provision of basic necessities for citizens impacted by an emergency or disaster. CBO's can provide key resources to meet these responsibilities.

### **Volunteers and Donations Unit**

The Volunteers and Donations Unit coordinates the efficient and effective utilization of affiliated and unaffiliated volunteers, donated resources, and information necessary to meet the needs of the impacted area(s) of Butte County following a disaster or other incident of significance.

### **3.2.5 PLANNING AND INTELLIGENCE SECTION**

The Planning and Intelligence Section collects, evaluates, disseminates, and documents information about the incident and status of resources, develops IAPs, and develops recovery plans. The Planning and Intelligence section is comprised of the Planning and Intelligence Section Chief, the Situation Status Unit, Documentation Unit, Damage Assessment Unit, Recovery Unit, and Demobilization Unit.

#### **Planning and Intelligence Section Chief**

The Planning and Intelligence Section Chief manages all planning activities relating to response, demobilization, and recovery operations. The Section Chief is responsible for the development of the IAP with final approval from the EOC Director.

#### **Situation Status Unit**

The Situation Status Unit collects, processes, and organizes information related to the disaster or emergency.

#### **Documentation Unit**

The Documentation Unit maintains accurate, up-to-date files of logs, reports, plans, and other information related to the disaster or emergency. The Unit also maintains displays of current situational information to keep the EOC abreast of the situation.

#### **Damage Assessment Unit**

Should the need arise, the Public Works Branch can be expanded to include a specific Damage/Safety Unit to focus on this aspect of response.

#### **Recovery Unit**

The Recovery Planning Unit focuses on short and long-term community recovery, social services, and unmet needs.

#### **Demobilization Unit**

The Demobilization Unit is responsible for the development of a demobilization plan that provides for the timely and orderly demobilization of the EOC and associated resources.

### **3.2.6 LOGISTICS SECTION**

The Logistics Section is responsible for providing all support needs to emergency incident sites and will order all resources and provide facilities, supplies, and services. The Logistics Section includes the Logistics Section Chief, Communications Unit, Transportation Unit, Personnel Unit, Facilities Unit, Procurement Unit, Resources Unit, Emergency Management Mutual Aid, and Volunteers and Donations.

#### **Logistics Section Chief**

Ensures the Logistics function is carried out in support of the County EOC. This function includes providing communication services and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging, and other support services as required. The Logistics Section Chief is filled by the Parks & Building Maintenance Director or his or her

designee.

### **Communications Unit**

The Communications Unit establishes communications with field personnel, develops a communications plan, develops, maintains, and publishes communication directories and acquires any needed communications equipment for operations in the field.

### **Transportation Unit**

The Transportation Unit coordinates the acquisition of requested transportation resources and the transportation of workers, victims, and impacted citizens.

### **Personnel Unit**

The Personnel Unit provides trained personnel resources as requested to support the EOC and field operations. The Unit coordinates with the Volunteer Liaison in Operations to coordinate the onboarding and distribution of the volunteer pool.

### **Facilities Unit**

The Facilities Unit is responsible for the establishment, maintenance, and demobilization of all facilities, except staging areas, needed for operational support.

### **Procurement Unit**

The Procurement Unit manages the procurement of personnel, equipment, and supplies that are not secured through mutual aid or other means. In addition, this unit communicates with the mutual aid coordinators to mitigate duplication of requests. The Procurement Unit will coordinate with the Finance and Administration Section to ensure all applicable purchasing guidelines and regulations are met.

### **Resources Unit**

The Resources Unit works with the other units in the Logistics Section to collect and maintain centralized accounting of the status of all resources ordered or used during the incident and works with and coordinates with Finance and Administration to ensure accountability and documentation of all resources.

## **3.2.7 FINANCE AND ADMINISTRATION SECTION**

The Finance and Administration Section is responsible for all monetary, financial, and administrative functions. The Finance and Administration Section is made up of the following positions/units: Finance and Administration Section Chief, Time Keeping Unit, Cost Recovery Documentation, Compensation and Claims Unit, and the Cost Analysis Unit.

### **Finance and Administration Section Chief**

The Finance and Administration Section Chief is responsible for the continuity and maintenance of financial operations and records, claims and cost analysis of the incident, and overseeing administrative support for the EOC to include clerical staffing.

### **Time Keeping Unit**

The Timekeeping Unit maintains records of all on-duty personnel, including volunteers. The Unit will assist field incident commanders in developing procedures and accounting for hours.

### **Cost Recovery and Documentation Unit**

The Cost Recovery Unit initiates and carries out the collection and maintenance of all related information for recovery costs. The unit will ensure appropriate documentation, forms, and other information are coordinated with the state, in accordance with state and federal guideline for potential reimbursement.

### **Compensation and Claims Unit**

The Compensation and Claims Unit acts as the official agent for the County and accepts all damages and injury claims. The Unit manages these claims and conducts any related investigations.

### **Cost Analysis Unit**

The Cost Analysis Unit is responsible for tracking all expenditures, ensuring expeditious payment, and providing reports as needed to the EOC Director and EOC staff. The unit will also provide information for recovery efforts as a result of the disaster or emergency.

## **3.3 Support Functions**

### **3.3.1 SUPPORT AGENCIES AND ORGANIZATIONS**

The County recognizes response to a disaster may require support from external agencies and organizations should an event exceed its capabilities. Therefore, Butte County has formed partnerships and relationships with outside entities to serve in a support capacity.

Requests for support are made through Mutual Aid. The County may request additional personnel support through the EMAC when local, regional, and/or state resources have been exhausted. EMAC support will be requested through the Cal OES and is only available when the governor proclaims a state of emergency, and the president declares an emergency or major disaster.

Additional federal support may be available during as direct federal assistance during a presidentially declared disaster through FEMA and other federal partners.

California Department of Forestry and Fire Protection (CAL FIRE) provides fire protection across California in both wildland and urban areas. CAL FIRE can supplement local fire department capabilities. CAL FIRE can also provide overhead personnel for relief in EOC settings as well as incident command teams for wildland and other disasters.

Support from the California National Guard (CNG) may be requested through Cal OES. CNG assistance will complement and not be a substitute for local participation in emergency operations. Military forces will always remain under military command but will support and assist response efforts when able.

California Department of Water Resources (DWR) works to sustainably manage the water resources of California, in cooperation with other agencies, to benefit the state's people and protect, restore, and enhance the natural and human environments. DWR is an important partner, especially in relation to

Oroville Dam.

Support from other state government departments and agencies may be made available by request through the Cal OES or mutual aid coordinators in accordance with the State plan.

### **3.3.2 SPECIAL DISTRICTS**

Special districts are local governments; political subdivisions authorized by state statute to provide specialized services the local city or county does not provide. Special districts fulfill a significant role during an emergency; they may support the emergency response by providing subject matter expertise, including assisting the EOC in communicating hazard threats, evacuation orders to special populations and geographical areas.

If a special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district liaison.

Special districts in Butte County include:

- Durham Recreation and Park District
- Reclamation District 833
- Rock Creek Reclamation District
- Lake Madrone Water District
- Richvale Irrigation District
- Richvale Sanitary District
- Thermalito Water and Sewer District
- Chico Area Recreation and Park
- Sacramento River Reclamation District
- Durham Mosquito Abatement District

### **3.3.3 PRIVATE SECTOR AND NON-GOVERNMENT ORGANIZATIONS**

Private sector organizations can be vital partners during an emergency response and may provide support to the County through pre-existing agreements or just-in-time service. Private sector requests for support abide by any existing MOUs in place. Whether an existing MOU is in place or not, documentation of private sector support should be filed with the Documentation Unit to track support for reimbursement and other needs. Private sector support is coordinated by the Logistics Branch.

CBOs are available to give assistance with sheltering, feeding, and other issues, as necessary. Communication and coordination with these agencies will flow through the OEM. Examples of primary CBOs include:

- American Red Cross of Northeastern California
- Butte County Search and Rescue
- Butte-Glenn 2-1-1

- California Southern Baptist Convention
- Caring Choices Volunteer Center
- CAL FIRE Volunteers in Prevention Program
- Disability Action Center
- Golden Empire Amateur Radio Society
- North Valley Animal Disaster Group
- North Valley Community Foundation
- Oroville Amateur Radio Society

#### **3.3.4 TRIBES**

Tribes may provide support in the form of resources and staffing to the County as well as technical assistance on environment, cultural, and heritage resources. There are four federally recognized tribes in Butte County:

- Tyme Maidu Tribe- Berry Creek Reservation
- Enterprise Rancheria
- Mechoopda Indian Tribe
- Mooretown Rancheria

#### **3.3.5 SURROUNDING JURISDICTIONS**

Assistance from surrounding jurisdictions may be available through existing state procedures for mutual aid requests and do not need separate MOUs except in special circumstances. The surrounding jurisdictions of Butte County are as follows:

- Sutter County
- Colusa County
- Glenn County
- Tehama County
- Pluma County
- Yuba County

### **3.4 Continuity of Government**

The County has a COOP/COG plan that includes the following information:

- Continuity of Operations
- Reconstitution
- Delegations of Authority and Orders of Succession
- Vital Records and Databases
- Devolution and Reconstitution

Each department has a corresponding section of the COOP/COG plan available to view in hard copy at the County OEM.

## 4 DIRECTION, CONTROL, AND COORDINATION

This section describes the framework for all direction, control, and coordination activities. It also identifies who has tactical and operational control of response assets. In addition, this section explains how multi-jurisdictional and multi-agency coordination systems support the efforts of organizations to coordinate efforts across jurisdictions while allowing each jurisdiction to retain its own authorities.

### 4.1 Direction and Control

The Director of Emergency Management, or designee has the power to direct coordination and cooperation between divisions, services, and staff of the emergency management organization of Butte County and to resolve questions of authority and responsibility that may arise between them. The Director of Emergency Management also represents the emergency management organization of this Butte County in all dealings with public or private agencies pertaining to civil defense and disaster. In the event of a local emergency, they make and issue rules and regulations on matters reasonably related to the protection of life, the environment, and property as affected by such emergency; however, such rules and regulations must be confirmed at the earliest practicable time by the board of supervisors.

#### 4.1.1 COORDINATION WITH FIELD-LEVEL INCIDENT COMMAND POST(S)

Field-level responders organize under the SEMS and coordinate with the Butte OA EOC. Functional elements at the field level coordinate with the applicable EOC branch. Personnel that are part of a field level emergency response will utilize ICS to manage and direct on-scene operations. Tactical management of responding resources is always under the leadership of the on-site Incident Commander at the Incident Command Post. Incident Commanders may report to the DOC dispatching resources amongst incidents, which in turn will coordinate with the local EOC or may report or communicate directly to the OA EOC through their functional counterpart in the Operations section. Whenever an emergency or disaster occurs, the affected jurisdiction's most qualified official on-scene will assume on-scene operational command and establish an Incident Command Post until a transfer of command is completed to a more qualified official.

The Incident Commander will immediately conduct an incident size-up and report the findings and additional resource needs to the Butte OA EOC.

The determination of which jurisdiction, agency, or department is responsible for assuming command for a particular hazard is codified by law. Under certain circumstances, such as county-wide severe weather or wildfire, the Butte OA EOC can serve as the Area Command or single Incident Command Post in order to maximize use of limited resources and prioritize response efforts.

If a separate incident organization is established with an Incident Commander or Unified Command, they will interface with the EOC on:

- Situational awareness
- Operational needs

- Resource requests

The EOC will support first responders by coordinating the management and distribution of information, resources, and restoration of services.

#### **4.1.2 COORDINATION WITH LOCAL GOVERNMENT EOCS/FEDERALLY RECOGNIZED TRIBES**

When activated, the Butte OA EOC coordinates with Oroville and neighboring counties to facilitate the requests and acquisition of resources and to share information. There are four local tribes; they are sovereign and request directly to the state or federal government. On occasion, the state will return them to the County for support. Requests for assistance from communities and County agencies should be directed to the Butte OA EOC.

- Overall direction, coordination, and control to support community response to a disaster will be established through the EOC, which will be equipped and staffed to:
- Collect, record, analyze, display, and distribute information.
- Coordinate public information and warning.
- Coordinate and oversee mass care and sheltering.
- Coordinate governmental emergency activities.
- Conduct proper liaison and coordination activities with all levels of government, public, volunteer, and civic organizations.

#### **4.1.3 COORDINATION WITH THE STATE OF CALIFORNIA**

The Butte OA EOC typically coordinates with the State of California through their assigned Cal OES Emergency Services Coordinator and the Inland REOC or between the Regional Mutual Aid Coordinators and the OA Mutual Aid Coordinators when appropriate. When the Inland REOC is not activated, coordination occurs through the Region's Duty Officer by way of the State Warning Center.

#### **4.1.4 COORDINATION WITH INCIDENT MANAGEMENT TEAMS**

At times an Incident Management Team (IMT) may be activated to manage or support a large response in the OA. All outside IMTs will be assigned a local contact to serve as a bridge and ensure local knowledge is provided to such teams.

#### **4.1.5 COORDINATION WITH COMMUNITY BASED ORGANIZATIONS/ PRIVATE SECTOR ORGANIZATIONS**

CBOs and private-sector businesses that provide resources and services in response to a disaster will be encouraged to provide liaisons to the Butte OA EOC. The Butte OA EOC Logistics Section may also work directly with these entities to secure resources.

#### **4.1.6 STRATEGIC AND OPERATIONAL CONTROL OF ASSETS**

If activated through the EOC, the EOC Operations Chief assumes strategic control of assets. Field-level incident commanders assume operational control of these assets once deployed. The exception to this rule is if the OA EOC, or some component therein such as the Law Enforcement Branch, is also functioning as Area Command.

## **4.2 Authority to Initiate Actions**

### **4.2.1 DECLARATION OF LOCAL EMERGENCY**

The Butte County Board of Supervisors has the authority to proclaim the existence of a local emergency.

- If the Board of Supervisors is not in session, the Director of Emergency Management may issue such a proclamation, but it must be ratified by the board of supervisors within seven days to remain in effect.
- The Director of Emergency Management may request the Governor of the State of California to proclaim a “state of emergency” when, in the opinion of the Director, the resources of the area or region are inadequate to cope with the emergency.
- In the absence of the Director, the Vice-Chair of the board of supervisors has the same authority as the Director under emergency conditions.
- In the absence of the Director and the Vice Chair of the board of supervisors, the County CAO has the same authority as the Director under emergency conditions.

Emergency proclamations are typically made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the county, caused by natural or human-caused situations and local resources for response is inadequate.

### **4.2.2 EOC ACTIVATION**

The Director of Emergency Management, or his or her designee, has the authority to activate the EOC and to designate the level of activation.

The OEM establishes the OA EOC when directed. The EOC facilitates support for field-level operations.

The Director of Emergency Management has the authority to identify which positions of the EOC are deemed necessary to support the operation and to determine if any of those positions can or will be supported virtually. The Butte County OA EOP is activated concurrently with the EOC.

### **4.2.3 EVACUATION AND SHELTER-IN-PLACE**

The Butte County Sheriff or his or her designee has the authority to order evacuations and/or shelter-in-place across the County, per California Penal Code 409.5.

#### 4.2.4 PUBLIC HEALTH EMERGENCY

The Butte County Public Health Officer can declare a Public Health Emergency in the County, per California Health and Safety Code § 101080. This declaration must be ratified by the board of supervisors within seven days.

## 5 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

### 5.1 Information Collection

Information is gained from field-level responders through inspections of infrastructure and facilities, windshield surveys to acquire damage assessments and human impact, and status calls and situation reports from other agencies at all levels of government. Information may also be collected from social media, calls from the community, and other public reports. Butte County operates a situation/information sharing platform as a mechanism for agencies to share information. The platform can be used withing the EOC and with partners to collect and disseminate information.

Some information is considered more critical than others. Essential Elements of Information (EEI) may be pre-identified to support decision making and ensure important details are shared to effectively manage and execute an operation. EEIs are information which should be communicated in a timely fashion to the EOC Management Group. EEIs and reporting guidelines should be pre-identified during the planning phase and confirmed at the beginning of each response.

Priority information for collection and sharing includes:

- Injuries and fatalities.
- Deployments and/or stand down.
- Changes in conditions on the ground.
- Conditions that affect the capability to respond.
- Immediate resource needs.
- Threats/hazards to incoming responders.

#### Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the situation.

#### EOC Situation Reports

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.

- At the beginning of an emergency response, the EOC Management and Planning staff will determine appropriate times for submitting data and issuing Situation Reports.
- The Situation Report is intended for use after the first two hours of an emergency and can be

updated as requested or needed.

The Inland Region Situation Status forms contain the information presented on the Situation Report form. The information may be transmitted via email throughout the state and to other partners.

### **Lifeline Reports**

Butte County has identified key agencies as part of each Lifeline. Lifeline status will be reported as part of the situation report process and can be used to provide information to inform EOC Situation Reports and for short- and long-term disaster planning. Additional information can be found about Lifelines in Section 2.7, and the Lifeline Report template and directions for use are provided as *Appendix E: Lifelines Situation Reports*.

## **5.2 Analysis**

All information acquired by Butte County and/or the Butte OA EOC should be analyzed and confirmed prior to disseminating it further and prior to providing direction to staff or making other decisions based on the information. As part of the analysis, information should be dated, credibility established, and compared to other information collected for the same or similar subject matter. The Situation Status Unit has overall responsibility for this.

## **5.3 Dissemination**

Rapid information will be shared to and from deployed field units, operational areas, regions, and other entities via direct communication when necessary, including telephone, email, or radio. Daily, non-urgent information will be shared via Situation Reports or via Butte County's information-sharing platform.

# **6 COMMUNICATIONS**

## **6.1 Internal Communications**

### **6.1.1 INTERNAL COMMUNICATIONS**

The Communications Unit under the Logistics Section ensures that radio, telephones, and computerized resources and services are provided to EOC staff. Internal communications include radios, amateur radio, and situational awareness sharing tools. Internal communications are managed by the Communications Group, under the Logistics Branch.

Various virtual communication platform tools may be utilized, whether or not the EOC is activated in a virtual environment. Examples include Microsoft Teams and Zoom. Virtual platforms assist in the flow of information and documentation and can alleviate some resource issues. However, all forms and other documents used in EOC activation must be available in hardcopy format in case of power outage or other complication that prohibits use of these tools.

### **6.1.2 SENSITIVE INFORMATION**

At times, EOC responders may be privy to information that could be deemed sensitive if released to a wider audience. All EOC responders are expected to maintain confidentiality when requested, to respect

any confidentiality designations on documentation, and to only release information through the PIO and the JIC.

In addition, responders should understand how to handle information regulated under Health Insurance Portability and Accountability Act (HIPAA) and Protected Critical Infrastructure Information (PCII) regulations.

## **6.2 Public Information**

Public information is defined as information disseminated to the public by official sources during an emergency, using broadcast media, print media, and social media channels. Emergency public information can include:

- Instructions on survival and health preservation actions to take.
- Status information on the disaster situation.
- Other useful information pertinent to the response.

### **6.2.1 PUBLIC INFORMATION OFFICER**

The PIO serves as the POC for the media and other organizations seeking information on the emergency response. The function:

- Provides information to the general public through the media using broadcast, print, radio, social media, and other platforms.
- Ensure messaging is accessible by the whole community.
- Serves as POC for media requests.
- Monitors media platforms for accuracy to inform efforts to correct misinformation, including rumor control.
- Provides the EOC General and Management Staff with current information.
- Monitors the use of and prepares releases for the IPAWS/WEA/EAS.
- Sets up a system for and addresses public inquiries.

The PIO is a staffed function as part of the emergency management structure. Specific PIO assignments will be made at the time of the incident.

### **6.2.2 JOINT INFORMATION SYSTEM**

The Joint Information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines and with the private sector and CBOs. It includes the plans, protocols, procedures, and structures used to provide public information. Federal, state, tribal, territorial, regional, local, and private sector PIOs and established JICs at each level of SEMS are critical elements of the JIS.

Butte County's JIS functions through a messaging group and a staffed call center, as needed. Messaging is developed in support of the County's response effort by designated PIOs. Agency PIO's coordinate within the JIS structure to ensure accurate and consistent messaging across agencies.

At times, Butte OA may choose to activate a JIC. In such cases, the JIC will be the central location that facilitates operation of the JIS. Personnel with public information responsibilities from multiple agencies, departments, and other local governments use the JIC to perform critical emergency information functions, crisis communications, and public affairs functions.

In addition to the Butte OA, JICs may be established at various levels of government, at incident sites, or can be components of federal, state, tribal, territorial, regional, or local multi-agency coordination (MAC) groups (e.g., MAC Groups or EOCs).

### **6.2.3 METHODS OF DISSEMINATION**

The PIO and the JIC have multiple methods to disseminate information through the media and to the public. These methods include, but are not limited to:

- Over the air media (radio, television).
- Print media (newspapers, flyers, bulletins).
- Electronic media (Butte County website, County Listservs, email, social media).
- In person at community town halls and other outreach activities.

### **6.2.4 PEOPLE WITH DISABILITIES AND ACCESS AND FUNCTIONAL NEEDS POPULATIONS**

DAFN populations may require special accommodation to receive and utilize emergency communications. When possible, the PIO will take steps to ensure that the use of interpreters, translators, and assistive technologies are available to make certain that messaging can be received by all populations including those who are site-impaired, hearing-impaired, and those with limited English proficiency or the non-English speaking. The use of qualified interpreters and translation services for different languages such as Spanish and Hmong can be used during press conferences and messaging. Additionally, communication and warning messaging resources are available for hearing and sight impaired (TTD and TTY) and Special Needs Awareness Program (SNAP) registrants. For a complete list of auxiliary aids currently available for Butte County's use please refer to *Functional Annex C: Communication and Warning*.

## **7 ADMINISTRATION, FINANCE, AND LOGISTICS**

### **7.1 Administration**

Butte County recognizes the importance of documenting disaster activities to accurately account for actions taken during the response. Butte County will keep and archive official and unofficial disaster documentation, including correspondence, situation reports, ICS forms, IAPs, press releases, and any other documentation used during the response. Information will be archived for a minimum of three years following closure of federal reimbursement or longer for specific records outlined in State record retention policies and *Butte County Resolution No. 14-168, Revised Resolution Establishing and Orderly*

*System of Records of the County of Butte.*

### **7.1.1 RECORDS AND REPORTS**

Records and reports are typically managed by the Planning Section during an EOC activation. Reporting times and processes should be evaluated and confirmed at the time the EOC is activated. Reporting may be reevaluated and changed during a response. When evaluating these needs, consideration should be given to the length of the operational period, operational tempo of the response, who needs reporting as a matter of process, what additional partners would benefit from receiving reports, and any State requirements for reporting.

Record keeping is essential for tracking the movement and disposition of resources for financial reconciliation and for after-action reporting, among other things. Field level personnel should provide, at a minimum, copies of the following documentation to the EOC, including 214s, position logs, situation status reports, and IAPs. All other documentation produced in the EOC should eventually go to the Documentation Unit in Planning for record keeping.

It is imperative that local government maintain duplicate records of all information necessary for restoration of normal operations. This process of record retention involves offsite storage of vital data that can be readily accessible.

Vital records are routinely stored at OEM electronically. Computer records are routinely backed up and stored separately from the hard drives on servers in Oroville and Chico. All personnel records are stored by the Butte County Department of Human Resources at several locations throughout the OA.

### **7.1.2 COST RECOVERY**

Butte County will seek cost recovery for disaster-related expenses whenever possible, including the costs of the response. Cal OES and FEMA require certain documentation for potential recovery of costs. To facilitate this effort, Butte County will follow County administrative protocols to track time, expenses, and information on applicable personnel and equipment usage.

## **7.2 Finance**

### **7.2.1 FUNDING AND ACCOUNTING**

During an emergency, all financial actions are required to be documented for the purposes of tracking all expenditures and providing appropriate documentation for possible reimbursement. Representatives from Finance will work in the Cost Accounting Unit to ensure that all finances are tracked and accounted for during emergency operations, utilizing procedures and protocols that are implemented during normal day-to-day operations. Additional/alternate procedures may be developed if necessary to meet the needs of the incident.

All emergency expenditures up to the threshold set by the County must be documented, approved, and signed by the Deputy Administrative Officer – Emergency Management. Amounts above the threshold set by the County must be approved by the CAO. In the event the Deputy Administrative Officer – Emergency Management or CAO are not available; all expenses are to be approved by the Vice Chair of the Butte County Board of Supervisors. In the vice-chair's absence, all expenses are to be approved by a designated successor. During emergency operations, the designated successor has unrestricted

expenditure authority.

## 7.3 Logistics

### 7.3.1 RESOURCE REQUESTS

Resources include personnel, supplies, and equipment. Large-scale operations will likely exhaust local resources and will require outside support. Resources should first be sought within the region, and if unavailable can be sought through the State. Any resources obtained from outside the region, or any State resources utilized (including use of real property) should be assigned a mission task number which can be requested through Cal EOC.

When the EOC is activated, resource requests must be coordinated through the EOC to ensure proper resource tracking and documentation and to ensure that efforts are not duplicated. Mutual aid will be requested through the appropriate mutual aid coordinator (fire, law, medical, public works). Mutual aid coordinators will inform Logistics of those requests separate of the EOC, they will communicate mutual aid. All other requests to the EOC for tracking will be requested through Logistics. If being requested from the field, these will be routed through the corresponding branch discipline within EOC Operations. Partner agencies and EOC staff may submit requests directly to Logistics.

All resource requests are tracked using standard ICS forms and routine ICS procedures. These may be in either electronic or paper format. Requests for state resources will be submitted through Cal OES.

### 7.3.2 AGREEMENTS AND UNDERSTANDINGS

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement and other local Mutual Aid Agreements.

The DAO is authorized to develop MOUs/MOAs/MAAs to provide specific disaster-related support when possible. Once developed, the agreements are reviewed by the Butte County Disaster Council and recommended for adoption by the board of supervisors in accordance with Butte County Code of Ordinances, Supplement 51, Chapter 8 – Emergency Services, Item 8-4.

Butte County maintains a list of applicable MOUs. Should County resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency-negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible. Butte County continues to review existing agreements and memoranda to ensure efficacy, as well as exploring potential new MOUs/MOAs as needed. A template for tracking mutual aid agreements is contained in *Appendix D: Mutual Aid* of this plan.

## 8 RECOVERY

### 8.1 Overview

The Butte OA, local governments and all special districts serving the OA will be involved in recovery

operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can begin to return to their pre-disaster lives. Those needs include:

- Assessment of the extent and severity of damages to homes, businesses, and other property.
- Assessment and restoration of natural, cultural, and heritage resources.
- Restoration of essential services generally available in communities (i.e., food, water, or medical assistance).
- Repair of damaged homes and property.
- Professional counseling when the emergency results in mental anguish and inability to cope.
- Development of plans for short-term economic recovery.
- Rebuilding of business, government buildings and other structures with inclusion of all federal, state, and local building regulations and codes, including all ADA requirements.

The OA can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases – short-term and long-term.

Short term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup.
- Systematic and coordinated restoration of Community Lifelines.
- Damage Assessment.
- Delivery and distribution of necessary commodities.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Recovery projects, including those that leverage mitigation against future disaster.
- Apply lessons learned to future revisions of emergency plans.

By following guidelines built in the California Disaster Recovery Framework (CDRF), local counties, tribal communities, and CBOs can carry out pre- and post-disaster recovery activities. The CDRF helps local governments to:

- Understand the recovery structures and resources of state and federal governments.
- Develop or update recovery frameworks/annexes to include key CDRF concepts.
- Expand organizational models to incorporate Recovery Support Functions (RSFs).

- Develop defined missions and organizational models for transition between short-term, intermediate, and long-term recovery.

## **8.2 Organization**

### **8.2.1 OVERVIEW**

Planning for recovery begins on day one of the incident and is the responsibility of the Butte County Office of Emergency Management. A Recovery Director will be assigned who will be the Project Manager for the Local Assistance Centers (LAC) and the Disaster Recovery Centers (DRC). Branch Directors will be assigned for each operational area with personnel to support each branch.

### **8.2.2 STATE AND FEDERAL INTEGRATION**

Both the state and federal governments provide disaster assistance. Emergency proclamation thresholds and resource requests typically determine the amount of assistance required. When the state and federal governments and certain businesses and CBOs offer survivor assistance, they may do so through a LAC at the state level and/or a DRC at the federal level. LAC operations may be supported at the federal level.

At both the state and federal levels, long-term recovery is coordinated through the Recovery Support Function (RSF) structure and has the following responsibilities:

- Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Conduct impact evaluation of prior recovery efforts and other studies as needed to improve future operations.
- Coordinate the development of national long-term recovery strategies and plans in coordination with other relevant federal departments and agencies that have independent authorities and responsibilities for addressing key issues regarding catastrophic incidents. These may include accessible housing (incident and permanent), large displacements of individuals including those with special needs, contaminated debris management, decontamination and environmental restoration, restoration of public facilities and infrastructure, and restoration of the agricultural sector.
- Develop plans, procedures, and guidance delineating appropriate agency participation and available resources, considering the differing technical needs and statutory responsibilities.

### **8.2.3 RECOVERY DAMAGE AND SAFETY ASSESSMENT**

The Recovery Damage and Safety Assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. An initial damage assessment is developed during the emergency response phase, to support a request for a gubernatorial proclamation and for the State of California to request a presidential disaster declaration. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will also need to be developed by departments.

Damage Assessment occurs in four phases:

1. Windshield Surveys are conducted to locate and identify casualties and hazards and to aid the direction of response efforts. They are completed within 12 hours post disaster for most disasters.
2. Safety Assessments are conducted to evaluate the extent of any life-threatening situations and of the level of damage. These are typically completed within the first 24 hours post disaster.
3. Detailed Damage Assessments are conducted to identify and document damage and initial cost estimates. These assessments are conducted to inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lines, roadways, fiber optics, and other infrastructure. The assessment is also used to prepare plans for emergency repairs, bracing, and shoring. In addition, detailed damage assessments may be conducted to identify and document damage to the residences and businesses and are used to direct response and recovery actions and to support requests for state and federal assistance. These are typically completed from 24 hours to one week following the disaster but may extend much longer during a large-scale disaster or when access is a challenge.
4. Engineering Assessments are a quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates. These are typically completed from one week to two months following the disaster.

#### **8.2.4 RECOVERY DOCUMENTATION**

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

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Documentation under state and federal assistance programs include the following categories.

Table 9. State and Federal Assistance

Category	FEMA	State
A	Debris Removal	Debris Removal
B	Emergency Protective Measures	Emergency Protective Measures
C	Roads and Bridges	Streets, Roads, and Bridges
D	Water Control Facilities	Dikes, Levees and Flood Control Works
E	Buildings and Equipment	Public Buildings (PNP facilities are not included for state assistance. Equipment is included under 19 CCR §2955)
F	Utilities	Utilities
G	Parks, Recreation, Other	Other Eligible Work (Includes Parks and recreational facilities, as well as some other items as specified in 19 CCR §2970)
Z	Management Costs	N/A (Admin/management costs covered by a 10 percent admin fee applied against the approved costs)

Debris removal and emergency response costs incurred by the County are to be documented for cost recovery purposes under state and federal programs. It will be the responsibility of the Butte County OEM to collect documentation of these damages and submit them to the Recovery Manager for the County. The documentation should include the location and extent of damages, and estimates of costs for:

- Debris removal
- Emergency work
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition

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

Documentation is key to recovering expenditures related to emergency response and recovery operations. For Butte County, documentation must begin at the field response level and continue throughout the operation of the EOC as the disaster unfolds.

**8.2.5 RECOVERY AFTER-ACTION REPORT**

California’s SEMS and NIMS protocols require any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an After-

Action Report (AAR) and Improvement Plan (IP) to Cal OES within 90 days of the close of the incident period. The AAR/ IP will provide, at a minimum, the following:

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

The OA must comply with the following state regulations requiring AARs:

**State Agencies and Local Government Reporting:**

Standardized Emergency Management System (SEMS) Regulation Section 2450 (a) SEMS Regulations  
California Code of Regulations, Title 19, § 2450

**California Code of Regulations, Title 19, § 2450**

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

Recovery efforts that do not meet the criteria for state or federal assistance within the OA should still be given full AARs/IPs to build upon for the betterment of the County, the OA, and future planning endeavors.

### **8.3 Recovery Disaster Assistance**

The CDDA authorizes the Director of the Cal OES to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event.

Funding for the repair, restoration, or replacement of public property damaged or destroyed by a disaster is made available when the director concurs with a local emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency proclaimed by the governor.

In addition, the program may provide matching fund assistance for cost sharing required under federal public assistance programs in response to a presidential major disaster or emergency declaration. The implementing regulations for CDAA can be found in Title 19 of the California Code of Regulations, Chapter 6.

### **8.3.1 STATE ASSISTANCE**

The Cal OES Recovery Branch is responsible for managing disaster recovery and providing assistance to local governments and individuals impacted by disasters. The Recovery Branch ensures that state and federal support are provided in an efficient and timely manner throughout the recovery process. The Recovery Branch acts as the grantee for federally funded disaster assistance programs, as grantor for the CDAA program, and coordinates recovery assistance for individuals, businesses, and the agricultural community. The Recovery Branch provides technical support to reduce the costs and streamline the process of future recovery efforts. Additionally, the Recovery Branch ensures that proposed recovery projects are reviewed for environmental concerns and that historical preservation activities are considered.

CDAA assistance is provided under three separate scenarios. A Director's Concurrence provides assistance for permanent work only. This is authorized by the concurrence of the Cal OES Director with the local agency's local emergency. CDAA is also offered for state-only disasters when a governor proclaims a state of emergency. The proclamation makes available assistance for emergency and permanent work categories. When there is a presidential major disaster or emergency declaration, the CDAA provides assistance for the required state/local cost share.

In support of these responsibilities, the Recovery Branch performs extensive liaison activities with local, state, and federal agencies, legislators, various volunteer and non-profit organizations, and the general public. The Recovery Branch emphasizes recovery preparedness through the coordination of recovery planning efforts, the development of recovery training programs, and the involvement in emergency management exercises and drills.

A Local Assistance Center (LAC) is a centralized location where individuals and families can access available disaster assistance programs and services following a disaster. Local, state, and federal agencies as well as CBOs may provide staff at the centers. The federal government may open separate DRCs through which only the services of federal programs are offered. In cooperation with Cal OES Recovery, Butte County assesses the need for LACs and establishes them. Cal OES Recovery ensures that an appropriate number of LACs are established based on assessed needs and coordinates the participation of state and federal agencies at the centers. Not all areas affected by an incident require LACs. Cal OES Recovery may provide financial support to Butte County for LAC operating costs through the CDAA.

### **8.3.2 DIRECT FEDERAL ASSISTANCE**

At the request of the State, FEMA coordinates direct federal assistance to state and local governments through designated Emergency Support Functions (ESFs). FEMA coordinates recovery activities with Cal OES through the JFO. Federal agencies help affected communities identify recovery needs and potential sources of recovery funding and provide technical assistance in the form of recovery planning support, as appropriate. The Recovery function leverages and increases the effectiveness of federal recovery assistance through coordination and collaboration among federal agencies and local communities. Working with local governments, Cal OES identifies communities for which this mechanism is necessary.

### 8.3.3 FEDERAL RECOVERY PROGRAMS

Under the Stafford Act, FEMA also coordinates federal recovery programs, which may include Individual Assistance (IA), Public Assistance (PA), and Hazard Mitigation grants.

Assistance for individuals and families through the IA program, including:

- Mass Care and Emergency Assistance
- Individuals and Households Program Assistance
- Disaster Case Management
- Crisis Counseling Assistance and Training Program
- Disaster Legal Services
- Disaster Unemployment Assistance
- Voluntary Agency Coordination

Assistance to State and local governments and certain private nonprofit organizations for extraordinary costs related to response, removal of debris, and damage to buildings and infrastructure through the PA Program. PA programs are separated between Emergency Work and Permanent Work.

- Emergency Work
  - Category A: Debris removal
  - Category B: Emergency protective measures
- Permanent Work
  - Category C: Roads and bridges
  - Category D: Water control facilities
  - Category E: Public buildings and contents
  - Category F: Public utilities
  - Category G: Parks, recreational, and other facilities

Assistance to State and local governments through the Hazard Mitigation Grant Program for measures to reduce damage from future disasters.

### 8.3.4 OTHER FEDERAL PROGRAMS

Other federal agencies may implement non-Stafford Act recovery programs, or programs authorized under disaster-specific legislation. For example:

- The Small Business Administration (SBA) provides low-interest loans for repairs to damaged homes and for damage to businesses.
- The Federal Highway Administration (FHWA) provides funding to state and local governments

for the restoration of damaged roads, bridges, and other features that are part of the system of federal aid routes.

### **8.3.5 DELIVERY OF FEDERAL ASSISTANCE PROGRAMS**

FEMA coordinates Stafford Act programs with Cal OES through the JFO. Coordination of other programs, such as the Emergency Relief Program, may occur outside the JFO. Federal funding for these programs, such as the PA Program, may pass through the state; or it may be delivered directly to recipients, such as with assistance to individuals through the IA program. For example:

- A city public works department seeking assistance for repairs to damaged infrastructure applies for Public Assistance funding through Cal OES to FEMA and works directly with Cal OES and FEMA to obtain that funding.
- A county transportation department seeking assistance for repairs to a federal-aid route applies for Federal Highway Administration Emergency Relief Program funding through Caltrans and works directly with Caltrans to obtain that funding.

## **9 PLAN DEVELOPMENT AND MAINTENANCE**

The Butte County OA EOP is developed under the authority of the Butte County Board of Supervisors with guidance from the Butte County Disaster Council. It is a living document, subject to revision based on agency organizational changes, new laws or guidance, and experience obtained from exercises or responding to real events. Section 9 describes the plan development and maintenance process for keeping the EOP current, relevant, and compliant with SEMS, NIMS, and other applicable guidance. A record of changes is maintained as part of the EOP basic plan.

### **9.1 Development**

The plan was developed with the cooperation of participating county agencies, following emergency operations planning guidance found in NIMS, SEMS, the Emergency Management Accreditation Program (EMAP), and Comprehensive Planning Guide (CPG) 101-v3. The plan was developed in a functional format, focusing on a base plan, functional annexes, and appendices and checklists where appropriate to ensure ease of use.

### **9.2 Maintenance**

The Butte County OA EOP is not a static document but will evolve as situations shift. Changes to organization may require changes to be made to the base plan.

Changes to the plan's annexes may become necessary as exercises and real-world emergencies provide opportunities to implement the plan, testing its effectiveness, and highlighting strengths or areas in need of improvement.

The OEM coordinates the maintenance and full document updates of the OA EOP every five years. The Deputy Administrative Officer – Emergency Management is authorized to prepare and maintain the Butte County OA EOP and to submit it to the Butte County Disaster Council for approval.

The disaster council reviews the plan, provides feedback, and recommends it for adoption by the board of supervisors; the board of supervisors has final approval of any changes made to the plan resulting from the disaster council’s review and recommendations.

### 9.3 Standard Operating Procedures (SOP) Development

Standard Operating Procedures (SOPs) should be developed to supplement each aspect of this EOP if/where applicable. SOPs can be refined after real-world emergencies or through testing by means of yearly drills and exercises. The Butte OA EOP ascribes roles and responsibilities for specific functions and actions to agencies within the OA. The EOP includes checklists and job aids to assist in the implementation of these functions. SOPs and checklists can be built out with detailed instructions that the Butte County OA or individuals need to fulfill their responsibilities and perform tasks assigned in the EOP.

Departments, agencies, and organizations that have responsibilities in this plan are required to develop organizational and/or position-specific SOPs or Standard Operating Guides (SOGs) detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this plan.

Supporting plans, operating procedures, and checklists developed in concert with this plan will be reviewed periodically by the Butte County Board of Supervisors under the direction of the Butte County Disaster Council.

### 9.4 Training and Exercise

Figure 8. Exercise Cycle

A current Butte OA EOP is the first step toward an efficient and timely response during emergencies. Planning alone, however, is not enough to achieve readiness. Training and exercise are essential at all levels of government to ensure the operational preparedness of emergency management personnel.

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, facilitation, evaluation, and improvement planning. Recognizing this, the signatories to this plan agree to participate in scheduled HSEEP exercises to be identified and scheduled in the annual workplan of the Butte County Office of Emergency Management.

The Butte County OEM will inform County departments, cities/towns, and special districts of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The best method of training emergency responders is through conducting a range of exercises. Exercises allow emergency responders to become familiar with the procedures, facilities, and systems that they will actually use in emergency situations. Training and exercise programs for the Butte OA are established with consistent consideration



for people with DAFN.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many OA member jurisdictions as possible and incorporate individuals with DAFN. Butte County OEM will document OA exercises by conducting an evaluation, and using the information obtained from the evaluation to complete an AAR/IP, revising standard operating procedures as necessary.

The Butte County OEM schedules a number of exercises each year that include some, if not all, of the following:

**Discussion-Based Exercises:**

- Seminars
- Workshops
- Tabletop Exercises (TTXs)
- Games

**Operations-Based Exercises:**

- Drills
- Functional Exercises (FEs)
- Full Scale Exercises (FSEs)

**Recommended Training Progression for EOC Personnel**

NIMS outlines three categories of training for EOC personnel – “All Incident Personnel”, “Incident Personnel with Leadership Responsibilities”, and “Incident Personnel Designated as Leaders/Supervisors”. The recommended training progression is as follows:

**All EOC Personnel:** All incident personnel working within an EOC should complete the following courses for foundational knowledge of incident response:

- IS-100: Introduction to the Incident Command System, ICS 100 – This course introduces ICS and provides the foundation for higher-level ICS training.
- IS-700: National Incident Management System, An Introduction – This course introduces NIMS concepts and principles.

**EOC Personnel with Leadership Responsibilities:** Supervisory personnel working within an EOC should complete the following courses for additional background in incident management systems with leadership responsibilities:

- IS-800: National Response Framework, An Introduction – This course introduces participants to the concepts and principles of the NRF.
- IS-2200: Basic EOC Functions – This course prepares incident personnel working in an EOC to understand the role and functions of an EOC during incident response and the transition to

recovery.

- G0191: Emergency Operations Center/Incident Command System Interface – This course provides an opportunity for emergency management and response personnel to begin developing an ICS/EOC interface for their communities.

**EOC Personnel Designated as Leaders/Supervisors:** This course applies higher EOC leaders need enhanced knowledge, level concepts, methods, and tools for larger, more complex incidents:

- E/L/G2300: Intermediate EOC Functions This course describes the role, of EOCs as components of a Multiagency Coordination System (MACS).

**EOC Advanced Training:** design, and function This training is above and beyond what is necessary for FEMA preparedness grant eligibility. Students participating in these advanced courses will understand of emergency management concepts:

- FEMA’s Emergency Management Professional Program (EMPP) This program includes three academies: Basic, Advanced, and Executive.
- Emergency Management Institute (EMI) Integrated Emergency Management Course (IEMC) This is an exercise based training series for EOC personnel

This list is not exhaustive. Contact Butte County OEM for more information about course registration.

## 10 AUTHORITIES AND REFERENCES

### 10.1 Authorities

#### Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Homeland Security Presidential Policy Directive 5

Homeland Security Presidential Policy Directive 8

Title 44 of the Code of Regulations, Emergency Management and Assistance

#### Volunteer, Quasi-Governmental

American National Red Cross Federal Charter

#### State

State of California Emergency Plan (SEP), 2017

CA Government Code (CGC), Title 1, Division 1, Chapter 1, Sections 177-178.5 (Interstate Defense and Disaster Compact)

CGC, Title 1, Division 1, Chapter 1, Sections 179-179.5 (Emergency Management Assistance Compact)

CGC, Title 1, Division 8, Chapter 4, Section 3100 (Disaster Service Workers)

CGC, Title 2, Division 1, Chapter 7, Sections 8550 to 8668 (California Emergency Services Act)

CGC, Title 2, Division 1, Chapter 7.5, Sections 88680 to 8692 (California Disaster Assistance Act)

CGC, Title 1, Division 8, Chapter 4, Section 8635 (Preservation of Local Government)

CA Health and Safety Code, Division 101, Chapter 2, Part 3, Article 1, Section 101040 (Local Emergency Prevention Measures for County Health Official)

Title 19 California Code of Regulations (CCR), Sections 2400-2450 (Standardized Emergency Management System [SEMS] Regulations)

Title 19 CCR, Sections 2900-2999.5 (California Disaster Assistance Act [CDAA] Regulations)

California Disaster and Civil Defense Master Mutual Aid Agreement

Orders and Regulations that may be selectively promulgated by the governor during a State of Emergency or a State of War Emergency

### **Butte County**

Butte County Code Chapter 8 – Emergency Services

Butte County Resolution No. 14-168, Revised Resolution Establishing an Orderly System of Records of the County of Butte

## **10.2 References**

### **Federal**

National Preparedness System. Includes provision for the National Incident Management System (NIMS) and the National Planning System. FEMA

National Response Framework (NRF), 2019. FEMA

National Disaster Recovery Framework, 2016. FEMA

National Mitigation Framework, 2016. FEMA

National Infrastructure Protection Plan, 2013. FEMA

Public Assistance Program and Policy Guide, Version 4, June 1, 2020. Includes Debris Removal guidelines. FEMA

FEMA Disaster Declaration Database

Comprehensive Preparedness Guide (CPG) 101 Version 2.0, 2010

N.O.A.A. Tsunami Preparedness Information

U.S. Geological Survey Earthquake Preparedness

Emergency Management Assistance Compact (EMAC)

### **State**

California State Emergency Plan (SEP), 2017

2018 State of California Hazard Mitigation Plan

California Master Mutual Aid Agreement

California Fire Service and Rescue Emergency Mutual Aid Plan

California Department of Finance, E-1 City/County Population Estimates -January 1, 2020, and 2021

Southern California Earthquake Center

### **Local**

National Climatic Data Center Storm Events Database

2011 Butte County Emergency Operations Plan

2019 Butte County Local Hazard Mitigation Plan Update

Butte County 2030 General Plan

### **Other**

2019 American Community Survey, United States Census Bureau

California Special Districts Association

Emergency Management Accreditation Program (EMAP), Emergency Management Standard, 2019

## **11 GLOSSARY AND ACRONYMS**

The following acronyms and glossary terms are used in the Butte OA Basic Plan and all associated annexes and appendices.

### **11.1 Acronyms**

**AA/CA:** After Action / Corrective Action

**AAR:** After-Action Report

**AAR/IP:** After Action Review and Improvement Plan

**AB:** Assembly Bill

**ACS:** Alternate Care Site

**ADA:** Americans with Disabilities Act

**ADOC:** Animal Department Operations Center

**AHIMT:** All-Hazard Incident Management Team

**APG:** Adaptation Planning Guide

**APG:** California Adaptation Planning Guide

**ARC:** American Red Cross

**ASL:** American Sign Language

**ASPR:** Assistant Secretary for Preparedness and Response

**BCAG** Butte County Association of Governments

**BCPH:** Butte County Public Health

**BCPHD:** Butte County Public Health Department

**BCSCR:** Butte County Sheriff's Communication Reserve

**BCSO:** Butte County Sheriff's Office

**BIRG:** Butte Interagency Rescue Group

**BOAR:** Butte Operational Area Radio

**BOS:** Board of Supervisors

**BRIC** Building Resilient Infrastructure and Communities

**CAHAN:** California Health Alert Network

**CAISO:** California Independent System Operator

**Cal EPA:** California Environmental Protection Agency

**CAL FIRE** California Department of Forestry and Fire Protection

**Cal OES:** California Governor's Office of Emergency Services

**Cal VOAD:** California VOAD

**CalEOC:** California Emergency Operations Center

**Caltrans:** California Department of Transportation

**CALWAS:** California Warning System

**CAO:** County Administrative Officer

**CARES:** California Animal Response Emergency System

**CARS:** Community Advisory Radio

**CART:** Computer-Aided Real-Time Transcription

**CAS:** Community Alert System

**CBO:** Community-Based Organization

**CBRN:** Chemical Biological Radiological and Nuclear

**CBRNE:** Chemical, Biological, Radiological / Nuclear, and Explosive

**CCIC:** Central California Intelligence Center

**CCP:** Casualty Collection Point

**CCR:** California Code of Regulations

**CDA:** California Disaster Assistance Act

**CDC:** Centers for Disease Control and Prevention

**CDFA:** California Department of Food and Agriculture

**CDP:** Center for Domestic Preparedness

**CDPH:** California Department of Public Health

**CDRF:** California Disaster Recovery Framework

**CDSS:** California Department of Social Services

**CEMP:** Comprehensive Emergency Management Plan

**CERC:** Crisis Emergency Risk Communication

**CERT:** Community Emergency Response Team

**CESRS:** California Emergency Services Radio System

**CETP:** California Environmental Tracking Program

**CFS:** Cubic Feet per Second

**CHHS:** California Health and Human Services

**CHP:** California Highway Patrol

**CI/KR:** Critical Infrastructure and Key Resources

**CISM:** Critical Incident Stress Management

**CLERS:** California Law Enforcement Radio System

**CLETS:** California Law Enforcement Telecommunications System

**CMIST:** Communication, Maintaining Health, Independence, Support, and Transportation

**CNG:** California National Guard

**COG:** Continuity of Government

**COOP:** Continuity of Operations

**COP:** Common Operating Picture

**CPG:** Comprehensive Preparedness Guide

**C-POD:** Commodity Point of Distribution

**CRC:** Community Resource Center

**CSC:** Crisis Standards of Care

**CSTI:** California Specialized Training Institute

**CSU:** California State University

**CTN:** Critical Transportation Needs

**DAC:** Disaster Assistance Center

**DAFN:** Disabilities and Access and Functional Needs

**DAO:** Deputy Administrative Officer

**DART:** Drowning Accident Response Team

**DESS:** Department of Employment and Social Services

**DHCS:** California Department of Health Care Services

**DHS:** Department of Homeland Security

**DHV:** Disaster Healthcare Volunteers

**DMAT:** Disaster Medical Assistance Team

**DMORT:** Disaster Mortuary Team

**DMS:** Division of Measure Standards

**DOC:** Department Operations Centers

**DPMU:** Disaster Portable Mortuary Units

**DPR:** Department of Pesticide Regulation

**DRC:** Disaster Recovery Center

**DSOD:** Division of Safety of Dams

**DSR:** Damage Assessment Report

**DSW:** Disaster Service Worker

**DSWVP:** Disaster Service Worker Volunteer Program

**DWR:** Department of Water Resources

**EAP:** Emergency Action Plan

**EAP:** Employee Assistance Program

**EAS:** Emergency Alert System

**EI:** Essential Elements of Information

**EFRP:** Emergency Forest Restoration Program

**ELAP:** Emergency Livestock Assistance Program

**EMAC:** Emergency Management Assistance Compact

**EMAP:** Emergency Management Accreditation Program

**EMMA:** Emergency Managers Mutual Aid

**EMS:** Emergency Medical Services

**EMSA:** California Emergency Medical Services Authority

**EO:** Executive Orders

**EOC:** Emergency Operations Center

**EOP:** Emergency Operations Plan

**EPO:** Emergency Preparedness Office

**ESA:** Emergency Services Act

**ESF:** Emergency Support Function

**EVC:** Emergency Volunteer Center

**FAA:** Federal Aviation Administration

**FAC:** Family Assistance Center

**FBI:** Federal Bureau of Investigation

**FCC:** Federal Communications Commission

**FEMA:** Federal Emergency Management Agency

**FFRC:** Friends and Family Reception Center

**FHWA:** Federal Highway Administration

**FIRM:** Flood Insurance Rate Map

**FIRO:** Forecast Informed Reservoir Operations

**FIS:** Flood Insurance Study

**FNSS:** Functional Needs Support Services

**FRC:** Family Reception Center

**FTS:** Field Treatment Site

**GMRS:** General Mobile Radio Service

**GOTA:** Get on the Air

**HCC:** Butte-Glen Healthcare Coalition

**HCO:** Healthcare Organization

**HIPAA:** Health Insurance Portability and Accountability Act of 1996

**HMGP:** Hazard Mitigation Grant Program

**HMP:** Hazard Mitigation Plan

**HMPC:** Hazard Mitigation Planning Committee

**HSEEP:** Homeland Security Exercise and Evaluation Program

**IA:** Individual Assistance

**IAP:** Incident Action Plan

**IC:** Incident Command

**ICP:** Incident Command Post

**ICS:** Incident Command System

**IDE:** Initial Damage Estimate

**ID Tag:** Identification Tag

**IHP:** Individuals and Households Program

**IMT:** Incident Management Team

**IP:** Improvement Plan

**IPAWS:** Integrated Public Alert and Warning System

**IPCC:** Intergovernmental Panel on Climate Change

**JFO:** Joint Field Office

**JIC:** Joint Information Center

**JIS:** Joint Information System

**JPA:** Joint Powers Agreement

**LAC:** Local Assistance Center

**LEP:** Limited English Proficiency

**LHMP:** Local Hazard Mitigation Plan

**MAC:** Multi-Agency Coordination

**MCI:** Mass Casualty Incident

**MCM:** Medical Countermeasures

**MCSO:** Mass Care and Shelter Operations

**MHOAC:** Medical Health Operational Area Coordinator

**MHSA:** Mental Health Services Act

**MMAA:** Master Mutual Aid Agreement

**MMI:** Modified Mercalli Intensity

**MOA:** Memorandum of Agreement

**MOU:** Memorandum of Understanding

**NAP:** Non-Insured Crop Disaster Assistance Program

**NAWAS:** National Alert and Warning System

**NDMS:** National Disaster Medical System

**NDRF:** National Disaster Recovery Framework

**NGO:** Non-Governmental Organization

**NIMS:** National Incident Management System

**NOAA:** National Oceanographic and Atmospheric Administration

**NorCal VOAD:** Northern California Voluntary Organizations Active in Disaster

**NPDES:** National Pollutant Discharge Elimination System

**NPI:** Non-Pharmaceutical Intervention

**NRF:** National Response Framework

**NTSB:** National Transportation and Safety Board

**NVADG:** North Valley Animal Disaster Group

**NVOAD:** National Voluntary Organizations Active in Disaster

**NWS:** National Weather Service

**OA:** Operational Area

**OASIS:** Operational Area Satellite Information System

**OEM:** Office of Emergency Management

**OES:** Office of Emergency Services

**OSHA:** Occupational Safety and Health Administration

**P3:** Public-Private Partnerships

**PA:** Public Assistance

**PCII:** Protected Critical Infrastructure Information

**PDM:** Pre-Disaster Mitigation

**PHO:** Public Health Officer

**PII:** Personal Identifiable Information

**PIO:** Public Information Officer

**POC:** Point of Contact

**POD:** Point of Dispensing

**PPE:** Personal Protective Equipment

**PSAP:** Public Safety Answering Point

**PSPS:** Public Safety Power Shutoff

**RDMHC/S:** Regional Disaster Medical Health Coordinator/Specialist

**REACH:** Reconnect, Engage, Adults, Creating, Hope

**REOC:** Regional Emergency Operations Center

**RHRC:** Regional Hub Reception Center

**ROW:** Right of Way

**RSF:** Recovery Support Function

**RSS:** Receiving Staging and Storage

**SAME:** Specific Area Message Encoding

**SAR:** Suspicious Activity Report

**SBA:** Small Business Administration

**SBFCA:** Sutter Butte Flood Control Agency

**SEARCH:** Support, Engagement, Advocacy, Recovery, Community & Housing

**SEMS:** Standardized Emergency Management System

**SEP:** State Emergency Plan

**SEP:** State of California Emergency Plan

**SFHA:** Special Flood Hazard Area

**SitRep:** Situation Report

**SMART:** Specific, Measurable, Attainable, Realistic, Time-Bound

**SNAP:** Special Needs Awareness Program

**SNS:** Strategic National Stockpile

**SOC:** State Emergency Operations Center

**SOC:** State Operations Center

**SOG:** Standard Operating Guide

**SOP:** Standard Operating Procedure

**STARS:** Sheriff's Team of Active Residents in Service

**TCCT:** Trauma and Critical Care Team

**TDD:** Telecommunications Devices for the Deaf

**TEP:** Temporary Evacuation Point

**TSA:** Transitional Sheltering Assistance

**UC:** Unified Command

**UCERF:** Uniform California Earthquake Rupture Forecast

**UPA:** Unified Powers Agreement

**USAR:** Urban Search and Rescue

**USBOR:** U.S. Bureau of Reclamation

**USDA:** United States Department of Agriculture

**VIC:** Victim Information Center Team

**VIP:** Very Important Person

**VIP:** Volunteers in Prevention

**VOAD:** Voluntary Organizations Active in Disaster

**VRDL:** Viral and Rickettsial Disease Laboratory

**VS TEP:** Veterinary Services Training and Exercise Program

**VS:** Veterinary Services

**VSAT:** Very Small Aperture Terminal

**WCM:** Water Control Manual

**WEA:** Wireless Emergency Alerts

**WHO:** World Health Organization

**WMD:** Weapons of Mass Destruction

**WRCC:** Western Regional Climate Center

## 11.2 Glossary Terms

**ABATEMENT (HAZARDOUS MATERIALS):** The process of safely removing hazardous material(s) or encapsulating it in such a way that it no longer poses a threat.

**ACCESS AND FUNCTIONAL NEEDS:** Populations whose members may have additional needs before, during, and after an incident; individuals in need of additional response assistance may include those who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency, or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

**ACTION PLAN:** The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also: Incident Action Plan.

**ACTIVATE:** At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency. Or the implementation by a designated official of the Emergency Operations Plan in response to an emergency.

**AFFILIATED VOLUNTEERS:** Affiliated volunteers are attached to a recognized voluntary or nonprofit organization and are trained for specific disaster response activities. Their relationship with the organization precedes the immediate emergency, and they are invited by that organization to become involved in a particular aspect of emergency management.

**AFTER-ACTION REPORT (AAR):** A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After-Action Reports are required under SEMS after any emergency which requires a declaration of an emergency.

**AFTERSHOCK:** An aftershock is a smaller earthquake following the main shock of a large earthquake.

**AGENCY EXECUTIVE OR ADMINISTRATOR:** Chief Executive Officer or designee of the agency or jurisdiction that has responsibility for the incident.

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

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

**ALL-HAZARD INCIDENT MANAGEMENT TEAM (AHIMT):** An AHIMT is a comprehensive resource (a team) to either enhance ongoing operations through provision of infrastructure support, or when requested, transition to an incident management function to include all components/functions of a Command and General Staff.

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

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

**ASSISTANT:** Title for subordinates of the Management Staff positions at the EOC level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

**AUSTERE CASE:** A reduced level of medical care, modified from the expected standard of care that is provided when hospital resources, medical supplies, and medical personnel are limited or unavailable for an extended response period. This might include only comfort measures.

**AVAILABLE RESOURCES:** Incident-based resources that are available for immediate assignment.

**BIOTERRORISM:** The deliberate use of any naturally occurring, synthesized, or bioengineered microorganism, virus, infectious substance, or biological agent in violation of the criminal laws of the United States or the State of California, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

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

**CBRNE EMERGENCY:** Refers to the occurrence of cases or outbreaks involving a chemical, biological, radiological/nuclear, or explosive incident that affects people, regardless of natural or deliberate cause, for which response needs have the potential to overwhelm local resources and for which interagency support is or will be required.

**CHECK-IN:** The process whereby resources first report to an incident or into an EOC.

**CIVIL UNREST:** A circumstance when a group of people engages in a form of obstruction that may escalate into riots, sabotage, willful damage of property, and other forms of crime. Triggers may include racial tension, religious conflict, unemployment, a decrease in the normally accepted level of services, an increase in the normally accepted level of the cost of goods, or unpopular political actions such as war.

**CLUSTER:** Cases of disease occurring in such a manner that they appear to be grouped by place and/or time. Clusters may be the result of either a common source or random chance.

**COMMAND POST:** See Incident Command Post.

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

**COMMODITY POINT OF DISTRIBUTION:** Centralized locations in an impacted area where survivors pick up life-sustaining relief supplies following a disaster or emergency.

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

**COMMUNITY-BASED ORGANIZATION:** CBOs are nonprofit groups that work at the local level to meet community needs. They include social service agencies, nonprofit organizations, and formal and informal community groups like neighborhood groups or recreational or special-interest clubs. Depending on the nature of their work, a CBO's stakeholders may include volunteers, members, clients, supporters, patrons, program participants, and event attendees.

**COMMUNITY LIFELINES:** Enables the continuous operation of critical business and government functions and is essential to human health and safety or economic security.

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

**CONGREGATE SHELTER:** Temporary housing where individuals and households are sheltered together, usually in a large common area or areas

**CONTACT TRACING:** In an event involving an agent that is or may be communicable from person to person, comprehensive tracing of individuals who had sufficient contact with a case to be exposed is a vital facet of infection control in limiting the scope of an outbreak. This can include close monitoring of those exposed for the onset of symptoms, quarantine, prophylaxis/vaccination administration, and gathering of information about a case that is unable to offer it due to incapacitation or death.

**CONTINUITY OF GOVERNMENT (COG):** The principle of establishing defined procedures that allow a government to continue its essential operations in case of a catastrophic incident.

**CONTINUITY OF OPERATIONS (COOP):** Continuity of Operations is a United States federal government initiative, required by U.S. Presidential Policy Directive 40 to ensure that agencies can continue the performance of essential functions under a broad range of circumstances.

**CONTROLLED BURNING/PREScribed BURNING:** A controlled or prescribed burn, also known as hazard reduction burning, backfire, swailing, or a burn-off, is a fire set intentionally for purposes of forest management, farming, prairie restoration, or greenhouse gas abatement.

**COOLING CENTERS:** Facilities that are made available by public, private and volunteer organizations as a heat relief station.

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

**CROWD MANAGEMENT:** Techniques used to manage lawful assemblies before, during, and after the event to maintain lawful status through event planning, pre-event contact with event organizers, issuance of permits when applicable, information gathering, personnel training, and other means.

**CULTURAL COMPETENCE:** The ability to understand, value, communicate with, and effectively interact with people across cultures to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

**CULTURALLY DIVERSE COMMUNITIES:** Includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low-income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

**DECONTAMINATION:** Remove any chemical, biological, or radiological agents on persons, equipment, or apparatus. Reduce the risk of secondary exposure to other victims, first responders, and hospital staff.

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

**DEPARTMENT OPERATIONS CENTER (DOC):** A facility used by a discipline or agency as a department level EOC. Examples are departments within a political jurisdiction such as fire, police, public works as well as agency divisions, districts, or regional offices. DOCs can be used at all SEMS levels above the field response level, depending on the impacts of the emergency, demographic nature of the agency or organization, local policy and procedures, and configuration of communications systems.

**DEPOPULATION:** The destruction of large numbers of animals in response to a public health or animal health emergency. Though animal welfare receives as much consideration as is practical, depopulation is sometimes necessary because of extenuating circumstances.

**DEPUTY SECTION CHIEF OR BRANCH COORDINATOR:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

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

**DISABILITIES AND ACCESS AND FUNCTIONAL NEEDS (DAFN):** People with disabilities, older adults, children, limited English proficiency, and transportation disadvantaged.

**DISASTER HEALTHCARE VOLUNTEERS:** Volunteer local health professionals and others with relevant health-related skills that assist and supplement the existing community emergency medical and public health response system.

**DISASTER MEDICAL ASSISTANCE TEAM (DMAT):** A group of professional medical personnel organized to

provide rapid-response medical care or casualty decontamination during a terrorist attack, natural disaster, or other incident.

**DISASTER MORTUARY OPERATIONAL RESPONSE TEAM (DMORT):** Disaster Mortuary Operational Response Teams are comprised of private citizens, each with a particular field of expertise, who are activated by the federal government in the event of a disaster. support local mortuary services on location, working to quickly and accurately identify victims and reunite victims with their loved ones in a dignified, respectful manner.

**DISASTER SERVICE WORKER:** Government employee pressed into service or volunteer who aids in the response and recovery phases in a disaster or emergency; California has a Disaster Service Worker program which designates employees of local and state government as disaster service workers and provides liability coverage for them and residents who volunteer for the program.

**DISASTER:** A sudden incident, such as an accident or a natural catastrophe, that causes great damage destruction, and/or loss of life.

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

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

**DONATIONS:** Money, goods, resources, or services that are given to help a person or organization.

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

**EMERGENCY ACTION PLAN:** An emergency action plan (EAP) is a written document required by OSHA standards. [29 CFR 1910.38(a)] The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies.

**EMERGENCY OPERATIONS CENTER (EOC):** A central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management or disaster management functions at a strategic level during an emergency and ensuring the continuity of operations of a company, political subdivision, or other organization.

**EMERGENCY OPERATIONS CENTER (EOC):** A facility used for the centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOCs and provide protection commensurate with the projected risk at its location. EOC facilities are established by an agency or jurisdiction responsible for the support of an emergency response.

**EMERGENCY OPERATIONS PLAN (EOP):** The EOP provides the structure and processes that the organization utilizes to respond to and initially recover from an incident.

**EMERGENCY PLANS:** As defined in Government Code §8560 (a) "Emergency Plans" means those official and approved documents which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, and public information.

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

**EMERGENCY RESPONSE PERSONNEL:** Personnel involved with an agency's response to an emergency.

**EMERGENCY:** A serious, unexpected, and often dangerous situation requiring immediate action.

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

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

**ESSENTIAL FUNCTIONS:** The critical activities performed by organizations, especially after disruption of normal activities.

**ESSENTIAL SERVICES:** The critical services performed by organizations on which the citizens of Butte County rely.

**EVACUATION ZONE:** A defined area to which residents may be directed to evacuate, depending upon the impacts of the hazard (e.g., tides, storm intensity, path, hazardous material exposure).

**EVACUATION:** A protective action whereby individuals leave an area to avoid exposure to a harmful substance or other threat.

**EVACUEE:** A person evacuated from a place of danger to someplace safe; usually used to identify individuals forced from their places of residence in times of disaster

**EVENT:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, i.e., parades, concerts, athletic events, and other related drills.

**EXCESSIVE HEAT OUTLOOK:** is issued when the potential exists for an Excessive Heat Event in the next 3-7 days and is designed to indicate areas where people may need to take precautions against the heat. Additionally, an Excessive Heat Outlook allows public utility staff, emergency managers, public health officials, and other entities considerable lead time to prepare for the Excessive Heat Event.

**EXCESSIVE HEAT WARNING OR ADVISORY:** is issued within 12 – 36 hours of the onset of the following criteria: heat index of at least 110°F for more than 3 hours per day for 2 consecutive days, or heat index more than 115°F for any period of time combined with nighttime low temperatures of 80°F (27°C) or

higher. A warning is issued when an Excessive Heat Event is occurring, is imminent, or has a very high probability of occurring. The warning is used for conditions posing a threat to life or property. An Excessive Heat Advisory is for less serious conditions causing significant discomfort or inconvenience and, if caution is not taken, could lead to threats to life and/or property.

**EXCESSIVE HEAT WATCH:** is issued when conditions are favorable for an Excessive Heat Event in the next 12 to 48 hours. An Excessive Heat Watch is used when the risk of a heatwave has increased, but its occurrence and timing are still uncertain. An Excessive Heat Watch provides enough lead time so those who need to prepare can do so, such as city officials who have Excessive Heat Event plans. An Excessive Heat Watch is issued by the NWS when the heat index is in excess of 110°F (41°C) during the day combined with nighttime low temperatures of 80°F (27°C) or higher are forecast to occur for two consecutive days.

**EXECUTIVE BRANCH:** The executive branch is the branch of government responsible for carrying out and enforcing laws.

**EXECUTIVE ORDERS:** An executive order is a directive by the executive branch of government that manages the operations of the government.

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

**FACILITY HARDENING:** Perimeter security such as walls, fences, and restricted areas should be well defined and in proper working order. Additionally, standoff distance between demonstrators and company buildings and facilities should be created. Improvements to ground floor glass could mitigate building damage.

**FAMILY ASSISTANCE CENTER:** A location or virtual location which provides services and information to the family members of those killed and injured, as well as those people otherwise impacted by the incident.

**FAMILY RECEPTION CENTER:** A temporary location for family members to gather and receive information in the immediate aftermath of a mass casualty and/or mass fatality incident, prior to the establishment of a Family Assistance Center.

**FATALITY:** Death resulting from a disaster.

**FAULT:** A fault is a fracture or zone of fractures between two blocks of rock. Faults allow the blocks to move relative to each other.

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

**FIELD TREATMENT SITE:** A temporary medical support facility/site that is established in times of emergency or disaster when medical health resources are overwhelmed.

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

**FIRST RESPONDER:** Individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002, (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during the prevention, response and recovery operations.

**FORCE PROTECTION:** Protecting military personnel, family members, civilians, facilities, equipment, and operations from threats or hazards to preserve operational effectiveness and contribute to mission success. This may include the use of non-lethal and lethal operations to neutralize threats, such as water, tasers, batons, pepper spray, and snipers.

**FROSTBITE** - injury to body tissues caused by exposure to extreme cold, typically affecting the nose, fingers, or toes and sometimes resulting in gangrene.

**FUNCTION:** In ICS, function refers to the five major activities in the ICS: Command, Operations, Planning and Intelligence, Logistics, and Finance and Administration. The same five functions are also found at all SEMS EOC levels. At the EOC, the term "management" is used in place of "command". The term function is also used when describing the activity involved.

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**FUNCTIONAL ELEMENT:** Refers to a part of the incident, EOC or DOC organization such as Section, Branch, Group, or Unit.

**GENERAL STAFF:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may have a Deputy, as needed. The General Staff consists of: Operations Section Chief, Planning and Intelligence Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. At some SEMS EOC levels, the position titles are Section Coordinators.

**HAZARD AREA:** A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

**HAZARD:** Any source of danger or element of risk.

**HAZARDOUS MATERIALS:** Any item or chemical which can cause harm to people, plants, or animals when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment.

**HEAT EXHAUSTION:** Symptoms: heavy sweating, weakness, cold, pale and clammy skin, possible fainting and vomiting. Normal temperature is possible.

**HEAT INDEX (also referred to as the "apparent temperature"):** A factor used to determine how hot it feels based on temperature and relative humidity. Heat index values can be up to fifteen degrees higher with exposure to direct sunlight. Heat index values assume calm wind conditions. Hot dry winds can also increase heat index factors.

**HEAT STROKE:** Symptoms: High body temperature (106° F or higher), hot, altered mental status, rapid and strong pulse, possible unconsciousness.

**HEAT WAVE:** When temperatures reach 10° or more above the average high temperature for the region, last, or predicted to last, for a prolonged period of time. A Heatwave is often accompanied by high humidity.

**HEAT RELATED DEATH:** Most heat-related deaths are a direct result of heatstroke, which is almost always fatal when not treated. Dr. E. R. Donoghue (of the Chicago 1995 heatwave response) includes these as definitions of heat-related death: a measured body temperature of 105 ° at the time of death or immediately after; or other substantial circumstantial evidence of heat as a contributor to death (such as a decedent found in a room without air conditioning, all windows closed, and excessive ambient heat at the time of discovery). Heatstroke is more likely to lead to death despite treatment if the decedent's condition was aggravated by other medical conditions.

**HOST JURISDICTION:** Jurisdictions tasked as destination locations for evacuees with government-coordinated or -sponsored evacuation sites. These jurisdictions "host" evacuees requiring shelter.

**HUMAN REMAINS:** Whole or any part of a deceased human being, irrespective of the time of death.

**HYPOTHERMIA** - the condition of having an abnormally low body temperature, typically one that is dangerously low.

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

**INCIDENT ACTION PLAN (IAP):** An IAP formally documents incident operational period objectives and the response strategy defined by incident command during response planning.

**INCIDENT COMMAND POST (ICP):** The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base or other incident facilities.

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

**INCIDENT COMMANDER (IC):** The incident commander is the person responsible for all aspects of an emergency response, including quickly developing incident objectives, managing all incident operations and application of resources as well as responsibility for all persons involved.

**INCIDENT MANAGEMENT TEAM:** An incident management team is dispatched or mobilized during complex emergency incidents to provide a command-and-control infrastructure in order to manage the operational, logistical, informational, planning, fiscal, community, political, and safety issues associated with complex incidents.

**ISOLATION:** Separation and confinement of individuals or animals known or suspected (via signs, symptoms, or laboratory criteria) to be infected with a contagious disease to prevent them from transmitting the disease to others. May be classified as Strict or Modified. The isolation technique will depend upon the particular disease and is detailed in regulation. Appropriate instructions prescribing the isolation technique for each level of isolation will be issued.

**JOINT INFORMATION CENTER (JIC):** The JIC is a central location that facilitates operation of the Joint Information System. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**JOINT INFORMATION SYSTEM (JIS):** The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages, developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander, advising the Incident Commander concerning public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**JUDICIAL BRANCH:** The judicial branch is the branch of government responsible for deciding the meaning of laws, how to apply laws to situations, and whether a law breaks the rules of the constitution.

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

**LANDSLIDE OF SIGNIFICANCE:** A landslide that completely blocks a critical transportation route (defined as any interstate, freeway, highway, or primary roadway, or any other roadway that is deemed necessary to support lifeline functions) for any length of time, reduces the flow of traffic on a critical transportation route to single direction only for more than 24 hours, or completely blocks a secondary transportation route (defined as any minor arterial or major collector) route for more than 72 hours.

**LANDSLIDE:** The movement of a mass of rock, debris, or earth down a slope. Landslides are a type of mass wasting, which denotes any down-slope movement of soil and rock under the direct influence of gravity. The term landslide encompasses five modes of slope movement: falls, topples, slides, spreads, and flows. These are further subdivided by the type of geologic material (bedrock, debris, or earth). Debris flows (commonly referred to as mudflows or mudslides) and rockfalls are examples of common landslide types.

**LEGISLATIVE BRANCH:** The legislative branch is the branch of government responsible for making laws.

**LEVEE:** A levee is an embankment for preventing flooding, typically made from earth.

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

**LIQUEFACTION:** Liquefaction takes place when loosely packed, water-logged sediments at or near the ground surface lose their strength in response to strong ground shaking.

**LOCAL GOVERNMENT (State Definition):** Local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district, or special district. This is the term used to describe public administration entities within Butte County.

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

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

**MAJOR EVENT:** A case, cluster, or outbreak of a communicable disease with the potential to result in widespread morbidity and/or mortality, and therefore requiring a large-scale response.

**MASS CARE:** The provision of food, water, sanitary facilities, basic first aid, clothing, and other essential services for large numbers of people who have been displaced from their homes or otherwise impacted by an emergency or disaster.

**MASS FATALITY MANAGEMENT:** Process and accompanying functions performed by the local Sheriff/Coroner, Coroner, and Medical Examiner, among other supporting personnel and resources, in conducting search and recovery operations; decedent storage and morgue/identification operations; decedent personal effects management, assistance for family members; and final arrangements or disposition of the human remains.

**MASS FATALITY:** An incident where more deaths occur than can be handled by local Coroner Medical Examiner resources.

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

**MEDICAL COUNTERMEASURES:** Medicines and medical supplies that can be used to diagnose, prevent, or treat diseases related to chemical, biological, radiological, or nuclear (CBRN) threats.

**MEMORANDUM OF UNDERSTANDING (MOU):** A memorandum of understanding is an agreement between two or more parties outlined in a formal document. It is not legally binding but signals the willingness of the parties to move forward with a contract.

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

**MODIFIED CONGREGATE SHELTER:** Temporary housing in a congregate environment, but with modifications in place to limit the risk of exposure to infectious disease.

**MODIFIED ISOLATION:** Modified isolation has no specified requirements beyond the separation of infected persons to prevent transmission of disease.

**MULTI-AGENCY OR INTER-AGENCY COORDINATION:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**MASS-CASUALTY INCIDENT:** When the number of patients exceeds the medical treatment capabilities of the immediate response. An MCI could be caused by a natural disaster, terrorist event, large-scale infectious disease outbreak, or traffic accident.

**MUTUAL AID AGREEMENT:** A written agreement between agencies and/or jurisdictions in which they agree to assist on another upon request, by furnishing personnel and equipment.

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

**MUTUAL AID REGION (State Definition):** A subdivision of the state Office of Emergency Services (OES) established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state consisting of two or more counties (operational areas).

**NATIONAL FIRE DANGER RATING SYSTEM:** National Fire Danger Rating System is used in the United States to provide a measure of the relative seriousness of burning conditions and the threat of wildfires.

**NATIONAL RESPONSE FRAMEWORK:** The National Response Framework (NRF) is a guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

**NATIONAL VOLUNTARY ORGANIZATIONS IN DISASTERS (NVOAD):** NVOAD is a coalition of disaster relief agencies in the United States founded in 1969 after Hurricane Camille. Its mission is to foster cooperation, coordination, collaboration, and communication among voluntary agencies. NVOAD guides Voluntary Organizations in Disasters.

**NON-CONGREGATE SHELTER:** Temporary housing in which each individual or household has living space that offers some level of privacy (like hotels, motels, casinos, dormitories, or retreat camps).

**NON-GOVERNMENTAL ORGANIZATION (NGO):** A non-governmental organization is an organization that is generally formed independently from the government.

**OFFICE OF EMERGENCY SERVICES (OES):** A state (Governor's Office of Emergency Services), operational area (county), city, or other jurisdiction administrative and operational function with the mission of planning for, preparing for, reacting to, and recovering from disasters and major events. The OES may not be staffed on a full-time basis, although the function is necessary. The day-to-day operations may be administered by a Coordinator.

**OPERATIONAL AREA (OA):** The OA is the geographical area for which Butte County is responsible and/or has jurisdiction within.

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

**OPERATIONS SECTION:** One of the five primary functions found at all SEMS levels. The section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the field level can include branches, divisions, and/or groups, task forces, teams, single resources and staging areas. At EOC levels, the Operations Section would contain branches or divisions as necessary because of span of control considerations.

**ORDERS OF SUCCESSION:** Orders of succession are provisions that enable an orderly and predefined transition of organizational leadership positions if an organization's leader is incapacitated or becomes otherwise unavailable during an emergency incident.

**OUTBREAK:** A sudden appearance of or increase in communicable disease cases within a confined geographic area, e.g., in a village, town, or closed situation (e.g., school, hospital, etc.). These disease cases must be epidemiologically linked (i.e., either the result of the same exposure or through person-to-person transmission).

**OVERTOPPING:** This is the rising of water over the top of a barrier such as a levee or a dam.

**PERSON WITH A DISABILITY:** The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

**PERSONAL EFFECTS:** items carried by, or being transported with, an individual on a common air, rail, or water carrier. In mass fatality disasters, the incident scene can be littered with thousands of personal effects.

**PERSONAL PROTECTIVE EQUIPMENT (FATALITY MANAGEMENT):** Specialized clothing or equipment worn by fatality management personnel for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears.

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

**PLATE TECTONICS:** The structure of the earth's crust and many associated phenomena as resulting from the interaction of rigid lithospheric plates which move slowly over the underlying mantle.

**POINT OF DISPENSING:** Centralized locations in an impacted area where survivors pick up life-sustaining relief supplies following a disaster or emergency.

**POLITICAL SUBDIVISION (State Definition):** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**PROACTIVE RELEASE:** The use of explosives or other mechanical means on slopes at risk for imminent landslide to control the time and other conditions of that release.

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

**PROPHYLAXIS:** The prevention of disease before or after exposure to a causative agent through the use of antibiotics or antiviral medications (chemoprophylaxis) or vaccination (immunoprophylaxis). Mass prophylaxis/vaccination is the large-scale administration of antibiotics, antivirals, or vaccinations to large numbers of the public.

**PUBLIC INFORMATION OFFICER (PIO):** The individual at Field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending on the agency and SEMS level.

**PUBLIC-PRIVATE PARTNERSHIPS (P3):** A public-private partnership is an arrangement between two or more public and private sectors of a long-term nature. Typically, it involves private capital financing government projects and services up-front and then drawing profits from taxpayers and/or users throughout the P3 contract.

**QUARANTINE:** The limitation of freedom of movement of persons or animals that have been or may have been exposed to a communicable disease for some time equal to the longest usual incubation period of the disease, in such manner as to prevent effective contact with those not so exposed.

**RECONSTITUTION:** The process by which surviving and/or replacement organization personnel resume normal operations. This process may be assigned to a reconstitution coordinator.

**RE-ENTRY:** The coordinated movement of first responders, recovery resources, and the public back into a community once a threat or hazard dissipates and the event causing the evacuation ends.

**REFUGE OF LAST RESORT:** A venue that is used by individuals when a hazard is imminent or occurs with no warning. These are not shelters and are meant to provide temporary and limited protection as an incident occurs.

**RELEASE (HAZARDOUS MATERIALS):** The improper leak, spillage, or disposal of hazardous materials or substances (such as explosives, toxic materials, and radioactive materials) which pose a threat to human health and safety, property, and the surrounding environment.

**REMEDATION (HAZARDOUS MATERIALS):** To completely remove hazardous materials, including abatement, while addressing the underlying problem to prevent it from occurring again.

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

**REUNIFICATION:** To provide human and technological resources to reconnect individuals as quickly as possible following a disaster or incident.

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

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

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

**SECTION:** That organization level with responsibility for a major functional area of the incident or at an EOC (i.e., Operations, Planning and Intelligence, Logistics).

**SEEDING:** Using wild plant seeds in denuded areas for rapid germination and regeneration of vegetation to hold the soil and protect the watershed from erosion.

**SELF-EVACUEES:** The evacuees with the means and capability to evacuate the impacted area without government-provided transportation assistance. The primary modes of transportation during an evacuation are foot, bike, car, train, and bus.

**SENTINEL EVENT:** An aberrant occurrence of a communicable disease or syndrome which may represent the initial phase of an outbreak of major public health concern or a BT event.

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

**SHELTER (MASS CARE):** A facility where government agencies and/or pre-established voluntary organizations process, evaluate, and provide disaster services to evacuees without an endpoint destination. Meals and water should be available, as well as basic first aid, pet sheltering (if applicable), sleeping quarters, hygienic support, and basic disaster services (e.g., counseling, financial assistance, and referral). Durable medical equipment, communication aids, and other necessary support assistance will be available at these locations as well.

**SHELTER TEAM:** These teams will be comprised of no less than three (3) DESS employees and may include other assigned staff and/or volunteers.

**SHELTER-IN-PLACE:** The use of a structure to temporarily separate individuals from a hazard or threat. Sheltering in place is the primary protective action in many cases. Often it is safer for individuals to shelter-in-place than to try to evacuate. Sheltering in place is appropriate when conditions necessitate that individuals seek protection in their home, place of employment, or other location when disaster strikes.

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

**SOCIAL DISTANCING:** A technique used to limit or slow the spread of communicable diseases by decreasing the number of opportunities for the agent to be passed from one person to another. Examples of social distancing include school or daycare closures, limitations on public meetings and gatherings, encouraging workers to telecommute, etc.

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

**SPONTANEOUS EVACUEES:** Evacuees who will evacuate regardless of directives by public officials due to perceived risk of danger.

**STAGING AREA:** Staging areas are locations set up at an incident where resources can be placed while waiting a tactical assignment. Staging Areas are managed by the Operations Section.

**STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS):** A system required by the California Government Code for managing the response to multi-agency and multi-jurisdiction emergencies in the State of California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State. The State of California's designated emergency management structure for all government agencies, jurisdictions, and districts is mandated by law. Failure to comply with this law may result in the loss of all State and federal funding for expenses incurred while dealing with a natural or man-made disaster.

**STANDARD OPERATING PROCEDURES (SOP):** A set of step-by-step instructions compiled by an organization to help workers carry out routine operations.

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

**STATE EMERGENCY PLAN:** The state of California Emergency Plan as approved by the governor.

**STATE OF EMERGENCY:** State of emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions such as air pollution, fire, flood, storm, epidemic, riot, drought, cyberterrorism, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or

volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency,” which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

**STRATEGY:** The general plan or direction selected to accomplish incident or EOC objectives.

**STRICT ISOLATION:** If the particular disease requires strict isolation, the place of isolation and identifying the measures to be taken to prevent the spread of the disease will be defined.

**SURGE CAPABILITY:** Medical surge capacity is “the ability to evaluate and care for a markedly increased volume of patients that challenges or exceeds normal operating capacity” (Medical Surge Capacity and Capability. CNA Corporation, 2004). This may require the use of additional medical health resources to care for a number of patients that exceed day-to-day operations during an emergency response. For example, field treatment sites, related supplies, alternative medical treatment care centers, and/or pharmaceutical caches.

**SURVEILLANCE:** Systemic ongoing collection, collation, and analysis of data and the timely dissemination of information to those who need to know so that action can be taken.

**SUSPICIOUS ACTIVITY REPORT:** The sharing of information concerning activities, incidents, or behaviors that the reporting individual considers to be outside normal parameters. This can include but is not limited to the threats, risks, or concerns to the public’s safety and is not limited to known criminal activities.

**TASK FORCE:** A combination of single resources assembled for a particular tactical need, with common communications and a leader.

**TEAM:** See Single Resource.

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

**TEMPORARY EVACUATION POINT:** Location where evacuees can temporarily gather in a safe location while awaiting the opening of congregate or non-congregate sheltering.

**TEMPORARY MORGUE:** A location, not typically used as a morgue, set up to store human remains when a community’s permanent morgue capacity has been exceeded.

**TERRORISM:** The unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives as defined in 28 CFR Section 0.85.

**TRIAGE:** The process of sorting people based on their injuries or illness. Triage is done when limited medical resources must be allocated to maximize the number of survivors.

**UNACCOMPANIED MINOR:** A non-emancipated child, who is under the age of 18 and is the responsibility of a parent, legal guardian, or relative, who arrives at a shelter or other evacuation site

without their parent, legal guardian, or another relative.

**UNAFFILIATED VOLUNTEERS:** Unaffiliated volunteers are not part of a recognized voluntary agency and often have no formal training in emergency response. They are not officially invited to become involved but are motivated by a sudden desire to help others in times of need. They come with a variety of skills. They may come from within the affected area or from outside the area.

**UNIT:** An organizational element having functional responsibility. Units are commonly used in incident Planning and Intelligence, Logistics, or Finance and Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

**VITAL RECORDS:** Vital records are documents that record significant incidents and key information that is considered pertinent knowledge to which governmental departments and agencies must have access to carry out routine tasks.

**VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD):** Organization that promotes cooperation, communication, coordination and collaboration, and fosters more effective delivery of services to communities affected by disaster.

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

**WARMING CENTERS:** Facilities that are made available by public, private and volunteer organizations as a temporary relief station from extreme cold/freeze weather conditions.

**WEAPON OF MASS DESTRUCTION:** Weapons that are capable of killing a lot of people and/or causing a high-order magnitude of destruction, or weapons that are capable of being used in such a way as to cause mass casualties or create large-scale destruction. WMDs are generally considered to be nuclear, biological, chemical, and radiological devices, but WMDs can also be high-explosive devices.

**WILDFIRE:** A wildfire is an unplanned, unwanted fire burning in a natural area, such as a forest, grassland, or prairie.

**WILDLAND:** Wildland is a natural environment that has not been significantly modified by human activity. It is an area in which development is non-existent, except for roads, railroads, powerlines, and similar transportation facilities. Structures, if found, are widely scattered. Wildlands are crucial for the survival of certain species, biodiversity, ecological studies, conservation, solitude, and recreation.

**WIND CHILL** - The wind chill temperature is how cold people and animals feel when outside. Wind chill is based on the rate of heat loss from exposed skin caused by wind and cold. As the wind increases, it draws heat from the body, driving down skin temperature and eventually the internal body temperature. Therefore, the wind makes it FEEL much colder. If the temperature is 0°F and the wind is blowing at 15 mph, the wind chill is -19°F. At this wind chill temperature, exposed skin can freeze in 30 minutes.

**ZERO HOUR:** The time at which the evacuation operation must stop due to unsafe conditions from the impacts of a threat or hazard. Zero-hour actions are part of the Impact Phase and end before the incident impact when all evacuation operations have or should have ceased.

## APPENDIX A: RESOURCES

### Internal Resources

Butte Operational Area (OA) will obtain materials and supplies from internal resources by following the standard Logistics process. Supplies will be requested through the Logistics Section of the Butte OA Emergency Operations Center (EOC) using standard Incident Command System (ICS) forms.

### External Resources

The Butte OA will generally obtain external resources through one of the following resources,

- Mutual aid
- State and federal resources
- Direct purchase or lease
- Contracts
- Donations

All resources obtained through an external resource will follow the processes set forth in the Butte OA Emergency Operations Plan (EOP), 2022.





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## EOC DIRECTOR

**PRIMARY: Deputy Administrative Officer – Emergency Management**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Board of Supervisors and Chief Administrative Officer**

### General Duties

- Serve as the Director of Emergency Services for the County of Butte and the Butte County Operational Area.
- Make executive decisions based on policies of the Board of Supervisors.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches or Units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the Emergency Operations Center (EOC).

### Your Responsibility

- Overall management of the County of Butte’s emergency response and recovery effort.

### ACTIVATION

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, prepare to relocate to the alternate EOC.
- Obtain briefing from whatever sources are available.

### POSITION START-UP ACTIONS

- Review your position responsibilities.
- Identify yourself as the EOC Director by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

- Direct the implementation of the Butte County Operational Area Standardized Emergency Management System (SEMS) Multi-Hazard Functional Plan.
- Confirm level of EOC activation and ensure that EOC positions and Incident Command System (ICS) field positions are filled as needed.
- Notify the California Governor’s Office of Emergency Services (CalOES) Region III or Inland Regional Emergency Operations Center (REOC) that the Operational Area EOC is activated.
- Assign staff to initiate check-in procedures. (ICS Form 211)
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that EOC is properly set up and ready for operations.
- Appoint and ensure that Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections.
  - Operations Section Chief
  - Planning and Intelligence Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief
  - Mass Care and Shelter Section Chief
- Ensure that the Management Section is staffed as soon as possible at the level needed.
  - Information Officer
  - Liaison Officer
  - Safety/Security Officer
  - EOC Manager
  - Equity and Inclusion Officer
- Request additional personnel to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.

- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.
- Prepare work objectives for Section staff, brief staff and make staff assignments.
- Open and maintain a position log.
- Using activity log, maintain all required records and documentation to support the After-Action Report (ICS Form 214) and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by CalOES and Federal Emergency Management Agency (FEMA).
- Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Ensure that telephone, radio and data communications with other facilities are established and tested.
- Ensure that all departments account for personnel and work assignments.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- Schedule the first planning meeting.
- Confer with Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.
- Ensure that the field agency representatives have been assigned to other facilities as necessary.
- Determine need and establish, if necessary, a deputy director position.
- Establish the frequency of briefing sessions.
- Based on the situation as known or forecast, determine likely future Management Section needs.
- Think ahead and anticipate situations and problems before they occur.

- Request additional resources through the appropriate Logistics Section Unit.

#### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of Sections not currently staffed.
- Make a list of key issues currently facing the Operational Area to be accomplished within the next operational period.
- Ensure that all logs and files are maintained.
- Monitor EOC activities and adjust organization as appropriate.
- Resolve problems that arise in conducting Operational Area and County responsibilities.
- Anticipate potential situation changes. Develop backup plans for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for the EOC. Ensure all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that all personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Carry out responsibilities of all other Sections not currently staffed.
- Assess situation, work in progress, resources and estimate incident duration.
- Set up EOC planning meeting schedule with all Section Chiefs.
- Develop overall strategy with the Section Chiefs.
- Ensure that Sections are carrying out their principle duties:
  - Implement operational objectives per the EOC Action Plan.
  - Prepare action plans and status reports.
  - Provide adequate facility and operational support.
  - Provide administrative and fiscal record-keeping and support.
- Develop and issue appropriate rules, regulations, proclamations and orders.
- Initiate Emergency Proclamations as needed

- Establish county office hours of operation.
- Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
- Conduct periodic briefing sessions with the Board to update the overall situation.
- Set priorities for restoration of county services.
- Hold action planning meeting with Sections, Branches, Units and Agency Representatives (as required) and other key staff. The activities to be covered in an action planning meeting are:
  - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
  - Obtain any additional information from other sources on the current situation assessment.
  - Review availability and status of ordered enroute or staged resources.
  - Establish with staff the next Operational Period for which the EOC Action Plan should be developed.
  - Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
  - Establish assignments for available and incoming resources based on current and forecast situation and established priorities.
  - Determine need for additional resources. Establish specific responsibilities for ordering.
  - Discuss and resolve any internal coordination issues.
  - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
  - Establish time for next action planning meeting.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning and Intelligence Section and EOC Management Team.
- In conjunction with the Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedures for information releases affecting inter-agency coordination.
- Authorize Information Officer to release information to the media and to access Emergency Alert System (EAS) as needed through appropriate channels.
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.

- In conjunction with the Safety Officer, establish and maintain a safe working environment.
- Ensure that proper security of the EOC is maintained at all times.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Monitor section level activities to assure that all appropriate actions are being taken.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### DEACTIVATION

- Authorize deactivation of sections, Units or units when they are no longer required.
- Notify CalOES, adjacent facilities and other EOCs as necessary of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After-Action Report.
- Deactivate the EOC and closeout logs when emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

## INFORMATION OFFICER

**PRIMARY: Designated by Deputy Administrative Officer – Emergency Management**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

### Your Responsibility

- Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.
- In larger events, the Public Information function may, as conditions and or activation levels require, expand into a Joint Information System (JIS) and may operate from a Joint Information Center (JIC).

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the Emergency Operation Center (EOC).
- Report to EOC Director.
- Obtain a briefing on the situation.
- Determine if situation requires a Public Information Officer (PIO) on-site or if telework is adequate for the response.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Information Officer by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Coordinate with Incident Command Post (ICP) PIO, Butte County Sherriff's Office (BCSO) PIO, and Inland Region PIOs as required for consistent messaging.
- Determine 24-hour staffing requirements and request additional support as required.
- Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your Position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.

- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Secure guidance from the EOC Director regarding the release of available information.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Coordinate all media events with the EOC Director.
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the Information Officer and that all press releases must be cleared with the EOC Director before releasing information to the media.
- Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. Media Information Center Location: To Be Announced (TBA). Announce safe access routes to Media Information Center for media.
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.
- Develop an information release program.
- Interact with other Units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning and Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Obtain, process, and summarize information in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the

affected areas. Refer media representatives to incident level Information Officers for specific information.

- As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- Respond to information requests from the EOC Director and EOC Management Team.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
- Consider establishing and staffing a hot-line to answer inquiries from the public. Use of the automated voice-mail disaster information system is to be encouraged.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, Disaster Assistance Centers (DACs), etc.
- Broadcast emergency information/updates on local Cable Channels either through the message board or live taping of EOC Director.
- Arrange for meetings between media and operational area officials or incident personnel.
- Provide escort service to the media and Very Important Persons (VIPs); arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer.
- Assist in making arrangements with adjacent jurisdictions for media visits.
- Determine which radio and TV stations are operational.
- Determine requirements for support to the emergency public information function at other EOC levels.
- Monitor broadcast media and use information to develop follow-up news releases and rumor control.
- When federal emergency response teams respond, coordinate activities through the EOC to ensure coordination of local, state and federal public information activities.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Prepare materials that describe the health risks associated with each hazard, the appropriate

self-help or first aid actions and other appropriate survival measures.

- Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.
- During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
  - What to do and why.
  - What not to do and why.
  - Hazardous areas and structures to stay away from.
  - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
  - Location of mass care shelters, first aid stations, food and water distribution points, etc.
  - Location where volunteers can register and be given assignments.
  - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
  - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
  - Weather hazards when appropriate.
  - Public information hotline numbers.
  - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
  - Local, state and federal assistance available; locations and times to apply.
  - DAC locations, opening dates and times.
  - How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the Red Cross on the release of this information.)
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human-interest stories)
- Through the EOC, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- Ensure file copies are maintained of all information released.

- Provide copies of all releases to the EOC Director.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Emergency Public Information position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## LIAISON OFFICER

**PRIMARY: Designated by Deputy Administrative Officer – Emergency Management**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Coordinate with Agency Representatives assigned to the Emergency Operations Center (EOC) and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and Units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to Agency Representatives.

### Your Responsibility

- Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the county/city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.
- Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the Standardized Emergency Management System (SEMS) organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Liaison Officer by putting on the Identification Tag (ID Tag) with your

title. Print your name on the EOC organizational chart next to your assignment.

- Clarify any issues regarding your authority and assignments and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Arrange and coordinate Very Important Person (VIP) tours with Information Officer and EOC Director.
- Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC.
  - They understand their assigned function.
  - They know their work location.
  - They understand EOC organization and floor plan (provide both).
- Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented.
- Determine status and resource needs and availability of other agencies.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.
- Respond to requests for liaison personnel from other agencies.
- Act as liaison with state or federal emergency response officials and appropriate city personnel.
- Determine if there are any communication problems in contacting outside agencies. Provide information to the Communications Unit of the Logistics Section.
- Know the working location for any Agency Representative assigned directly to a Unit

- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Unit Chiefs.
- Respond to requests from sections and Units for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.

#### DEACTIVATION

- Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Liaison Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## AGENCY REPRESENTATIVE

**PRIMARY: As needed**

**ALTERNATE: As needed**

**SUPERVISOR: Liaison Officer**

### Your Responsibility

- As an individual assigned to the Emergency Operations Center (EOC) from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.
- Obtain a briefing on the situation.
- Unpack any kit materials you may have brought with you and set up your assigned workstation.
- Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and Units that have been activated.
- Review your position responsibilities.
- Identify yourself as an Agency Representative by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Establish communications link(s) with home agency. If unable to communicate, notify the Communications Unit of the Logistics Section.
- If necessary, clarify your decision-making authority with your agency.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and

documentation to support After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Obtain current situation briefing from person you are relieving, or from the Liaison Officer.
- Contact EOC sections or Units appropriate to your responsibility, and advise them of your presence and assigned work location.

- If relocating to work directly with a functional Unit, advise Liaison Officer of your location.
- Facilitate requests for support or information that your agency can provide.
- Keep up to date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Situation Status Unit of the Planning and Intelligence Section.
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

#### DEACTIVATION

- Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

## SAFETY OFFICER

**PRIMARY: Butte County Safety Officer**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Ensure that all facilities used in support of Emergency Operations Center (EOC) operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances which exist.
- Stop or modify all unsafe operations.

### Your Responsibility

- Identify and mitigate safety hazards and situations of potential County liability during EOC operations and ensure a safe working environment in the EOC.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Safety Officer by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.

- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Secure information regarding emergency conditions.
- Tour the entire facility area and determine the scope of on-going operations.

- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with Occupational Safety and Health Administration (OSHA) requirements.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, potable water, etc.)
- If the events which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Obtain assistance for any special safety requirements.
- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Safety Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## EOC SECURITY OFFICER (MAY BE COMBINED WITH SAFETY OFFICER)

**PRIMARY: Butte County Safety Officer**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Provide continuous security for Emergency Operations Center (EOC) facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

### Your Responsibility

- To provide security of all EOC facilities and personnel access.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the EOC Security Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the EOC organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Administration (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Determine current security requirements and establish staffing as needed.
- Determine needs for special communications. Make needs known to the Communications Unit of the Logistics Section.
- Complete a radio or communications check with all on-duty security personnel as appropriate.
- Establish or relocate security positions as dictated by the situation.

- Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- Assist in any EOC evacuation.
- Assist in sealing off any danger areas. Provide access control as required.
- As requested, provide security for any EOC critical facilities, supplies or materials.
- Provide executive security as appropriate or required.
- Provide security input and recommendations as appropriate to conditions to EOC Director.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Security Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## EOC MANAGER

**PRIMARY: Designated by EOC Director**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Regional Emergency Operations Center (REOC) EOC Liaison Officer.
- Serve (temporary assignment) as a Section Chief if assigned by the EOC Director
- Coordinate all visits to the EOC.

### Your Responsibility

- Facilitate the overall functioning of the EOC, coordinate with other agencies and Standardized Emergency Management System (SEMS) levels and serve as a resource to the EOC Director.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Receive incident briefing from the EOC Director.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the EOC Manager by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.

- Assist the EOC Director in filling needed workstation assignments.
- Provide assistance and information to Section Chiefs as required.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel time records are provided to EOC Director at the end of each

operational period.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Assist the General Staff and the EOC Director in developing an overall strategy, including:
  - Assess the situation.
  - Define the problem.
  - Establish priorities.
  - Determine the need for evacuation.
  - Estimate the incident duration.
- Determine if there is a need to make an “Emergency Proclamation”.
- Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the Board of Supervisors, the cities and the EOC Director.
- Assist the Planning and Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.
- Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition.
- Ensure that all documentation is being properly maintained by EOC personnel.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Inland REOC. As necessary, verify that requests for assistance have been addressed or forwarded to the Inland REOC.
- Ensure that all necessary communications have been established.
- Coordinate and monitor all EOC visitations.
- Coordinate all EOC functions with neighboring jurisdictions, and other support and response organizations.
- Coordinate with the Planning and Intelligence Section on the development and tracking of the After Action/Corrective Action (AA/CA) Report. Ensure AA/CA Report is submitted to CalOES

Region III within 90 days of incident.

- Assist in shift change issues.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Manager position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## LEGAL OFFICER

**PRIMARY: Butte County Counsel**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the Emergency Operations Center (EOC) Management Team when requested by EOC Director.

### Your Responsibility

- Act as the County Attorney, provide legal advice to the EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Legal Officer by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future needs.

- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- Prepare proclamations, emergency ordinances and other legal documents required by the County Board of Supervisors and the EOC Director.

- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the Board of Supervisors, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Prepare documents relative to the demolition of hazardous structures or conditions.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Legal Advisor/Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## EQUITY AND INCLUSION OFFICER

**PRIMARY: TBD**

**ALTERNATE: TBD**

**SUPERVISOR: EOC Director**

### General Duties

- TBD

### Your Responsibility

- TBD

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Equity and Inclusion Officer by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- TBD

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Equity and Inclusion Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## OPERATIONS SECTION CHIEF

**PRIMARY: As Designated by EOC Director**

**ALTERNATE: As Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical and Health, Public Works and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the Emergency Operations Center (EOC) Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of Unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

### Your Responsibility

- Coordinate all jurisdictional operations in support of the emergency response through implementation of the operational area's EOC Action Plan and coordinate all requests for mutual aid and other operational resources.

### Checklist Actions

#### SECTION START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Operations Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staffs are at the EOC.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Fire Branch
  - Law Enforcement Branch
  - Medical and Health Branch
  - Public Works Branch
  - Animal Services Branch
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).
- Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Chiefs.
- From the Situation Status Unit of the Planning and Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate Units.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.

### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of the Operations Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning and Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.

- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### SECTION OPERATIONAL DUTIES

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning and Intelligence Section.
- Determine the need to evacuate and issue evacuation orders (Sheriff Only).
- Determine the need for In-Place Sheltering and issue notification orders (Sheriff Only).
- In coordination with the Situation Status Unit of the Planning and Intelligence Section, designate primary and alternate evacuation routes for each incident
- Display on maps the primary and alternate evacuation routes which have been determined for the incident.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel.
- Direct Operations Branch Directors to maintain up-to-date Incident Charts, Incident Reports and Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All unit-related items of interest should be recorded on an Incident Report.
- Provide copies of the daily Incident Report to the Documentation Unit of the Planning and Intelligence Section at end of each operational period
- Coordinate the activities of all departments and agencies involved in the operations.

- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- Provide all relevant emergency information to the Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the Planning and Intelligence Section Chief in the development of the EOC Action Plan.
- Work closely with each Unit leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that intelligence information from Unit leaders is made available to the Planning and Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS).
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of all emergency expenditures.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

#### DEACTIVATION

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## FIRE BRANCH

**PRIMARY: Butte County Fire Department**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Operations Section Chief**

### General Duties

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate fire agency provision of field emergency medical care.
- Coordinate all fire agency operations.
- Implement that portion of the Emergency Operations Center (EOC) Action Plan appropriate to the Fire Branch.

### Your Responsibility

- Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

### Checklist Actions

#### BRANCH START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or Department Operations Center (DOC), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.
- Identify yourself as the Fire Branch Director by putting on the vest with your title and your Identification Tag (ID Tag). Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Fire personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch, establish work area, assign duties and ensure Branch

journal/log is opened.

- Ensure that all Butte County fire agencies have been alerted and notified of the current situation.
- Consider requesting fire agencies to notify off-duty fire personnel of call-back status (when they should report), in accordance with their current internal department emergency procedures.
- Ensure that all fire agencies have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning and Intelligence Section through the Operations Section.
- Determine 24-hour EOC staffing requirement and request additional support as required.
- Request additional EOC resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.  
Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays. Use Incident Action Plan (IAP).
- Ensure that the Safety/Damage Assessment plan is being carried out by field units.

- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Direct DOCs to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Section.
- Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all unit-planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Branch. Ensure they are aware of priorities.
- Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decision making process if requested.
- Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### OPERATIONAL DUTIES

- Assess the impact of the disaster on the Fire and Rescue operational capacity.
- Set Fire and Rescue priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Chief and assist in the preparation of the EOC Action Plan.

- Coordinate with fire agencies to estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Chief.
- Order all fire resources through the Area III Fire and Rescue Mutual Aid Chief.
- Order all other resources through the Logistics Section.
- Report to the Operations Section Chief when:
  - EOC Action Plan needs modification.
  - Additional resources are needed or surplus resources are available.
  - Significant events occur.
- Report to the Area III Fire and Rescue Mutual Aid Chief on major problems, actions taken and resources available or needed.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- Provide field emergency medical care and transportation of injured to appropriate facilities.
- Assist in dissemination of warnings to the public.
- Provide fire protection and safety assessment of shelters.
- Provide support for radiation monitoring and decontamination operations.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Coordinate with DOCs and the Procurement and Facilities Units of the Logistics Section for feeding and shelter of fire personnel.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.
- Review and approve accident/medical reports originating with fire personnel assigned to the EOC.
- Resolve logistical problems as requested by fire agencies.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire Branch position and closeout logs when authorized by the Operations Section Chief or EOC Director and leave forwarding phone number where you can be reached.

## LAW ENFORCEMENT BRANCH

**PRIMARY: Butte County Sheriff's Office**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Operations Section Chief**

### General Duties

- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

### Your Responsibility

- Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function. Necessary units or groups may be activated as needed to carry out these functions.

### Checklist Actions

#### START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or Department Operations Center (DOC) prior to assuming EOC assignment and brief the Operations Section Chief.
- Identify yourself as the Law Enforcement Branch by putting on the vest with your title and your ID tag. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch, establish work area, assign duties and ensure Branch

journal/log is opened.

- Determine EOC 24-hour staffing requirement and request additional support as required.
- Request additional EOC resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to appropriate Section Chief for updating information to the Planning and Intelligence Section.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe weather or aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Branch. Ensure they are aware of priorities.
- Monitor your Branch activities and adjust EOC staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts.
- Be prepared to participate in the EOC Director's action planning meetings and policy decision making process if requested.
- Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

## Operational Duties

- Branch Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

### MOBILIZATION

- Ensure that all Law Enforcement and Public Safety agencies have been alerted and notified of the current situation.
- Consider requesting that agencies notify that all off-duty Law Enforcement and Public Safety personnel of call-back status, (when they should report) in accordance with current agency emergency procedures.
- Ensure that Law Enforcement and Public Safety agencies have completed status checks on equipment, facilities, and operational capabilities.
- Suggest the altering of normal patrol procedures to accommodate the emergency situation.

### INITIAL RESPONSE

- Ensure that DOCs begin safety/damage assessment survey of critical facilities and report status information to the Planning and Intelligence Section through the Operations Section.
- Notify Sheriff's DOC or Watch Commander of status.
- When requested by law agencies, coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Support a multi-purpose staging area as required.

- Maintain contact with established DOCS and dispatch centers to coordinate resources and response personnel.
- Direct DOCS to report pertinent field information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Section.

#### ALERTING/WARNING OF PUBLIC

- Designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of evacuee assistance center
  - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the Information Officer. Consider following dissemination methods:
  - Notifying police units to use loudspeakers and sirens to announce warning messages.
  - Determining if helicopters are available and/or appropriate for announcing warnings.
  - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director.
  - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings.
  - Using reverse 9-1-1, county watch, volunteers, reserves and other personnel as necessary to help with warnings. Request through the Logistics Section.
  - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible.
  - Translating all warnings, written and spoken, into appropriate languages.
  - Contacting media outlets (radio/television) that serve the languages you need.
  - Utilizing Telecommunications Devices for the Deaf (TDD) machines and 9-1-1 translation

services to contact the deaf.

- Using pre-identified lists of disabled and hearing impaired persons for individual contact.
- Check vacated areas to ensure that all people have received warnings.

#### EVACUATION

- Implement the evacuation portion of the EOC Action Plan.
- Establish emergency traffic routes in coordination with field Incident Commander (IC) and the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan.
- Coordinate with the Public Works Branch engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.
- Consider use of agency vehicles if threat is imminent. Coordinate use of agency vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Mass Care and Shelter Section and the EOC Manager to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

#### SECURITY

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- When requested by field Incident Commanders, obtain mutual aid assistance through the proper channels.

- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the Information Officer on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

#### CORONER

- Assume coordination responsibility in the event that normal Coroner procedures cannot meet the needs of the Operational Area in a disaster.
- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.
- Request the County Operational Area to activate the Federal Emergency Management Agency (FEMA) Disaster Mortuary Operations Response Team (DMORT) as necessary to supplement Coroner Operations. Assist as needed.
- Ensure that Coroner notification has been made.
- Coordinate the removal and disposition of the dead.
- Establish temporary morgue facilities.
- Coordinate with local morticians for assistance.
- Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.
- Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.
- Inform all personnel involved in body recovery operations of the specific documentation requirements.
- Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological

problems related to body recovery operations.

- Consider changing shifts at 6 hour intervals if involved in body recovery.
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.
- Maintain list of known dead. Maintain a log of body recovery operations.
- Provide assistance to the County Coroner in the identification of remains if requested.
- Notify next of kin only as advised by the Coroner.
- Provide data on casualty counts to the Planning and Intelligence Section.
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.
- Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.
- Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Request DOCs to advise field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Section.

#### OTHER

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section as well as the Medical and Health Branch. Take required animal control measures as necessary.
- If requested, assist the County Coroner with removal and disposition of the dead.

#### ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

- Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates.
- Assist with the needs at the Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards.

- Additional Actions In Response to a Major Air Crash
- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

#### ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR DAM FAILURE

- Notify all DOCs to advise units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with Information Officer to notify radio stations to broadcast warnings.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Enforcement Branch position and closeout logs when authorized by the Operations Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## HEALTH AND MEDICAL BRANCH

**PRIMARY: Designated by EOC Director**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Operations Section Chief**

The Butte County Public Health Department in coordination with the hospitals that may become designated as Casualty Collection Points (CCP) sites is responsible for assigning mutual aid medical staff to CCPs.

### General Duties

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the Emergency Operations Center (EOC) Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

### Your Responsibility

- Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

### Checklist Actions

#### START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or Department Operations Centers (DOCs), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.
- Identify yourself as the Medical and Health Branch Director by putting on the vest with your title and Identification Tag (ID Ta. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones,

radios, forms, lists, maps, etc.)

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened.
- Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- Request that DOCs ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning and Intelligence Section through the Operations Section.
- Determine EOC 24-hour staffing requirement and request additional support as required.
- Request additional EOC resources through the Logistics Sections or established ordering procedures, as needed.
- Ensure that all your incoming Branch personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.

- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Section
- Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe weather and aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Branch. Ensure they are aware of priorities.
- Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decision making process if requested.
- Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### OPERATIONAL DUTIES

- Access mutual aid medical/health response by contacting the Regional Disaster Medical and Health Coordinator (RDMHC).
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Determine number and location of casualties that require hospitalization.
- Identify hospitals, nursing homes and other facilities that could be expanded into emergency

treatment centers for disaster victims and inform the RDMHC.

- In the event of an evacuation, coordinate with the Law Enforcement Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- In conjunction with the Mass Care and Shelter Section, establish and staff medical care stations at shelter facilities.
- Establish and operate first aid stations for emergency workers as appropriate to the incident.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional local health/medical personnel.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Provide to the Information Officer the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.
- In conjunction with the Situation Status Unit of the Planning and Intelligence Section, establish a patient tracking system.
- Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Coordinate inspection of health hazards in damaged buildings.
- Coordinate with the RDMHC in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the RDMHC in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.

#### ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR DAM FAILURE

- Identify facilities subject to flooding and prepare to move people from facilities.

#### ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIAL INCIDENTS

- Identify patients and notify hospitals if contaminated or exposed patients are involved.
- Implement the Radiological Protection Procedures as needed.

## DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Medical and Health Branch position and closeout logs when authorized by the Operations Section Chief or EOC Director
- Leave forwarding phone number where you can be reached.

## PUBLIC WORKS BRANCH

**PRIMARY: Public Works**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Operations Section Chief**

### General Duties

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

### Your Responsibility

- Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

### Checklist Actions

#### START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Operations Section Chief and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or Department Operations Center (DOC), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.
- Identify yourself as the Public Works Branch Director by putting on the vest with your title and Identification Tag (ID Tag). Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Public Works Department personnel are in the EOC or have been notified.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened.
- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Begin the immediate inspection for re-occupancy of key county facilities by departments responsible for emergency response and recovery.
- Provide the engineering support as requested for other Operations Section Units; i.e. Urban Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the operational area for the purpose of:
  - Identifying life-threatening hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning and Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- Determine EOC 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action

Report and the history of the emergency/disaster. Document:

- Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL DUTIES

- Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units.
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Section.)
- Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Branch. Ensure they are aware of priorities.
- Monitor your Branch activities and adjust staffing and organization as appropriate to meet

current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### OPERATIONAL DUTIES

- Receive and process all requests for Public Works resources.
- Maintain back-up power in the EOC.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
- Allocate available resources based on requests and EOC priorities.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with Caltrans and the California Highway Patrol, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.
- Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.
- Support clean-up and recovery operations during disaster events.

- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan to facilitate operational area clean-up operations, which addresses:
  - Identification of agencies such as the County Drainage Districts and coordination of the debris removal process.
  - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns).
  - Cooperation with various waste management regulatory agencies to address associated debris removal problems.
  - Identification and establishment of debris collection sites.
  - Evaluation of potential recycling of debris.
  - Prioritization and completion of the debris removal process.

#### BUILDINGS

- Coordinate with the incorporated areas Building and Safety departments regarding local jurisdictional needs.
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC/DOCs
  - Police stations
  - Fire stations
  - \*Hospitals
  - \*Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
  - \*Public schools
  - Public Works facilities
  - Potential HazMat facilities, including gas stations
  - Designated shelters
  - Un-reinforced masonry buildings
  - Concrete tilt-up buildings
  - Multi-story structures—commercial, industrial and residential
  - \*Mobile homes/modular structures

- Single-family dwellings

**Note:** Certain facilities may fall under the jurisdiction of State inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

- Use a three-phase approach to inspection based upon existing disaster intelligence:
  - General Area Survey of structures
  - ATC-20 Rapid Inspection
  - ATC-20 Detailed Inspection
- Be prepared to start over due to aftershocks.
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Assess the need and establish contacts for requesting or providing mutual aid assistance.
- Alert and stage safety assessment teams as needed.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning and Intelligence Section.
- Arrange for necessary communications equipment from the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- Brief all personnel on Department Emergency Operating Procedures and assignments.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities to the Shelter Unit.
- Provide public school inspection reports to the state Architect. (Note: \*We inspect and list our schools as shelters to cover our own needs and to see that they have a preliminary inspection done early.)
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Coordinate with the Public Works Unit on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate County officials for:
  - Emergency Building and Safety ordinances.
  - Expediting plan checking and permit issuance on damaged buildings

- Coordinate with the Information Officer to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines (i.e. voice mail system) to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; CalOES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request police escort of safety assessment and inspection

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch position and closeout logs when authorized by the Operations Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## ANIMAL SERVICES BRANCH

**PRIMARY: Butte Animal Control**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Operations Section Chief**

### General Duties

- TBD

### Your Responsibility

- TBD

### Checklist Actions

#### START-UP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Report to the Operations Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Animal Services Branch by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organizational chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Open and maintain a position log.
- Determine 24-hour staffing requirements and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit.
- Based on the situation as known or forecast determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to appropriate Section Chief.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### POSITION OPERATIONAL DUTIES

- TBD

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Equity and Inclusion Officer position and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## MASS CARE AND SHELTER SECTION

**PRIMARY: Department of Employment and Social Services**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

The Butte County Operational Area is within the jurisdiction of the Butte Chapter of the American Red Cross of Northeastern California

Address: 300 Salem Street, Chico, CA 95928

Business Hours Telephone: (530) 891-0885 (Rolls over to Yuba City HQ)

After-hours Telephone: (530) 701-0885

Northeast California Chapter Headquarters is located at: 2125 E. Onstott Rd., Yuba City, CA Telephone (530) 673-1460

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Mass Care and Shelter Section shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Mass Care and Shelter Section will work closely with and support the American Red Cross and any other volunteer services agencies providing assistance to disaster victims.

The Butte County Department of Employment and Social Services has the Operational Area responsibility for Mass Care and Shelter.

### Potential Shelter Sites

Potential shelter facilities should:

- Be pre-identified as potential sites with Site Surveys completed
- In conjunction with the Three Rivers Chapter, American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
- Structural safety inspection arranged with local Building Department.
- OSHA safety inspection for safety of shelterees and workers.
- Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

EXAMPLES OF SUITABLE POTENTIAL SHELTER SITES:

- County or City-owned facilities such as community centers, recreational facilities or auditoriums.
- Churches and other privately owned facilities.

- School multi-purpose buildings and gymnasiums.
- Hotel Convention Centers.

Mass Care and Shelter Section should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other County-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

## General Duties

- Identify the care and shelter needs of the community.
- Coordinate with, and request from, the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

## Your Responsibility

- Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

## Checklist Actions

### START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Mass Care and Shelter Section Chief by putting on the vest with your

title. Print your name on the EOC organization chart next to your assignment.

- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staffs are at the EOC.
- Confirm that all key Mass Care and Shelter Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Donations Management Unit
  - Volunteer Coordination Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments

- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).
- Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Chiefs.
- From the Situation Status Unit of the Planning and Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate Units.
- Based on the situation as known or forecast, determine likely future Mass Care and Shelter Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.

#### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of the Mass Care and Shelter Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning and Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known. Law Enforcement Branch provides Ham Radio operators for the shelters, ERVs, etc.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.

- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### OPERATIONAL DUTIES

- If need is established, contact the Three Rivers Chapter of the American Red Cross and request an ARC liaison for the Butte County Operational Area's EOC. (The Three Rivers Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC which may satisfy local government needs.)
- Identify the care and shelter needs of the community, in coordination with the Operations Section.
- Determine the need for an evacuation center or mass care shelter.
- The Three Rivers Chapter of the American Red Cross should be contacted when considering opening a mass care facility.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that Public Works has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.

- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall county staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- Coordinate sheltering of residential care and special needs populations.
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the Three Rivers Chapter of the American Red Cross, the Salvation Army and other volunteer agencies for emergency mass feeding operations.
- Coordinate with the Regional Emergency Operations Center (REOC) Mass Care and Shelter Section, the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc.
- Coordinate with the Law Enforcement Branch and Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Procurement and Facilities Units of the Logistics Section for the care of companion animals.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of companion animals.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any county expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the EOC Director or Operations Section.
- Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross
- Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities which may be threatened by any hazardous condition.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent operational areas if needed.

#### DEACTIVATION

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## DONATIONS MANAGEMENT UNIT

**PRIMARY: Designated by Mass Care and Shelter Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Mass Care and Shelter Section Chief**

### General Duties

- TBD

### Your Responsibility

- TBD

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Report to the Mass Care and Shelter Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Donations Management Unit leader by putting on your position Identification Tag (ID Tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Mass Care and Shelter Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- TBD

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Donations Management Unit position and closeout logs when authorized by the Mass Care Section Chief or EOC Director and leave forwarding phone number where you can be reached.

## VOLUNTEER COORDINATION UNIT

**PRIMARY: Designated by Mass Care and Shelter Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Mass Care and Shelter Section Chief**

### General Duties

- TBD

### Your Responsibility

- TBD

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check-in upon arrival at the Emergency Operations Center (EOC).
- Report to the Mass Care and Shelter Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Volunteer Coordination Unit leader by putting on your position Identification Tag (ID Tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Mass Care and Shelter Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- TBD

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Volunteer Coordination Unit position and closeout logs when authorized by the Mass Care Section Chief or EOC Director and leave forwarding phone number where you can be reached.

## PLANNING AND INTELLIGENCE SECTION CHIEF

**PRIMARY: Designated by Deputy Administrative Officer – Emergency Management**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Ensure that the Planning and Intelligence function is performed consistent with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports.
  - Initiating and documenting the County’s Action Plan and After-Action /Corrective Action Report.
  - Advance planning.
  - Planning for demobilization.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the Emergency Operations Center (EOC).
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Branches or Units as dictated by the situation.
- Exercise overall responsibility for the coordination of Section activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

### Your Responsibility

- Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

### Checklist Actions

#### SECTION START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section

materials and on-site supplies.

- Review your position responsibilities.
- Identify yourself as the Planning and Intelligence Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staffs are at the EOC.
- Confirm that all key Planning and Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Situation Status Unit
  - Documentation Unit
  - Damage Assessment Unit
  - Advance Planning and Intelligence Section
  - Recovery Planning and Intelligence Section
  - Demobilization Unit
  - Technical Specialist
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.

- Open and maintain Section logs.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).
- Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Chiefs.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Direct the Documentation Unit leader to initiate collection and organization of disaster information and documents.
- Designate individual/team to initiate the entire After Action/Corrective Action (AA/CA) process for the event.
- Based on the situation as known or forecast, determine likely future Planning and Intelligence Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

#### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of the Planning and Intelligence Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and

bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### SECTION OPERATIONAL DUTIES

- Assess the impact of the disaster/emergency on the Butte County Operational Area, including the initial safety/damage assessment by field units.

- Develop situation analysis information on the impact of the emergency from the following sources:
  - Butte County Fire Department
  - Butte County Sheriff's Department/City Police
  - Butte County Public Works Department
  - Department of Employment and Social Services (DESS)
  - School Districts
  - Butte County Transit
  - Red Cross, Three Rivers Chapter
  - Media (Radio and Television)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, County EOC section staff, County departments, Inland Regional Emergency Operations Center (REOC).
- Review and approve reconnaissance, County status and safety/damage assessment reports for transmission by the Situation Status Unit to the Inland REOC.
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Establish an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process.
- Conduct AA/CA Hot Wash involving all those activated or participating in the event; document, collect all Hot Wash comments, and consolidate into one overall report.
- Initiate development of the AA/CA Report using all the compiled information/data from the Hot Wash and the AA/CA Report surveys.
- Begin planning for recovery.

## DEACTIVATION

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## SITUATION STATUS UNIT

**PRIMARY: Request from Butte County Fire**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Collect, organize and analyze situation information from Emergency Operations Center (EOC) sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning and Intelligence Section Chief, EOC Director and other section Chiefs to initiate the action planning process.
- Transmit approved reports to the Inland Regional Emergency Operations Center (REOC).
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

### Your Responsibility

- Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Identify yourself as the Situation Status Unit leader by putting on your position Identification Tag (ID Tag). Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
  - Location and nature of the disaster/emergency.
  - Special hazards.
  - Number of injured persons.
  - Number of deceased persons.
  - Road closures and disaster routes.
  - Structural property damage (estimated dollar value).
  - Personal property damage (estimated dollar value).
  - Butte County Operational Area resources committed to the disaster/emergency.
  - Butte County Operational Area resources available.
  - Assistance provided by outside agencies and resources committed.
  - Shelters, type, location and number of people that can be accommodated.
- Prepare and maintain EOC displays.

- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Develop sources of information and assist the Planning and Intelligence Section Chief in collecting, organizing and analyzing data from the following:
  - Management Team
  - Operations Section
  - Mass Care and Shelter Section
  - Logistics Section
  - Finance/Administration Section
- Provide for an authentication process in case of conflicting status reports on events
- Meet with the Planning and Intelligence Section Chief and the EOC Director to determine needs for planning meetings and briefings.
- Determine if there are any special information needs.
- Meet with the Information Officer to determine best methods for exchanging information and providing the Information Officer with Situation Status Unit information.
- Provide information to the Information Officer for use in developing media and other briefings.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions—current and upcoming. Keep up-to-date weather information posted.
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning and Intelligence Section Chief.
- Prepare required Operational Area reports. Obtain approval from the Planning and Intelligence Section Chief and transmit to the Inland REOC.

- Prepare written situation reports at periodic intervals at the direction of the Planning and Intelligence Section Chief.
- Assist at planning meetings as required. Provide technical support.
- During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Situation Status Unit position and closeout logs when authorized by the Planning and Intelligence Section Chief or EOC Director and leave forwarding phone number where you can be reached.

## DOCUMENTATION UNIT

**PRIMARY: Designated by Planning and Intelligence Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the Emergency Operations Center (EOC) organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile copy and distribute the EOC Action Plans as directed by the Section Chiefs.
- Compile copy and distribute the After-Action/Corrective Action (AA/CA) Report with input from other sections/units.

### Your Responsibility

- Compile and distribute the County's EOC Action Plans and After-Action/Corrective Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Documentation Unit leader by putting on the Identification Tag (ID Tag)

with your title. Print your name on the EOC organization chart next to your assignment.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Meet with the Planning and Intelligence Section Chief to determine what EOC materials should be maintained for official records.
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action/Corrective Action Report are compiled, approved, copied and distributed to EOC Sections and Units.
- Documentation Unit Lead passes all event documentation to the AA/CA Point of Contact (POC).
- Identify all organizations responding to the event.
- Establish a reporting system to collect after action and corrective action information from all organizations involved in the event. (AA/CA Report Survey or Briefing/Hot Wash Survey)
- Develop a timeline or work plan for completing the AA/CA report.
- Identify when and where the AA/CA Hot Wash will occur send out AA/CA Report survey form to those involved with the event.

- Identify POC's for each organization that will receive the AA/CA Report.
- Establish suspense dates throughout the process for completing and forwarding AA/CA Reports to meet compliance deadlines. (Local governments need to forward AA/CA Reports to their respective Region within 90 days of the close of the incident)
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning and Intelligence Section Chief.
- Identify and establish a "runner" support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period. Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning and Intelligence Section Chief.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Unit position and closeout logs when authorized by the Planning and Intelligence Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached

## DAMAGE ASSESSMENT UNIT

**PRIMARY: Designated by Planning and Intelligence Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning and Intelligence Section Chief.
- Coordinate with the Building Unit of the Operations Section for exchange of information.
- Coordinate with Butte County Public Works representative.
- Utilize the Inland Regional Emergency Operations Center (REOC) safety/damage assessment procedures and forms.

### Your Responsibility

- Maintain detailed records of safety/damage assessment information and support the documentation process.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Damage Assessment Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Coordinate collection of safety/damage assessment information with the Building Unit of the Operations Section
- Prepare safety/damage assessment information and provide to the Planning and Intelligence Section Chief for approval.
- Collect, record and total the type, location and estimate value of damage.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.
- Coordinate with all Operations Sections (Law, Fire, Public Works, Medical and Health, Mass Care and Shelter and Building and Safety) for possible information on damage to structures.
- Provide final safety/damage assessment reports to the Documentation Unit.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Unit position and closeout logs when authorized by the Planning and Intelligence Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## RECOVERY UNIT

**PRIMARY: Designated by Planning and Intelligence Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Ensure that the Butte County Operational Area receives all emergency assistance and disaster recovery costs for which it is eligible.
- Ensure that the Butte County Operational Area is prepared to participate jointly with the Federal Emergency Management Agency (FEMA), California Governor's Office of Emergency Services regional Emergency Operations Center (REOC) and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

### Your Responsibility

- Ensure that the County receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the Emergency Operations Center (EOC) organization for transition to a recovery operations organization to restore the County to pre-disaster conditions as quickly and effectively as possible.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Recovery Planning and Intelligence Section leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization

do.

- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Identify issues to be prioritized by the EOC Director on restoration of services to the County.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with Inland REOC and CalOES and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Building Unit of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property
- In coordination with the Building Unit of the Operations Section, establish criteria for re-occupancy of "posted" buildings. Posting includes, as a minimum, the categories of "Inspected", "Restricted Access" and "Unsafe"
- In coordination with Building Unit of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- Ensure that homeowners' and business owners' rights are considered to the fullest extent; and that arrangements are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process.
- With Section Chiefs, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations

## DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Recovery Planning and Intelligence Section position and closeout logs when authorized by the Planning and Intelligence Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## DEMOBILIZATION UNIT

**PRIMARY: Designated by Planning and Intelligence Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Provide assistance to the Planning and Intelligence Section Chief and Emergency Operations Center (EOC) Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Chiefs.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

### Your Responsibility

- Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Demobilization Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.

- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.

- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Coordinate with the field level Demobilization Unit Leader.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
  - Agencies not requiring formal demobilization.
  - Personal rest and safety needs.
  - Coordination procedures with cooperating/assisting agencies.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
  - Release plan strategies and general information.
  - Priorities for release (according to agency and kind and type of resource).
  - Phase over or transfer of authorities.
  - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and Units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief Planning and Intelligence Section Chief on demobilization progress.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.

- Deactivate the Demobilization Unit position and closeout logs when authorized by the planning/Intelligence Section Chief or EOC Director and leave forwarding phone number where you can be reached.

## TECHNICAL SPECIALIST

**PRIMARY: As Needed**

**ALTERNATE: As Needed**

**SUPERVISOR: Planning and Intelligence Section Chief**

### General Duties

- Provide technical expertise to the Planning and Intelligence Section and others as required.

### Your Responsibility

- Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Planning and Intelligence Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as Technical Specialist by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Based on the situation as known or forecast, determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.
- Keep the Planning and Intelligence Section Chief advised of your position status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all position planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your personnel time and equipment records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Act as a resource to members of the EOC staff in matters relative to your technical specialty.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and closeout logs when authorized by the Planning and Intelligence Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## LOGISTICS SECTION CHIEF

**PRIMARY: General Services**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Ensure the logistics function is carried out consistent with Standardized Emergency Management System (SEMS) guidelines, including:
  - Resources management and tracking.
  - Managing all radio, data and telephone needs of the Emergency Operations Center (EOC).
  - Coordinating transportation needs and issues and the Disaster Route Priority Plan.
  - Managing personnel issues and registering volunteers as Disaster Services Workers.
  - Obtaining all materials, equipment and supplies to support emergency operations.
  - Coordinating management of facilities used during disaster response and recovery.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Units as dictated by the situation.
- Exercise overall responsibility for the coordination of Unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.

### Your Responsibility

- Support the response effort and oversee the acquisition, transportation and mobilization of resources.

### Checklist Actions

#### SECTION START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.

- Review your position responsibilities.
- Identify yourself as the Logistics Section Chief by putting on the vest and Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.
- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
  - Communication Unit
  - Transportation Unit
  - Personnel Unit
  - Facilities Unit
  - Procurement Unit
  - Resource Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log, maintain all required records and documentation to support the After-Action

Report and the history of the emergency/disaster. Document:

- Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).
  - Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.
  - Prepare work objectives for Section staff and make staff assignments.
  - Meet with other activated Section Chiefs.
  - From Planning and Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate Units.
  - Based on the situation as known or forecast, determine likely future Logistics Section needs.
  - Think ahead and anticipate situations and problems before they occur.
  - Request additional resources through the appropriate Logistics Section, as needed.

#### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of the Logistics Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Manager on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning and Intelligence Section on a periodic basis or as the situation requires.
- Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.

- From Planning and Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### SECTION OPERATIONAL DUTIES

- Meet with Finance/Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.
- Keep the REOC Logistics Chief apprised of overall situation and status of resource requests.

#### DEACTIVATION

- Authorize deactivation of organizational elements within your Section when they are no longer required.

- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## COMMUNICATIONS UNIT

**PRIMARY: Butte County Telecommunications Officer**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the Emergency Operations Center (EOC) and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio, data and telephone services as directed by the EOC Manager.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC. These functions are to be directly managed by the Law Enforcement Branch of the Operations Section.

### Your Responsibility

- Manage all radio, data, and telephone needs of the EOC staff.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Communications Unit leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.

- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Establish operating procedure for use of telephone, radio and data systems and provide to other units.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.

- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period. (See Part Three—Forms.)
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Coordinate with all sections and Units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate frequency and network activities with other Butte County Operational Area elements.
- Provide communications briefings as requested at action planning meetings.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## TRANSPORTATION UNIT

**PRIMARY: Designated by Logistics Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Coordinate the transportation of emergency personnel and resources within the County by all available means.
- Coordinate all public transportation resources. Comprehensive Preparedness Guide -218 (CPG-218)

### Your Responsibility

- To provide and coordinate transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Transportation Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.

- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Coordinate with the Planning and Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and Units to identify transportation priorities.
- Establish a transportation plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs).
  - Individuals to medical facilities.
  - Emergency workers and volunteers to and from risk area.
- Coordinate with the Operations Section on the movement of disabled and elderly persons.
- Coordinate transportation of animals as required.
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Transportation Unit position and closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## PERSONNEL UNIT

**PRIMARY: Designated by Logistics Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Coordinate all personnel support requests received at or within the Emergency Operations Center (EOC), including any category of personnel support requested from the EOC functional elements or from County response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) as necessary through the Inland Regional Emergency Operations Center (REOC).

### Your Responsibility

- Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Personnel Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is

opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current

needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
- Maintain information regarding:
  - Personnel/volunteers processed.
  - Personnel/volunteers allocated and assigned by agency/location.
  - Personnel/volunteers on standby.
  - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with Occupational Safety and Health Administration (OSHA) requirements.
- Obtain crisis counseling for emergency workers
- Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.
- Establish a plan for child care for County employees as needed. Coordinate with Facilities Unit for suitable facilities.
- Assist and support employees and their families who are also disaster victims.

- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Coordinate with the Inland REOC for additional personnel needs.
- Coordinate the recruitment, registration, mobilization and assignment of volunteers.
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the Information Officer and provide the specific content of any broadcast item desired.
- Keep the Information Officer advised of the volunteer situation. If the system is saturated with volunteers, advise the Information Officer of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Inland REOC.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Personnel Unit position and closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## FACILITIES UNIT

**PRIMARY: Designated by Logistics Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Coordinate and oversee the management of and support to the Emergency Operations Center (EOC) and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC Units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Closeout each facility when no longer needed.

### Your Responsibility

- Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Facilities Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.

- Request additional resources through the appropriate Logistics Section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Maintain information in the Unit regarding:
  - Facilities opened and operating.
  - Facility managers.
  - Supplies and equipment at the various locations.
  - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, disaster application centers (DACs), etc.
- Identify communications requirements.
- Identify equipment, material and supply needs to the Procurement Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Law Enforcement Branch of the Operations Section.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.
- Provide facilities for sheltering essential workers, employees' families and volunteers.
- Be prepared to provide facilities for animal boarding as required.
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facilities Unit position and closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## PROCUREMENT UNIT

**PRIMARY: Butte County Purchasing Agent**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the Emergency Operations Center (EOC), field operations and other necessary facilities.
- Determine if the required items exist within the County supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if County stocks do not exist.
- Purchase items within limits of delegated authority from Finance/Administration Section. Coordinate with the Finance/Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

### Your Responsibility

- Obtain all non-fire and non-law enforcement mutual aid material, equipment and supplies to support emergency operations and arrange for delivery of those resources.

### Procurement Policy

- The procurement of resources will follow the priority outlined below:
  1. Resources within the County inventory (County-owned).
  2. Other sources that may be obtained without direct cost to the County.
  3. Resources that may be leased/purchased within spending authorizations.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.

- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Procurement Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Obtain additional resources, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem

areas that now need or will require solutions.

- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Meet and coordinate activities with Finance/Administration Chief and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding:
  - Resources readily available.
  - Resources requests.
  - Status of shipments.
  - Priority resource requirements.
  - Shortfalls.
- Coordinate with other Units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.

- Determine if needed resources are available from County stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify Finance/Administration Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance/Administration Section develop necessary agreements.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.
- Identify to the Logistics Section Chief any significant resource request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Establish contact with the appropriate Operations Section Units and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
- Be prepared to provide veterinary care and feeding of animals.
- Assemble resource documents which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets,

showers, etc.) as requested by Operations Section.

- Support activities for restoration of utilities to critical facilities.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.).
- Obtain and coordinate necessary medical supplies and equipment for special needs persons.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
- In coordination with Operations Section and Inland Regional Emergency Operations Center (REOC), maintain essential medical supplies in designated Casualty Collection Points (CCPs).

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Procurement Unit position and closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## RESOURCES UNIT

**PRIMARY: Designated by Logistics Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Logistics Section Chief**

### General Duties

- Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and Emergency Operations Center (EOC) units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning and Intelligence Section in strategy planning and briefing presentations.

### Your Responsibility

- Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning and Intelligence Section (to provide resources information to the EOC Action Plan).

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Resources Unit leader by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.

- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the appropriate Logistics Section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using unit log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).

#### GENERAL OPERATIONAL DUTIES

- Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
- Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to appropriate Section Chief.
- Conduct periodic briefings for your Unit. Ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to EOC Director at the end of each operational period.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### UNIT OPERATIONAL DUTIES

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning and Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff.
- Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.

#### DEACTIVATION

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resources Unit position and closeout logs when authorized by the Logistics Section Chief or EOC Director.
- Leave forwarding phone number where you can be reached.

## FINANCE/ADMINISTRATION SECTION CHIEF

**PRIMARY: Chief Financial Officer**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: EOC Director**

### General Duties

- Ensure that the Finance/Administration function is performed consistent with Standardized Emergency Management System (SEMS) Guidelines, including:
  - Implementing a Disaster Accounting System.
  - Maintaining financial records of the emergency.
  - Tracking and recording of all agency staff time.
  - Processing purchase orders and contracts in coordination with Logistics Section.
  - Processing worker's compensation claims received at the Emergency Operations Center (EOC).
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional Units as dictated by the situation.
- Exercise overall responsibility for the coordination of Unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

### Your Responsibility

- Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

### Checklist Actions

#### SECTION START-UP ACTIONS

- Check in upon arrival at the EOC.

- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Finance/Administration Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.
- Confirm that all key Finance/Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
  - Cost Recovery Documentation Unit
  - Time Unit
  - Purchasing Unit
  - Compensation and Claims Unit
  - Cost Analysis Unit
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Identification of operational period work shifts.

- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using activity log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
  - Messages received
  - Action taken
  - Decision justification and documentation
  - Requests filled
  - EOC personnel, time on duty and assignments
- Precise information is essential to meet requirements for possible reimbursement by the California Governor's Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA).
- Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Chiefs.
- From the Planning and Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate Units.
- Based on the situation as known or forecast, determine likely future Finance/Administration Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

#### GENERAL OPERATIONAL DUTIES

- Carry out responsibilities of the Finance/Administration Section Units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.

- Provide situation and resources information to the Planning and Intelligence Section on a periodic basis or as the situation requires.
- Establish operating procedure with the Communications Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between Unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.
- Participate in the EOC Director's action planning meetings.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

#### SECTION OPERATIONAL DUTIES

- Authorize use of the Disaster Accounting System.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Collect your Section personnel and equipment time records and record of expendable materials used and provide copies to the Time and Cost Analysis Units at the end of each operational period.
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period.

- Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprised of overall financial situation.

#### DEACTIVATION

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and closeout logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

## COST RECOVERY DOCUMENTATION UNIT

**PRIMARY: Designated by Finance/Administration Section Chief**

**ALTERNATE: Designated by Primary**

**SUPERVISOR: Finance/Administration Section Chief**

### General Duties

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System.
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

### Your Responsibility

- Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

### Checklist Actions

#### UNIT START-UP ACTIONS

- Check in upon arrival at the Emergency Operations Center (EOC).
- Report to the Finance/Administration Section Chief.
- Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Identify yourself as the Cost Recovery Documentation Unit Coordinator by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.