

City of



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# City of Dinuba Emergency Operations Plan

1/1/2018

City of Dinuba  
405 East El Monte Way  
Dinuba, CA. 93618  
[www.dinuba.org](http://www.dinuba.org)

**RECORD OF CHANGES**

Change Number	Date of Change	Section Number, Header, Page Number	Initiated by (Department/Agency)
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## **LETTER OF PROMULGATION**

12/12/2017

To: Officials, Employees, and Residents of the City of Dinuba

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Dinuba as an integral part of the Tulare County/Operational Area (OA), must provide safeguards, which will save lives and minimize property damage through prior planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses from any disasters that may occur.

The City of Dinuba Emergency Operations Plan (EOP) establishes an emergency management organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The plan provides for the integration and coordination of planning efforts of the County with those of the cities, special districts, and Tule River Tribe comprising the Operational Area, as well as neighboring jurisdictions and the State. The content of this plan is based on guidance provided by the State of California's Governor's Office of Emergency Services (Cal OES), the Federal Emergency Management Agency (FEMA), and the US Department of Homeland Security (DHS). The intent of the EOP is to facilitate coordinated emergency response and short-term recovery by providing a framework for response to all significant emergencies, regardless of the nature of the event.

Upon adoption, this plan becomes an extension of the State of California Emergency Operations Plan. It will be reviewed and tested regularly and revised when necessary to meet changing conditions and planning guidance.

The Dinuba City Council gives its full support to this Emergency Operations Plan, and urges all City officials, employees and residents to prepare for times of emergency before they occur.

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Mayor  
City of Dinuba

## **PLAN CONCURRENCE**

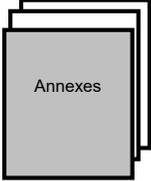
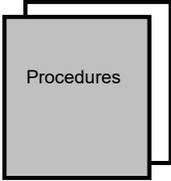
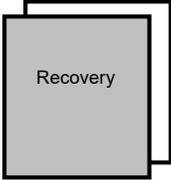
In Accordance with the City of Dinuba Municipal Code 2.72, Titled “Civil Defense”, this plan has been reviewed by the City Council and was formally adopted by the City Council on 12/12/2017, Resolution number **Resolution Number.**

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Mayor  
City of Dinuba

**PLAN FORMAT**

The City of Dinuba Emergency Operations Plan (EOP) is comprised of four major parts as follows:

<b>Part</b>	<b>Title</b>	<b>Contents</b>	<b>Audience</b>
<b>One</b>	<p><b>Basic Plan</b></p> 	<ul style="list-style-type: none"> <li>▪ Overview of Dinuba 's emergency management program</li> <li>▪ Emergency Management organization</li> <li>▪ Concept of emergency operations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local Elected Officials</li> <li>▪ City Employees</li> <li>▪ Residents &amp; Public</li> </ul>
<b>Two</b>	<p><b>Annexes</b></p> 	<ul style="list-style-type: none"> <li>▪ Annex and checklists for each major EOC function</li> <li>▪ Resource and contact lists</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Staff</li> <li>▪ DOC Staff</li> </ul>
<b>Three</b>	<p><b>General Procedures</b></p> 	<ul style="list-style-type: none"> <li>▪ Emergency procedures to be implemented by employees at the time of a major emergency or disaster</li> </ul>	<ul style="list-style-type: none"> <li>▪ City Employees</li> <li>▪ EOC Staff</li> <li>▪ DOC Staff</li> </ul>
<b>Four</b>	<p><b>Recovery Operations</b></p> 	<ul style="list-style-type: none"> <li>▪ Information to assist employees with the recovery from an emergency and/or disaster</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emergency Responders (e.g., Law Enforcement, Fire, EMS, etc.)</li> <li>▪ EOC Staff</li> <li>▪ DOC Staff</li> </ul>

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## **PART 1 – BASIC PLAN**

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## **1.0 INTRODUCTION**

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

### **1.1 Purpose**

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

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

This plan establishes:

- The conceptual framework for emergency management in the City of Dinuba, including lines of authority and coordination.
- Assigned roles and responsibilities of City staff.
- The policies and procedures required to protect the health and safety of City residents and visitors, public and private property, and the environment from the effects of natural, technological and national security-related emergencies.
- The operational concepts and procedures associated with the City Emergency Operations Center (EOC) activities, and the recovery process.

This plan is:

- Intended to facilitate multi-agency and multi-jurisdiction coordination, particularly between the County/OA, neighboring cities and special districts, and State and Federal agencies.
- An operational plan as well as a reference document; it may be used for pre-emergency planning, as well as for emergency operations. Public agencies, private enterprises and volunteer organizations assigned roles and responsibilities in this plan are encouraged to develop standard operating procedures (SOPs) and emergency action checklists based on the provisions in this plan.
- Supplemented by event-specific contingency plans listed and incorporated by reference as Part Four.

## **1.2 Scope**

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

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

## **1.3 Goal and Objectives**

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

- Establish a framework for the overall management and coordination of emergency response and recovery operations and continuity of government.
- Outline the methods and procedures employed by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.
- Describe the overall emergency management organization (EMO) and concept of emergency operations to be employed in the City of Dinuba.
- Establish lines of authority, coordination and reporting for the management of emergencies and disasters.
- Coordinate with other local government (County and special districts), State and Federal agencies, and appropriate private and voluntary organizations before, during and after a major emergency event.
- Facilitate mutual aid to supplement Operational Area resources.
- Prepare and disseminate emergency public information.

## **1.4 Situation and Assumptions**

A hazard analysis of the Tulare Operational Area indicates that the County, its cities and special districts are vulnerable to a wide range of potential hazards. Attachment 3 describes these hazards, including the likelihood of occurrence and impacts for each.

### **1.1.1 Situation**

The City of Dinuba is vulnerable to the following natural and human-caused hazards:

- Civil Unrest
- Dam Failure
- Drought
- Earthquake
- Energy Interruptions
- Expansive Soils

- Flooding
- Fog
- Hazardous Materials Incidents
- Landslides/Mudslides
- Severe Weather
- Terrorism
- Transportation Accidents
- Wildland Fires
- Cyber Attack

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

The City of Dinuba has several special needs populations (referred to herein as Access and Functional Needs, or AFN), including primary schools, specific needs residences, hospitals, nursing homes, and elderly and disabled individuals within the general population who may require additional assistance at the time of a disaster. The process to develop a plan to ensure universal accessibility to disaster response resources for Access and Functional Needs populations will be developed as a contingency plan to supplement this EOP.

#### 1.1.2 Assumptions

The assumptions upon which this plan is based include:

- City of Dinuba, as a local government, is primarily responsible for emergency actions within the geographic boundaries of the City and will commit all available resources to save lives, minimize injury to persons and damage to property.
- The EOC Director will coordinate the City's disaster response, in conformance with the Municipal Code, Chapter 9.14.
- The City of Dinuba EOC serves as the coordination and communication link between the Operational Area EOC and Department Operations Centers within the City's boundaries at the time of a significant emergency.
- Emergencies or disasters may occur any time, day or night, and may require a multi-agency, multi-jurisdiction response. For this reason, the Standardized Emergency Management System (SEMS) will be implemented in the EOC, and where appropriate, Unified Command will be implemented in the field.
- Large-scale emergencies and disasters may overburden the City's resources, necessitating mutual aid from nearby cities, the County, OAs, State and/or Federal agencies. The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Pre-identified and spontaneous convergent volunteers may be used to supplement the City's emergency response and management personnel.
- Major emergencies and disasters may generate widespread media and public interest. The media's attention will be leveraged to disseminate public warnings and emergency instructions, as indicated.

## **2.0 AUTHORITIES & REFERENCES**

### **2.1 Federal Authorities**

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

### **2.2 State Authorities**

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

### **2.3 County/Operational Area Authorities**

- Tulare County Ordinance Code, Part 1, Chapter 15, Civil Defense and Disaster, as amended by Ordinance No 3437 (05/22/12)
- Tulare County Resolution (#95-421), adopting the Standardized Emergency Management System (8/8/95)
- Tulare County Resolution #50-83-89 adopting the California Master Mutual Aid Agreement (12/50)
- Tulare County Resolution #2006-218 adopting the National Incident Management System (6/13/06)

### **2.4 City of Dinuba Authorities**

- City of Dinuba Municipal Code, 9.12, Civil Defense.
- City of Dinuba Municipal Code, 9.14, Disaster Management.
- City of Dinuba Resolution # 2006-84, adopting the National Incident Management System.
- City of Dinuba Resolution #2012-30, Authorizing the Multi-Hazard Mitigation Plan.

### **2.5 References**

#### **2.1.1 Federal**

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

2.1.2 State

- California State Emergency Plan
- Governor's Office of Emergency Services Disaster Assistance Procedures Manual
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Assistance Procedures Manual (State OES)
- Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (State OES)
- Weapons of Mass Destruction Guidelines for Local Government
- Hazardous Materials Incident Contingency Plan (State OES)
- Public Assistance Guide for Applicants (State OES DAP-1)

2.1.3 Tulare County

- 2011 Tulare County Hazard Mitigation Plan

2.1.4 City of Dinuba

- City of Dinuba Emergency Operations Plan (EOP)

**3.0 EMERGENCY MANAGEMENT PROGRAM**

**3.1 Goal**

The overall goal of the emergency management program is to ensure that the City builds, evaluates, and maintains the response, recovery, and mitigation capabilities necessary to protect life, maintain health and safety, protect property, and continue essential government operations during times of emergency or disaster.

**3.2 Priorities**

Municipal priorities govern resource allocation and the response strategies for the City during an emergency. Operational priorities for response to and recovery from a disaster include the following, in this order:

1. Save Lives – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
2. Protect Health and Safety – Measures should be taken to mitigate the emergency's impact on public health and safety.
3. Protect Property – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
4. Preserve the Environment – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

**3.3 Hazard Assessment and Analysis**

A thorough hazard assessment and vulnerability analysis was conducted as part of the planning process for the Operational Area's Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP), the *2011 Tulare County Hazard Mitigation Plan*. This overall risk assessment will be periodically updated to reflect physical, socioeconomic, climatic, and other changes within the Operational Area, and/or updated evaluation

methodologies (e.g., Threat/Hazard Identification and Risk Analysis [THIRA]) promulgated by the State or Federal government.

### **3.4 Hazard Mitigation Plan**

The *2011 Tulare County Local Hazard Mitigation Plan* was completed in August 2011 and was adopted by the Board of Supervisors (BOS) on January 24, 2012 and City Council on 5/22/2012. The governing councils and boards of other participating jurisdictions have also adopted the plan. The plan contains a detailed natural hazards risk assessment and one or more strategies for mitigating each, outlining numerous potential projects intended to reduce future losses. The plan will be updated as required by the federal Disaster Mitigation Act of 2000 (currently every 5 years).

### **3.5 Emergency Planning**

An ad hoc Emergency Planning Committee, comprised of representatives from each County Department assigned to perform an Emergency Operations Center (EOC) function, representatives from each incorporated city, and representatives from various local, state, and federal public and private agencies/organizations, was established to oversee the revision of this EOP. The Tulare OA Emergency Council has formed a Planning Subcommittee to oversee emergency planning for the entire Tulare OA and to make recommendations to the Emergency Council for any substantive additions and/or changes to this EOP and other emergency plans.

### **3.6 Department Planning Requirements**

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

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

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

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

### **3.7 Employee Responsibilities**

Under California Labor Code [§3211.9.2(b)], the definition of a Disaster Service Worker includes public employees performing disaster work that is outside the course and scope of their regular employment. Consequently, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work. (See Part Three, Section 2.0 for information on Employee Notification and Recall.)

At the time of a significant emergency, all Operational Area public employees are eligible to be called upon to assume an emergency assignment. Should this become necessary, the Director of Emergency Services may suspend normal City business activities. The Personnel Unit of the City EOC will coordinate recruiting, orienting and assigning employees and volunteers to emergency tasks.

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

- Being familiar with the City's emergency organization, concept of emergency operations, and the procedures outlined in Part Two of this plan;
- Being familiar with department emergency procedures;
- Attending required emergency training and exercises; and
- Maintaining proficiency in any special emergency assignment.

### **3.8 Access & Functional Needs Planning**

Access and Functional Needs (AFN) populations include those in hospitals, skilled nursing facilities, day care centers, in-patient treatment facilities (e.g., drug, alcohol, mental health, etc.) and jails; the frail elderly; those with developmental disabilities; sight, hearing and/or ambulatory impairments; non-English speakers; and transients (e.g., hotel and motel guests, the homeless and seasonal workers). Those confined in jails pose special challenges since they require constant observation, guarding, extraordinary accounting for their presence at every step of the process, restraints for violent inmates, and other specific court-imposed conditions. Prisoners released on probation will constitute a particularly difficult issue for law enforcement, probation officers and supervising courts.

Facilities that care for and/or house AFN populations are required to develop, exercise and maintain plans for responding to internal and external emergencies, including the evacuation of persons in their care to a suitable shelter or facility.

Lessons learned from recent emergencies have shown several areas repeatedly identified as most important to the elderly and people with disabilities and access and functional needs. The City departments and external agencies responsible for development of appropriate sections of this EOP and its Contingency Plans, with support from the County Office of Emergency Services (OES) staff, are also responsible to ensure that the needs of AFN populations are adequately addressed.

This Plan and its annexes aim to address the following issues important to effectively meeting the needs of the elderly and AFN populations:

- Communications and Public Information – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.

- Evacuation and Transportation – Evacuation plans must incorporate disability and older adult transportation providers for identifying and transporting people with mobility impairments and those with transportation disadvantages.
- Sheltering – Care and shelter planning must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.

### **3.9 Volunteer Program**

Red Cross and Salvation Army volunteers assist the City in establishing and managing shelter and feeding operations. Other recognized volunteer programs (e.g., Volunteers in Police Service, Medical Reserve Corps) may be called to assist as requested by the City EOC staff. The Personnel Unit of the EOC shall assign and orient volunteers to specific functions as needed.

### **3.10 Continuity of Government**

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

Authority for policies and procedures associated with Continuity of Government (COG) is derived from the California Government Code (Section 8635-8643), the State Constitution, and The Charter of the City of Dinuba

#### **3.1.1 Succession of City Officials**

In order to provide for the continuance of the legislative and executive branches of the Dinuba government during a State of War Emergency, State of Emergency or Local Emergency, Sections 8635 through 8643 of the California Government Code:

- Authorize political subdivisions to provide for the succession of officers (Department Heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three alternate officers for each member of the governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed.
- Authorize the alternate officers to report for duty in the event of a State of War Emergency, State of Emergency or Local Emergency, at the place designated, such as the City's EOC or Council Chambers.
- Authorize local governing bodies, consistent with laws and ordinances governing meetings, to convene as soon as possible whenever a State of War Emergency or Local Emergency exists and at a place not within the political subdivision. Authorize that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:
  - By the City Council
  - By the City Council of any other city within 150 miles (nearest and most populated down to farthest and least populated)

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

### 3.1.2 Temporary City Seat

Section 23600 of the Government Code provides that:

- City Council shall designate alternate temporary city seats which may be outside the City boundaries.
- City Council cannot purchase real property for this purpose
- City Council resolution is to be filed with the Secretary of State
- Different sites can be designated subsequently if circumstances require

In the event of damage or loss of the City Seat, Dinuba has identified an alternate seat of City government to provide a location for public meetings and City management operations. Alternate sites for critical facilities, such as the Emergency Operations Center (EOC), have also been identified (Attachment 6).

### 3.1.3 Essential Records Preservation

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

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

## **3.11 Lines of Succession**

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code allows for the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

The succession list for the City of Dinuba is provided in Attachment 4.

## **3.12 Plan Development and Maintenance**

The City's Fire Chief serves as its Emergency Manager and is responsible to ensure that this EOP meets current planning standards and requirements. She/he will coordinate the review and updating of individual parts and sections of the plan by appropriate City staff, and will solicit input from those individuals, agencies and groups having assigned responsibilities under the plan.

This plan will be reviewed and revised by the County Office of Emergency Services annually. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Those agencies having assigned responsibilities under this plan are obligated to inform the Emergency Manager when changes occur or are imminent. Proposed changes shall be submitted in writing, to the Tulare County Office of Emergency Services. After review and acceptance by the Operational Area Emergency Council, changes will be published and distributed to all departments/agencies identified within the Emergency Operations Plan distribution list.

Every five years – or more frequently if so required by current regulations - the entire Emergency Operations Plan will be reviewed, updated, republished, and redistributed. The City's Emergency Manager will maintain records of revision to this plan.

### **3.13 Training**

The Tulare County Office of Emergency Services (OES) has developed a Multi-Year Training and Exercise Plan, which serves as a companion document to the Tulare County Homeland Security Strategy. This plan outlines the proposed training and exercises scheduled for multiple years to ensure completion of priorities described in the Tulare County Homeland Security Strategy and validate the associated target capabilities. This plan will be kept and updated annually by Tulare County OES to reflect changing requirements and areas of needed improvement.

Departments with a responsibility to respond in an emergency situation must ensure that their personnel receive the minimum State (SEMS) and Federal (NIMS) training requirements in order to receive federal preparedness and state assistance funds. This comprehensive training approach also ensures that emergency response personnel are consistently trained across all levels of government, which enhances incident readiness and response and allows jurisdictions to share resources among mutual aid partners.

Tulare County OES will assist individual departments to determine the appropriate level(s) of SEMS and NIMS instruction for each member of the Tulare County Emergency Management Organization, including field personnel, in accordance with the SEMS/NIMS Training Guidance. The required training elements apply to all public employees who may be called upon for an emergency regardless of governmental level or the emergency management phase for which they are called to assist. The determination of who should take certain training courses will be based on individuals' potential functions and responsibilities during emergency response.

County OES will inform County departments and Operational Area cities of training opportunities associated with emergency management. Additionally, County OES will promote training opportunities and encourage participation from community-based, faith-based, private sector and recognized volunteer organizations that provide disaster assistance. Individual departments are responsible for ensuring that personnel are properly trained to carry out assigned emergency functions and for maintaining training records.

### **3.14 Progressive Exercise Program**

As part of its ongoing emergency preparedness efforts, the City is responsible for planning and coordinating a progressive, long-term exercise program, including orientation seminars and tabletop, functional and full-scale exercises. The program is

designed to assist all levels of the City emergency management organization (EMO) to improve individual and collective capabilities to respond effectively to all potential emergencies. A three-year cycle of drills and exercises is used to broaden the number of EMO levels involved and the complexity of problems presented.

The City's Emergency Manager arranges for regular EOC exercises to evaluate the plan and the collective capabilities of the EMO. Periodically, joint exercises will be conducted with other local jurisdictions, federal agencies, nonprofit organizations and groups. Recognized volunteer groups will be encouraged to participate in appropriate emergency training and exercises.

All grant-funded exercises will comply with the standards and requirements of the Homeland Security Exercise Evaluation Program (HSEEP). An After Action Report (AAR), including a Corrective Action Plan (CAP), is prepared by City's Emergency Manager following each exercise and emergency event.

### **3.15 Public Awareness and Education**

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

The City will make emergency preparedness information from local, state and federal sources available to the Operational Area Member Jurisdictions and the citizens of the City.

## **4.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

The Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. The City Council adopted the use of SEMS at all local response levels on 6/13/1995 (Tulare County Agreement #17654).

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

## **4.1 SEMS Components**

### **4.1.1 Incident Command System (ICS)**

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

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

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

- The organization's staff builds from the top down.
- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed.
- The specific organizational structure established for any given incident will be based on:
  - The needs of the incident;
  - The availability of resources; and
  - Span of control.

### **4.1.2 Multi-Agency Coordination System (MACS)**

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

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

4.1.3 Operational Area

As defined by California Government Code §8559(b), an Operational Area is “an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.” Each County geographic area is designated as an Operational Area. The Tulare Operational Area is defined in §1-15-1005(e) of Tulare County Ordinance Code.

An Operational Area is comprised of the county and the political subdivisions therein (e.g., cities and special districts) to coordinate emergency activities and to serve as a link in the communications and coordination between the state’s emergency operations centers and the operations centers of the political subdivisions comprising the Operational Area (OA). Tulare County serves as the Lead Agency of the OA, and the Tulare County Office of Emergency Services (OES) provides oversight and administrative support to the OA.

The Operational Area Lead Agency:

- Coordinates information, resources, mutual aid, and priorities among the local governments within the OA and between the regional level and local government level. (Coordination of the fire and law enforcement resources shall be accomplished through their respective mutual aid systems.)
- Uses multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

4.1.4 Mutual Aid

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

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

➤ **California Master Mutual Aid Agreement**

- The basis for the statewide mutual aid system is the California Disaster and Civil Defense Master Mutual Aid Agreement.
- Most cities and all 58 counties in California have adopted the California Master Mutual Aid Agreement.
- This agreement creates a formal structure within which each jurisdiction retains control of its own personnel, resources and facilities, while providing and receiving assistance when needed.

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

➤ **Mutual Aid Regions**

To facilitate the coordination and flow of mutual aid, the state is divided into six mutual aid regions. The Tulare Operational Area (OA) lies within Mutual Aid Region V (See map - Attachment 9).

➤ **Discipline-Specific Mutual Aid**

The California mutual aid system includes several discipline-specific mutual aid systems (e.g., fire and rescue, law enforcement, medical/health), which are consistent with the Master Mutual Aid Agreement. To further facilitate the mutual aid process, particularly during day-to-day emergencies, Mutual Aid Coordinators have been selected and function at the Operational Area, Region and State SEMS levels, as described in Section 4.2.

## **4.2 SEMS Response Levels**

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

### **4.2.1 Field Response**

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

### **4.2.2 Local Government**

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

### **4.2.3 Operational Area**

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

It is important to note, that while an OA always encompasses the entire county area, it does not necessarily mean that the county government commands the response and recovery activities within the county. Through adoption of Part 1, Chapter 15 of Tulare County Ordinance, the Tulare County Operational Area Agreement (Tulare County Regional Emergency Management Mutual Aid Agreement) and this EOP, the governing bodies of the county and the political subdivisions within the county agree on the organization and structure of the operational area.

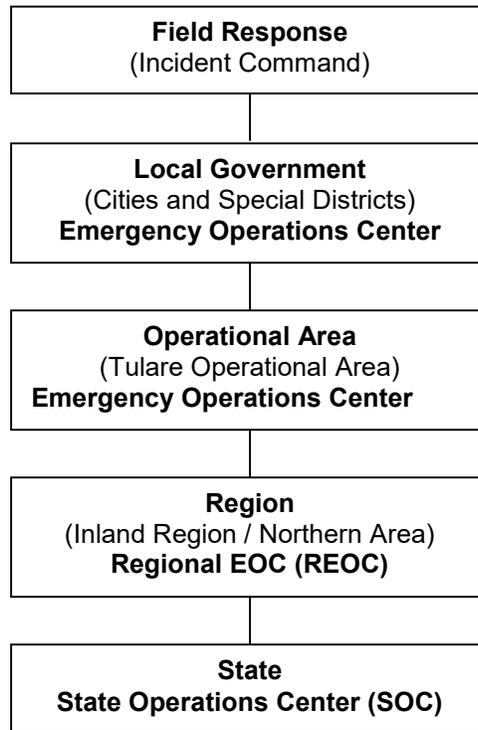
#### 4.2.4 Region

In addition to the smaller Mutual Aid Regions referenced under Section 4.1.4, California is also divided into three administrative regions (Coastal, Inland, and Southern). In 2011, the Governor's Office of Emergency Services (Cal OES) combined the Inland and Coastal Regions to create the Northern Emergency Management Area. Tulare County is situated in the Inland Region of the Northern Emergency Management Area.

The regional level, via the Northern Area / Inland Region EOC (REOC) provides the following support to governments, via the OA:

- Manages and coordinates information and resources:
  - Among operational areas within the region; and
  - Between the REOC and the State Operations Center (SOC).
- Coordinates overall state agency support for emergency response activities within the region.

The OA EOC communicates with the REOC on behalf of all local government EOCs within the operational area via redundant communications systems including landlines, cell phone, satellite phones, fax, e-mail, Internet and the Response Information Management System (RIMS).



**Figure 1. Five SEMS Levels**

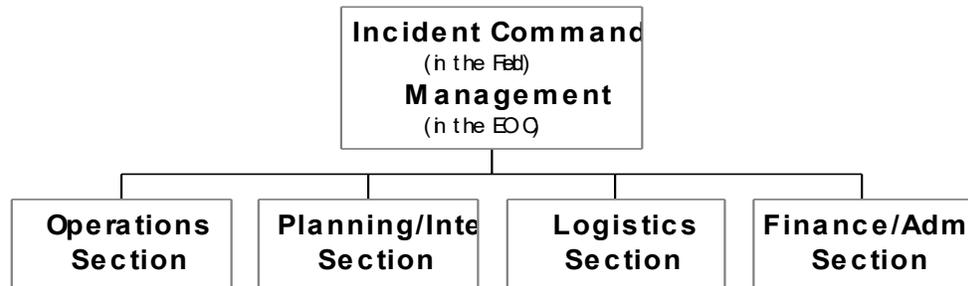
4.2.5 State

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

- Manages state resources in response to the emergency needs of other SEMS levels.
- Coordinates mutual aid:
  - Among the administrative regions; and
  - Between the region and state levels.
- The state level also serves as the coordination and communication link between the state and federal disaster response systems.

**4.3 Common SEMS Features**

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



**Figure 2. Five SEMS Functions**

**4.3.1 Five Essential SEMS Functions**

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

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

➤ **Command or Management**

- Command is responsible for direction and control of the incident at the scene, while Management is responsible for overall management and coordination of multiple incidents or a wide-scale disaster at the EOC.
- The Command or Management function may be conducted in one of two general ways:
  - Single command – In a single command structure, the Incident Commander (IC) is solely responsible for the overall command of the incident. Likewise, in a single management structure in the EOC, the EOC Director is solely responsible for the activities in the EOC and the overall management of the Emergency Management Organization.
  - Unified Command - Because large or complex incidents usually require response by multiple agencies and jurisdictions, a unified command structure may be utilized to effectively manage and mitigate an emergency.
  - In Unified Command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
    - a) Determining overall incident objectives;
    - b) Selecting strategies;
    - c) Joint planning for tactical operations;
    - d) Maximizing the use of all assigned resources; and

- e) Developing the Incident Action Plan (IAP) at the scene or the EOC Action Plan in the EOC.
- The proper selection of participants within a Unified Command structure depends upon:
  - a) The location of the incident (e.g., which jurisdictions are involved); and
  - b) The kind of incident (e.g., which disciplines are required, and/or which disciplines have responsibilities / authorities that cannot be transferred).
- A Unified Command structure could consist of a responsible official from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several disciplines or functional departments within a single political jurisdiction.
- In addition to the Incident Commander or EOC Director, the Command or Management Section staff includes:
  - Public Information Officer
    - a) The Public Information Officer (PIO) is responsible for developing accurate and complete information releases regarding the incident including current situation, resources committed, evacuation and shelter information, and other matters of general interest. The Incident Commander must approve the release of incident information in the field. The EOC Director approves information releases from the EOC.
    - b) The PIO typically serves as the point of contact (POC) for the media and other government agencies desiring information about the incident. In both single and unified command structures, only one PIO is designated, although assistants from other agencies or departments may be appointed.
  - Safety Officer
    - a) The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety of incident personnel and other assets.
    - b) The Safety Officer has the authority to stop and/or prevent any unsafe acts or practices taking place at an incident. This includes the ability to stop and/or prevent unsafe acts or practices at hazardous materials incidents (required by SARA, Title III).
    - c) In both single Incident and Unified Command structures, only one Safety Officer is designated, although assistants from other agencies or departments may be appointed.
  - Liaison Officer
    - a) The Liaison Officer serves as the point of contact for representatives from other agencies.

- b) In a single command structure, agency representatives coordinate via the Liaison Officer. Under a Unified Command, agencies not represented in the unified command are coordinated through the Liaison Officer.
- c) Only one Liaison Officer will be designated, although assistants from other agencies or departments may be appointed.

➤ **Operations Section**

- Operations is responsible for the management of all incident tactical operations to include those operations directed at the reduction of immediate hazards, the establishment of control over the situation, and the restoration of normal activities and conditions.
- An Operations Section Chief activates and supervises organization elements, in accordance with the Incident or EOC Action Plan, and directs its execution.
- The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander in the field and the Director of Emergency Services in the EOC.

➤ **Planning/Intelligence Section**

- The Planning/Intelligence Section is responsible for the collection, evaluation, analysis and dissemination of disaster intelligence.
- This section maintains information on the current and forecasted situation and on the status of assigned resources.
- The Planning/Intelligence Section is also responsible for the preparation of the Incident Action Plan (in the field) or EOC Action Plan (in the EOC).
  - Action Plans outline the organization, objectives, tactics (in the field) or strategies (in the EOC), and resources necessary to effectively mitigate an incident.
  - Action Plans cover all tactical or strategic and support activities for a given Operational Period (usually 12-24 hours).

➤ **Logistics Section**

- The Logistics Section is responsible for providing all support needs to an incident, including ordering resources from off-site locations.
- The Logistics Section also provides facilities, transportation, supplies, equipment, maintenance and fueling, communications, and volunteers.

➤ **Finance/Administration Section**

- In the field, the Finance/Administration Section is usually only established for large and complex incidents. This section is responsible for all financial and cost analysis aspects of an incident, including Workers' Compensation and general liability issues.
- In the EOC, the Finance/Administration Section compiles response-related personnel and equipment costs and damage cost estimates, and facilitates disaster assistance from state and federal governments.

#### 4.3.2 Management By Objectives

The Management By Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved. Objectives should follow the SMART format – **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic, and **T**ime-sensitive. Each objective may have one or more strategies and performance actions associated with its achievement.

#### 4.3.3 Operational Period

The operational period is the length of time to achieve a given set of objectives. Initial operational periods are typically shorter in length (i.e., a few hours) as the incident is expanding; typically, operational periods normalize at 12 hours (to correspond with shift changes), or even 24 hours as the incident stabilizes and transitions to recovery. The operational period is set by Command at the field level, and by Management at the EOC level.

#### 4.3.4 Action Plans

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

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

#### 4.3.5 Organizational Flexibility – A Modular Organization

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

#### 4.3.6 Organizational Unity and Hierarchy of Command/Management

Organizational unity (also referred to as “Unity of Command”) means that every individual within the organization has a designated supervisor. Hierarchy of Command/Management means that all functional elements within each activated SEMS level are linked together to form a single overall organization with appropriate span of control limits.

#### 4.3.7 Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The recommended span of control for supervisory personnel at the field response level and all EOC levels is between three and seven subordinates, with a one-to-five (1:5) supervisor to subordinate ratio considered optimal. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

#### 4.3.8 Personnel Accountability

An important feature at all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status-keeping systems. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

#### 4.3.9 Common Terminology

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

#### 4.3.10 Integrated Communications

This feature of SEMS relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the field response level, integrated communications is employed for any emergency. At and between all SEMS levels, there must be a coordinated effort to ensure that communications systems, planning and information flow and management are accomplished in an effective manner.

## **5.0 NATIONAL INCIDENT MANAGEMENT SYSTEM**

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

State and local jurisdictions must comply with NIMS requirements in order to be eligible to receive federal disaster grant funds. The City of Dinuba adopted the use of NIMS on 7/25/2006 (Resolution #2006-84).

## **5.1 Definition**

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

The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity; and
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

## **5.2 Components**

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

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

Each of these NIMS components is addressed to some degree in the Tulare County emergency management program and this EOP. As additional SEMS and NIMS standards and guidance is issued, the OES Manager will ensure that the County's emergency management program is updated.

## **5.3 Management Structures**

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

1. **The Incident Command System:** A standardized, on-scene, all-hazard incident management system that allows users to adopt an integrated organizational structure to match the needs of the incident.
2. **Multi-agency Coordination System:** A combination of facilities, equipment, personnel, procedures, and communications integrated into a common network for coordinating and supporting incident management.

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

- Facilitating logistical support and resource tracking;
- Making resource allocation decisions based on incident management priorities;
- Coordinating incident-related information; and
- Coordinating interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

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

**6.0 TULARE COUNTY ORDINANCE – PART 1, CHAPTER 15 – CIVIL DEFENSE AND DISASTER**

**6.1 Designation**

In accordance with the California Emergency Services Act (CGC §8550 et seq.), Part 1, Chapter 15 of the Tulare County Ordinance Code legislates the following:

- Creates the Tulare Operational Area Emergency Council and specifies the Council’s powers, responsibilities and membership.
- Designates the County Administrative Officer as Director of Emergency Services for the County of Tulare and Chair of the Emergency Council; specifies the powers and duties of the Director and Chair.
- Defines the Tulare County Operational Area emergency services organization as being comprised by all officers and employees of the County, together with volunteer forces and groups, organizations and persons who may be impressed into service during an emergency, and all groups, organizations and persons who may by agreement or operation of law, be charged with duties incident to the protection of life and property during such an emergency.

**6.2 Emergency Council**

In accordance with the California Emergency Services Act (CGC §8610), a Tulare County Emergency Council was adopted by the City Council and accredited as the local Disaster Council by the State of California Emergency Council.

The Emergency Council shall develop and recommend for adoption by the City Council basic emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules and regulations as are necessary to implement such plans within the City. The Emergency Services Manager shall be empowered to update existing plans and agreements, and approve the addition of contingency plans to the basic plan, subject to ratification by the City Council.

The Emergency Council shall, on a continuing basis, provide for registration of disaster service workers, and review the preparation and progress of the member jurisdictions in carrying out disaster and emergency services plans and functions.

The Emergency Council is comprised of the following members:

- Director of Emergency Services - Chair;
- Coordinator of Emergency Services – Vice Chair
- Emergency Services Manager (County OES Manager)
- County Health Officer (or designee)
- County Fire Chief (or designee)
- County Sheriff-Coroner (or designee)
- One representative from each incorporated city within Tulare County
- One representative from the Tule River Indian Tribe

The Emergency Council meets upon call of the Chair, or in his/her absence or inability to call such a meeting, upon call of the Vice Chair. Meetings will be called in accordance with the Brown Act (CGC §54950 et. seq.). The Council shall meet at least

once each year and special meetings may be called by the Chair or Vice Chair. The Council shall have the power to adopt by resolution, rules and regulations governing the conduct of its meetings.

When deemed necessary by the Emergency Council, ad hoc groups may be appointed to advise the Council on emergency management issues; facilitate coordination of City and Tulare County emergency planning efforts; foster communication and coordination between Operational Area departments; assist in development of emergency management programs and policies; review and comment on proposed changes to the emergency plan; and maintain emergency and disaster training for employees, including coordinated drills and exercises.

### **6.3 City Council**

The City Council is responsible for adopting and updating Emergency Services ordinances, emergency plans, procedures, agreements and resolutions recommended by the Emergency Council. At the time of an emergency, the Council convenes when requested to do so by the Director, Emergency Services to receive a briefing on the situation and to take action to proclaim a local emergency (or ratify a proclamation made by the Director, Emergency Services) or to request a State of Emergency Declaration, if warranted. Regular briefings will be conducted for the Council by the Director, Emergency Services.

### **6.4 Director of Emergency Services/EOC Director**

The Chairman serves as the Director of Emergency Services. The Director of Emergency Services serves as the EOC Director during times of emergency. In the event that the Director is unavailable, incapacitated, or otherwise unable to perform his duties at the time of a disaster, the Coordinator of Emergency Services shall assume the role, including all associated powers and duties. If both the Director and Coordinator are unavailable, the Emergency Services Manager shall assume the role of Director. The role shall be relinquished upon return of an individual higher in the order of succession (Attachment 4), or the appointment of a successor by the City Council.

The Director is empowered to:

- Request the Council to proclaim the existence or threatened existence of a local emergency if the Council is in session, or to issue such proclamation if not in session. Whenever a local emergency is proclaimed by the Director, the Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. Such proclamation shall be reviewed by the Council at least every thirty (30) days and terminated at the earliest practicable time.
- Recommend that the Chairman of the Council request the Operational Area to proclaim a State of Emergency when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.
- Control and direct the efforts of the emergency management organization of the City.
- Direct cooperation between and coordination of services and staff of the emergency management organization and the County/OA, and other organizations, and resolve questions of authority and responsibility that may arise between them.

- Represent the operational area in all dealings with private or public agencies on matters pertaining to emergencies.
- Under a Local Emergency or State of Emergency, the Director of Emergency Services is empowered to:
  - Make and issue rules and regulations on matters reasonably related to the protection of life and property, as affected by such emergency. Such rules and regulations must be confirmed at the earliest practicable time by the Council.
  - Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use.
  - Require emergency services of any County officer or employee, and to command the aid of as many citizens of this County as he deems necessary, when deemed essential for preservation of life and property. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered Disaster Service Workers.
  - Requisition necessary personnel or material of any County department, agency or special district.
  - Execute all of his ordinary powers, all of the special powers conferred by County Ordinance or resolution, or by activation of the Tulare OA Emergency Operations Plan.
- The Director shall designate the order of succession to that office, to take effect in the event the Director is incapacitated, unavailable and/or otherwise unable to perform his duties. The order of succession is outlined in Attachment 4. The successor shall have all the power and authority of the Director of Emergency Services. The role shall be relinquished upon the return of the Director or the next higher person in the order of succession.

**6.5 Emergency Services Manager**

The Emergency Services Manager, under the supervision of the Coordinator of Emergency Services, and with the assistance of department heads or their designees, is responsible to oversee the Office of Emergency Services (OES); develop emergency plans and manage the emergency programs and operations of Tulare County; and shall have such other powers and duties as may be assigned by the Coordinator of Emergency Services; and shall administer the day to day functions of the emergency services program.

**7.0 CITY EMERGENCY MANAGEMENT ORGANIZATION (EMO)**

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

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

The City of Dinuba’s emergency management organization (EMO) is comprised of the following:

- FIELD RESPONSE UNITS, including Law Enforcement, Fire and Rescue, Hazardous Materials (Hazmat), Emergency Medical Services (EMS), Public Health, Environmental Health, Public Works (Roads, Engineering), and Utilities personnel from the county, cities, special districts and utility companies, assess, secure and mitigate the effects of the incident.
- MULTI-AGENCY COORDINATION GROUP (MAC GROUP), consisting of the members of the Operational Area Emergency Council (as defined by Tulare County Ordinance), provides incident and resource prioritization, and coordinates response to the incident by all local units and jurisdictions.
- SUPPORT AGENCIES, including schools, non-government organizations (NGOs), such as the American Red Cross (ARC), Salvation Army (SA), and similar agencies, provide critical support services to the County/OA EMO.
- VOLUNTEER AGENCIES/GROUPS, including agencies and organized groups as well as non-affiliated convergent volunteers who provide support to various EMO levels.

**7.1 Levels of Response**

In accordance with the California Standardized Emergency Management System (SEMS), there are five total levels of emergency response. As depicted in Figure 3, the Tulare County/OA EMO encompasses three of the five SEMS levels – Field, Local Government (cities, tribes, special districts and County DOCs) and the Operational Area (OA EOC). The City EOC reports to and coordinates directly with the County County/OA EOC, which reports to and coordinates directly with the fourth SEMS level

- the California Emergency Management Agency (Cal EMA) Regional EOC (REOC), and, through the REOC, with the State and Federal response levels.

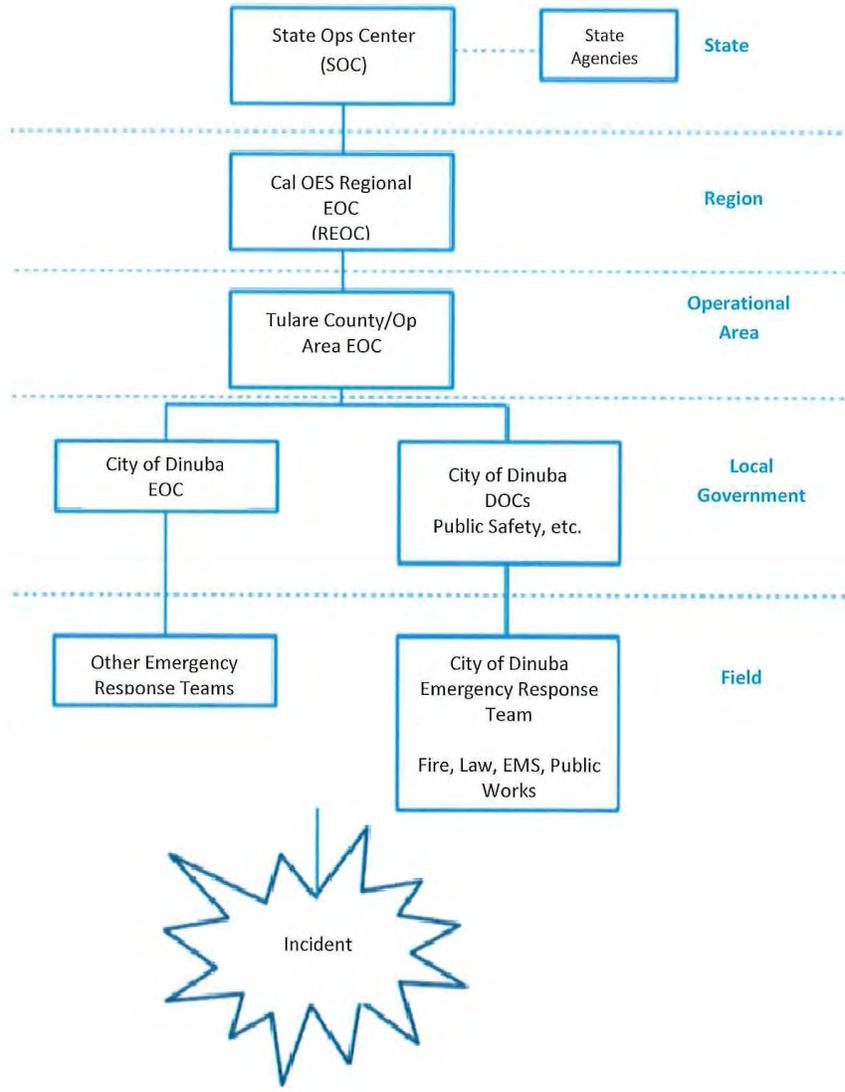
Consistent with the SEMS concept of operations, each of the three levels of the County/OA EMO is activated only to the extent necessary to address the incident, and the organizational structure at each level of response is comprised of the same five ICS/SEMS functions – Command (in the field) and Management (in the Department Operational Center (DOC) and EOC), Operations, Planning/Intelligence, Logistics and Finance/Administration.

## **7.2 Field Level**

At the field level, the City departments listed in Figure 3 respond to emergency incidents within the City limits. Some County departments, such as Public Health and Environmental Health Services (EHS), provide services on a countywide basis and, therefore, respond to emergency incidents in incorporated cities as well as in unincorporated areas. City and County field response units report status and findings to the appropriate EOC representatives, either through a Department Operations Center (DOC) or via a discipline-specific or assigned Communications/Dispatch Center.

Cities with their own police and/or fire departments provide first-in response at the field level within their respective jurisdictions and may request mutual aid response by TCSO and/or TCFD and other agencies, when necessary. When the service territory of a special district is contained within the boundaries of one incorporated city, the district typically assigns an Agency Representative to the City EOC, which reports to the County/OA EOC on behalf of both local governments. More often, special district service territories overlap more than one jurisdiction (two or more cities or cities and unincorporated areas) and a special district EOC is established, which reports directly to the County/OA EOC.

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



**Figure 3 - City of Dinuba Emergency Management Organization**

### 7.2.1 State and Federal Field Response

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

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

## 7.3 **Local Government Level**

The Tulare County local government EMO level includes County and some City Department Operations Centers (DOCs) and city and special district EOCs, which deploy and direct their respective resources in accordance with their individual needs and priorities. For services typically provided by the County (e.g., public health, animal services, etc.), units are deployed based on Countywide needs and priorities.

### 7.3.1 County/City Department Operations Centers<sup>1</sup>

At the time of a major emergency or disaster, a responding department may establish a Department Operations Center (DOC) to provide off-site support to the on-scene ICS organization site. The DOC serves as a central department location from which pre-assigned staff, organized consistent with the five ICS/SEMS functions, coordinates and supports response by the department's field units. The DOC reports to the jurisdiction's EOC, when activated and may communicate and coordinate directly with its field units, or via its department or discipline Communications/Dispatch Center.

A DOC may communicate directly with another DOC or department when necessary to request assistance (e.g., from Fire or Law Enforcement to Public Works). However, requests for supplies and equipment not available in the department should be made to the jurisdiction's EOC (the County/OA EOC for County departments) once the EOC is activated. This does not apply for requests for routine mutual aid under established systems (e.g., Fire and Law Enforcement), which are made on a daily basis directly from the one communications center to another, however notification should be made to the appropriate EOC Operations Branch when the EOC is activated.

### 7.3.2 City/Special District EOCs

Each city and special district within the OA may activate an EOC to coordinate and support response to a significant emergency within its jurisdiction, and, if

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<sup>1</sup> At the present time (2012), only Public Health utilizes a formal DOC.

warranted, may proclaim a Local Emergency. In this situation, the Tulare County/OA EOC would not be activated, unless specifically requested by the impacted city/district; two or more local governments (e.g., cities, special districts) activate their EOCs or proclaim a Local Emergency; a request is made for the Governor to proclaim a State of Emergency; or the Governor proclaims a State of Emergency; or at the direction of the Emergency Services Director.

When only one local government EOC is activated, requests for assistance may be made directly to other cities or special districts. However, whenever the County/OA EOC is activated, all requests for assistance by cities, tribes, or special districts must be made to the County/OA EOC via the Operations or Logistics Sections as appropriate.

Depending upon the location, nature and scope of the incident, the number of cities, tribes, or special districts impacted, and the availability of personnel, each city and special district may assign an Agency Representative to physically report to the County/OA EOC to serve as a direct link for communications and coordination. More often, due to the large geographical area and limited resources of cities, tribes, and special districts in the OA, the County/OA EOC Liaison Officer typically establishes and maintains communications and coordination channels with each activated city, tribe, and/or special district EOC. .

#### **7.4 Operational Area Level**

The County/OA EOC is the first to employ the Inter- and Multi-Agency Coordination System (MACS) element of SEMS. As such, in addition to the County DOCs, local government EOCs (cities, tribes, and special districts) are represented in the OA EOC and Multi-Agency Coordination (MAC) Group (if established), either through the physical presence of Agency Representatives at the County/OA EOC, or via communication between the County/OA EOC Liaison and their counterparts at each EOC.

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

- Coordinating information, resources and priorities among the local governments within the OA, and between the OA and the Regional EOC (REOC);
- Receiving and processing requests for mutual aid from local jurisdictions outside of established systems (e.g., Fire, Law Enforcement) and, when unable to fill a request using resources within the OA, forwarding the request to the appropriate discipline-specific Regional Mutual Aid Coordinator or the REOC; and
- Using multi-agency or inter-agency coordination to facilitate countywide response and recovery efforts in coordination with state and federal government agencies.

## **7.5 Region Level**

The State of California is currently divided into two administrative regions (Northern and Southern) and six mutual aid regions. Tulare County is in the Inland Division of the Northern (administrative) Region, and Mutual Aid Region V (Attachment 9). Regional EOCs (REOCs) are established within the administrative regions, and activated as necessary or required by statute to coordinate mutual aid and/or to provide other support to one or more Operational Area EOCs.

The Northern REOC will be activated when the Tulare OA EOC or any other OA EOC within the region is activated; the Governor proclaims a State of Emergency within the region; or the Governor proclaims an earthquake or volcanic prediction within the region. The REOC is organized around the five SEMS functions and supports the Operational Areas within the Northern Region. In addition to state resources, the Northern REOC serves as Tulare OA's link to federal and military resources once a Presidential Disaster has been declared.

Mutual Aid Region V, similar to the other mutual aid regions, has pre-assigned Regional Mutual Aid Coordinators for Fire, Law Enforcement and Health and Medical. Other Mutual Aid Coordinators are designated on a statewide basis. When a Tulare OA Mutual Aid Coordinator is unable to fill a request for resources from those available within the OA, the request is forwarded to the appropriate Regional or Statewide Mutual Aid Coordinator for action.

The Tulare County/OA EOC establishes and maintains a coordination and communications link with the Northern REOC via telephone, facsimile, satellite, land-mobile radio, and internet-based systems (e.g., RIMS, WebEOC). Whenever feasible, the REOC will deploy a field representative to the County/OA EOC to establish a direct coordination link.

## **7.6 State Level**

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

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

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

## **7.7 Federal Level**

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

agencies, jurisdictions, and EMO levels can coordinate all incident-related public information efforts.

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

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

## **7.8 Non-Governmental Organizations**

A number of external non-governmental agencies are involved in the response effort within the OA, including the American Red Cross (ARC), Salvation Army (SA) and others. Given the key roles that these agencies play in providing direct support within the OA, each may have Agency Representatives pre-assigned to report to the County/OA EOC, or the appropriate DOC, to coordinate response and recovery efforts.

If the agency/group supports a particular function (e.g., ARC and Mass Care & Shelter), its representative will be co-located with County staff assigned to that function. If the agency/group supports several functions, its representative will report to the Liaison Officer within the Management Section.

### **7.8.1 American Red Cross**

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

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

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

- Provide relief for persons affected by disaster, including fires and serious hazardous materials emergencies:
  - Food, clothing, and lodging
  - Supplemental medical and mental health assistance
  - Family services (e.g., reunification)
  - Rehabilitation services
- Assist local government with damage surveys as requested.

The ARC representative to the County/OA EOC is assigned to the Care & Shelter Branch in the Operations Section, together with assigned Tulare County Human Services personnel. The ARC and Human Services staff coordinate the establishment of shelters for displaced individuals and families in all impacted cities and unincorporated areas of Tulare County. The roles and responsibilities of the ARC and Human Services staff are detailed in Part 2, Annex B-8.

**7.8.2 Salvation Army**

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

In a disaster or major emergency, SA has the capability to provide a range of services, based upon a request from a governmental agency. The disaster-related services available in Tulare County include:

- **Food Services**
  - Canteens - mobile feeding units that can provide food or hydration for small or large groups (e.g., five to 500).
- **Counseling and Emotional and Spiritual Care**
  - Counsel - Trained Salvation Army Officers and staff provide counsel, Critical Incident Stress Management and, when appropriate, emotional and spiritual care counseling for victims, disaster workers and first responders.
  - Training - Trainers for Critical Incident Stress Management (CISM) provide expertise in specialized training for members of fire, police, mental health, medical, health and hospital staff and others that need to be ready for individual CISM applications for peer-to-peer use.
- **Disaster Communications**
  - Salvation Army Team Emergency Radio Network (SATERN) amateur radio communications provides a victim location and communication function to connect victims that cannot be located by loved ones with their concerned family.
  - SATERN radio volunteers are available to provide support to ARES/RACES radio operators.

The SA representative to the County/OA EOC is assigned to the Care & Shelter Branch in the Operations Section, together with the assigned Human Services and ARC personnel. The SA and Human Services staff coordinates feeding services in shelters for displaced individuals and families in all impacted cities and unincorporated areas of Tulare County. The roles and responsibilities of the SA and TCDHS staff are detailed in Part 2, Annex B-7.

**7.9 Volunteers**

There are two categories of individual volunteers who may respond to support the Dinuba City EMO following a disaster: 1) those that are part of an established, recognized volunteer program, and 2) those that emerge at the time of a disaster. Although those in the first category may be pre-assigned to an emergency function,

and, therefore, easily incorporated into the EMO, the spontaneous or convergent volunteers may also provide valuable support to the EMO following proper orientation.

The City Human Resources Department is responsible for the Volunteer Coordinator function Personnel Unit of the City EOC. The Volunteer Coordinator is responsible for checking-in, assigning and orienting volunteers and for ensuring that each volunteer is registered as a Disaster Service Worker before being assigned to support an emergency function or location.

## **8.0 DEPARTMENT OPERATIONS CENTER<sup>2</sup>**

### **8.1 Purpose**

A Department Operations Center (DOC) serves as a central location from which the emergency response activities of department assets are coordinated with other City departments and the City EOC. The DOC serves as a communication and coordination link between the department's field responders and its representative in the City EOC. The DOC deploys and directs its personnel and assets in accordance with policies and priorities established by the City EOC, thereby ensuring coordination with other departments.

### **8.2 Organization**

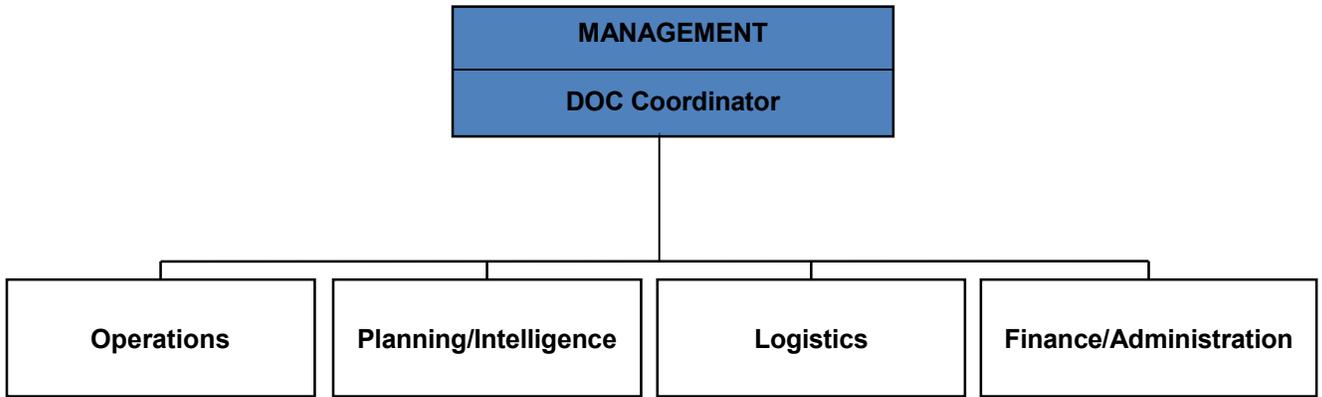
A DOC, like all other levels of the EMO, is organized around the five SEMS functions – Management, Operations, Planning/Intelligence, Logistics and Finance/Administration (Figure 4). The DOC organizational structure develops in a modular fashion, based upon the nature and size of the incident, the availability of DOC staff, and maintenance of an appropriate span of control.

The DOC staff builds from the top down:

- As the need arises, five separate Sections can be activated, each with several subordinate units that may be activated as needed; and
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident.
- The functions under the Operations Section are defined by the emergency response role of the department and include all hands-on, field related activities.
- The functions under the remaining Sections are those typically defined under SEMS and appropriately performed by the department.

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<sup>2</sup> Currently only Public Health operates a formal DOC. Other informal DOCs are at various stages of formation as of 2012.



**Figure 4 - DOC Organization**

### **8.3 Roles and Responsibilities**

The general responsibilities of the DOC include the following:

- Establishes initial emergency response strategies, tactics and priorities for field units;
- Compiles status and damage information from all field units;
- Prepares overall department-wide Situation Reports and Damage Assessment Reports, which are submitted to the City EOC;
- Utilizes information management system (WebEOC) to exchange status reports, resource requests, action plans, and other information with the County/OA EOC and other departments / jurisdictions as appropriate;
- Prepares and implements a DOC Action Plan and allocates and deploys department resources, in accordance with the strategies and priorities established by the City EOC Action Plan;
- Communicates and coordinates, as necessary, with other City departments;
- Provides tactical direction to department field units as necessary;
- Responds to requests for assistance from field units, other departments, and the City EOC;
- Arranges for assistance from private contractors, vendors, and suppliers, as applicable;
- Requests assistance not available from other sources from the City EOC; City EOC will forward to the County/OA EOC, as indicated;
- With the approval of the County/OA EOC, requests mutual aid, as necessary;
- Maintains complete and accurate documentation of all activities, including a record of all expenditures<sup>3</sup>;
- Determines if any normal department activities should be suspended for a specific period of time and makes the necessary requests or arrangements; and
- Provides for meals and relief staffing and other logistical support for DOC staff, as indicated.

### **8.4 Interface with Field/Dispatch**

Department ERTs/field units will follow Incident Command System (ICS) reporting procedures for submitting status reports and requests for assistance through the on-

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<sup>3</sup> The Finance/Administration Section is responsible for ensuring that proper documentation is prepared and maintained to thoroughly track activities, time, equipment, personnel, and associated costs related to the disaster response.

scene chain of command to the assigned on-scene supervisor and ultimately to the Incident Commander (IC). The IC will submit reports/requests to the DOC Coordinator directly or via the appropriate discipline Dispatch/Communications Center. Some DOCs, especially for public safety agencies and if staffed and functioning as DOCs, could be extensions of their communications and dispatch centers.

## **9.0 EMERGENCY OPERATIONS CENTER (EOC)**

In accordance with the Standardized Emergency Management System (SEMS), the City of Dinuba, Tulare County and other local jurisdictions (e.g., cities and special districts) within the County boundaries constitute the Tulare Operational Area (OA). The County, acting through its emergency management organization (EMO), is the OA Lead Agency responsible for coordinating emergency activities between the County, incorporated cities and special districts, and serving as the coordination and communications link between the state's emergency operating centers and any emergency centers established by Tulare County, its cities and special districts. Tribal government participation is voluntary, but strongly encouraged.

At the time of a major emergency or disaster, the pre-assigned City and external agency staff operate from the Dinuba City Emergency Operations Center (EOC). The EOC is a location from which pre-assigned staff provides centralized emergency management. The level of EOC activation and staffing may vary, based on the scope of the emergency event (Attachment 7 lists primary and alternate EOC assignments).

Procedures for activating and operating the EOC are contained in Part 3 – Procedures.

### **9.1 Purpose**

The EOC allows for face-to-face coordination among the staff that must make emergency decisions and provides a central location from which:

- Centralized strategic management is performed.
- Multiple incidents with individual Incident Command Posts (ICPs) are managed;
- Support and resources are provided to field response units.

The City has pre-designated primary and alternate EOC locations (Attachment 6). The primary location will be utilized unless damage or inaccessibility precludes its safe or effective use. In such a case, signage will be posted at (or as near as possible to) the entrance to the primary location indicating that the EOC has been established at an alternate location.

### **9.2 Organization**

The EOC is organized around the five major functions of SEMS, including: Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. The functional flexibility associated with SEMS is particularly useful in EOC operations, as is the Multi-Agency Coordination System's (MACS) emphasis on coordination, incident prioritization and resource allocation.

Because of its standardized organizational structure and common terminology, SEMS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdiction and/or multi-agency response.

SEMS provides the flexibility to rapidly activate and establish an organizational structure around the functions that need to be performed, in order to efficiently and effectively mitigate the emergency. Consistent with SEMS, the EOC organizational structure develops in a modular fashion, based upon the nature and size of the

incident, the availability of EOC staff, and maintenance of an appropriate span of control.

The EOC staff builds from the top down:

- As the need arises, five separate sections can be activated, each with several sub-units that may be established as needed; and
- The specific organizational structure established for any given incident will be based on the management and resource needs of the incident.

### **9.3 Staffing**

The EOC Director will determine the extent to which the EOC will be activated, based upon the nature and scope of the emergency. The activated Section Chiefs will determine if additional Section personnel are required and will make the necessary notifications.

### **9.4 Roles and Responsibilities**

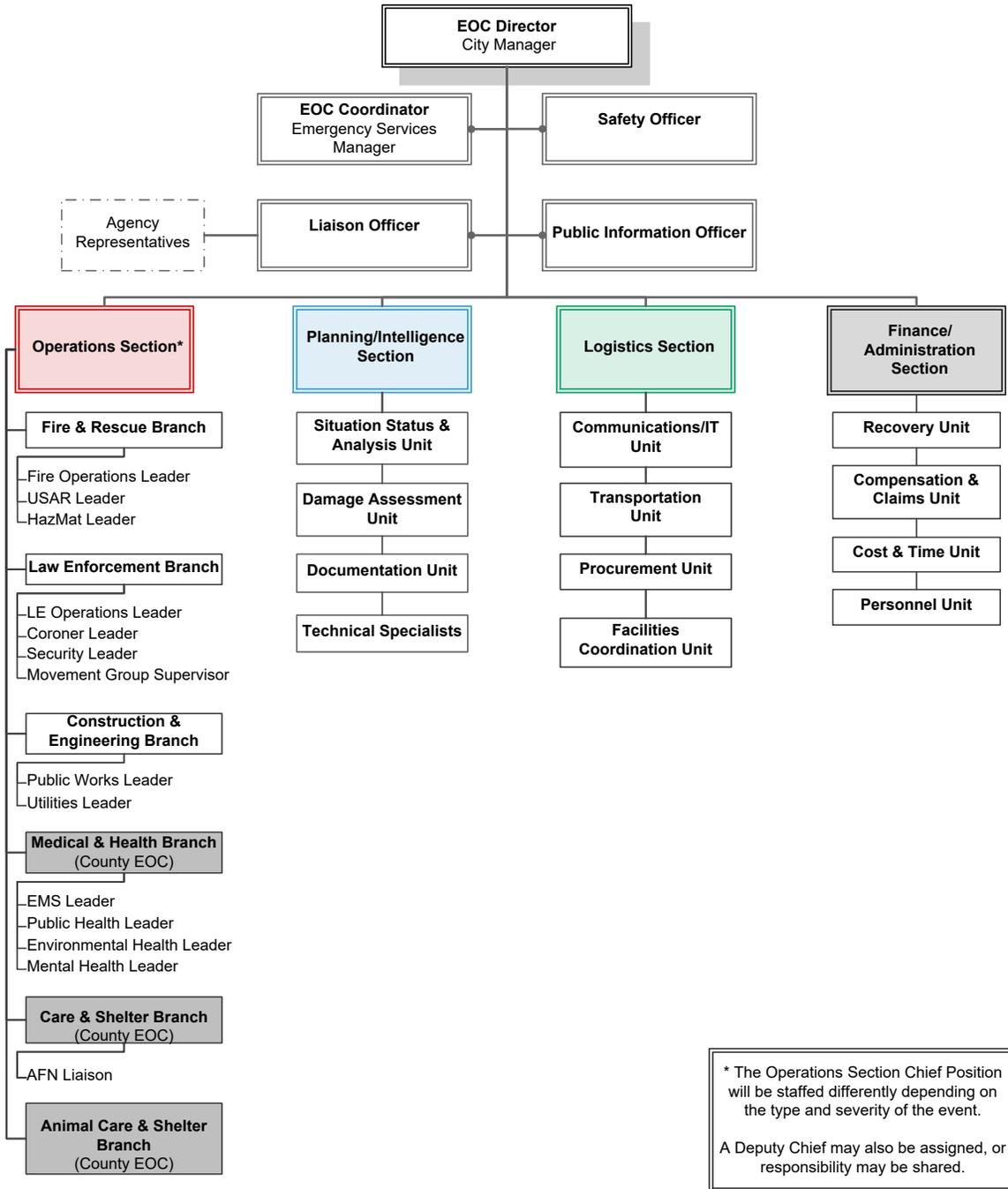
The roles, responsibilities and function-specific procedures associated with each EOC function are detailed in Part 2 – Annexes to this EOP. In general, the roles and responsibilities of the EOC staff include the following:

#### **9.4.1 Management Section**

The Director of Emergency Services/EOC Director leads this Section and is responsible for overall management of EOC operations and for briefing the City Council on the situation. The Council members may be asked to disseminate public information within their respective districts and/or to attend media briefings by the Public Information Officer (PIO). The Management Section establishes strategic incident objectives and response priorities; provides policy direction when necessary; resolves any conflicting demands for support; coordinates with other local, state and federal government agencies and local support agencies; prepares and disseminates public warnings and information; and submits status and damage information to the County/OA EOC.

When fully activated, the Management Section (see Annex A) includes the following functions:

- EOC Director
- EOC Coordinator
- Liaison Officer
- Public Information Officer
- Safety Officer



**Figure 5 - City of Dinuba EOC Organization**

#### 9.4.2 Operations Section

The Operations Section supports field response by coordinating the tactical operations of the incident response assets (in accordance with the approved EOC Action Plan), regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).

The Operations Section is composed of several disciplines or functional groups (Branches), each with its own supervisor or coordinator. Some or all of the functions may be involved in incident response. When fully activated, this section includes:

- Operations Section Chief (Annex B-1)
- Fire & Rescue Branch (includes HazMat) (Annex B-3)
- Law Enforcement Branch (Annex B-2)
- Construction & Engineering Branch (includes Debris Management) (Annex B-4)

The following Branch functions are performed by the County/OA EOC:

- Coroner (in the Law Enforcement Branch)
- Medical & Health Branch (Annex B-5)(includes EMS, EHS, MHS)
- Care & Shelter Branch (Annex B-6)
- Animal Care & Shelter Branch (Annex B-7) (includes Agricultural Commissioner)

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function must be assigned to the person next highest in the organization, in this case the Operations Section Chief.

#### 9.4.3 Planning/Intelligence Section

The Planning/Intelligence Section collects, analyzes, displays and disseminates incident data relating to hazards, damage and situation status; maintains status of resources; and prepares the EOC Action Plan. This Section becomes the organizational focus for all information or intelligence related to the incident and is responsible for:

- Collecting and displaying situation, operational and resource information;
- Identifying potential short- and long-term impacts of the incident on resources and operations;
- Preparing the EOC Action Plan, in consult with the Operation Section and with input from all EOC Sections;
- Disseminating Situation Status Reports to the EOC and to the Op area EOC.
- Establishing and maintaining a central repository for incident documentation.

The following functions comprise the Planning/Intelligence Section.

- Planning/Intelligence Section Chief
- Situation Status & Analysis Unit
- Damage/Safety Assessment Unit
- Documentation Unit
- Technical Specialists

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Planning/Intelligence Section Chief.

#### 9.4.4 Logistics Section

The Logistics Section is responsible for acquiring equipment, supplies, facilities, and transportation; providing information systems and emergency communications; and resource tracking, in support of incident operations. This would include specialized equipment and food and shelter for emergency workers and providing logistics support to the EOC.

The following functions comprise the Logistics Section.

- Logistics Section Chief
- Communications & Information Technology (IT) Unit
- Transportation Unit
- Procurement Unit
- Facilities Coordination Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Logistics Section Chief.

#### 9.4.5 Finance/Administration Section

This section is responsible for the financial management of the incident, including issuing payments for equipment, supplies, and services; compiling expenditure tracking and personnel timekeeping records; preparing insurance and disaster assistance claims; securing personnel resources and recruiting and coordinating volunteers; and providing administrative support to the EOC.

The following functions comprise the Finance/Administration Section.

- Finance/Administration Section Chief
- Recovery Unit
- Compensation & Claims Unit
- Cost & Time Unit
- Personnel Unit

If available personnel resources do not allow for the activation of all functions, the tasks assigned to that function are the responsibility of the person next highest in the organization, in this case the Finance/Administration Section Chief.

## **9.5 Activation & Notification**

### **9.5.1 Activation**

In the event a disaster or major emergency occurs within the City of Dinuba, overall emergency operations may be coordinated from the Emergency Operations Center (EOC). The City EOC is activated when field response agencies need support, and may be activated periodically to conduct exercises in emergency management and preparedness. Activation may involve partial or full staffing, depending on the support required and the scale of the disaster.

The decision to activate the City EOC is made by the Director of Emergency Services, or a designee. The following City personnel, or their designees, are authorized to request from the Director of Emergency Services the activation of the City EOC:

- Incident Commander
- Coordinator of Emergency Services
- Fire Chief
- Police Chief
- City Manager

### **9.5.2 Notification**

When the decision is made to open the EOC, the activating official(s), in consultation with involved agencies, will decide which Emergency Management staff should report to the EOC. The Dinuba Dispatch Center will be notified to contact the identified Emergency Management staff, utilizing the AlertTC system and/or manually calling individuals via the information on file in the Emergency Management Staff Notification List, advising them of their assignment and directing them to report to the EOC.

## **9.6 Location & Set-Up**

Primary and alternate EOC locations have been designated and are listed in Attachment 6. If the primary location cannot be utilized for any reason, an alternate location will be used and responding staff will be so advised. In addition, signage will be posted at the entrance, or as close as possible, to the primary EOC, directing staff to the appropriate alternate location.

Emergency management staff, assisted by facility staff and Information Technology (IT) personnel, will set up the EOC according to the layout and instructions contained in the EOC Activation Manual.

## **9.7 Supplies & Equipment**

If EOC activation occurs outside of regular business hours, on-duty Police Sergeant will respond to allow access to the EOC facility and storage room.

EOC supplies are kept in the Dinuba Police Department Training Room/EOC. The Dispatch Center) has access to keys for the equipment. An inventory of all EOC supplies and equipment is maintained in the EOC Activation Manual.

## **9.8 Emergency Communications**

Numerous emergency communications systems are available to support the emergency management organization. These systems include analog, digital and cellular telephones, land-mobile radios, microwave, cellular and satellite data connectivity, automated notification systems, and a variety of local and internet-based information systems. These systems link local emergency responders to each other and also link local, state and federal response levels for coordination purposes. Some of these systems are used to alert and notify designated staff and the public.

The Cities of Dinuba, Porterville, Tulare and Visalia maintain their own 24/7 centralized communications and dispatch centers for law enforcement and fire in their respective jurisdictions. An EMS dispatch center, the Tulare County Consolidated Ambulance Dispatch (TCCAD), is operated within the County as a Joint Powers Agreement between local EMS providers.

Tulare County, acting as the Operational Area EOC, coordinates emergency activities within the OA, augmenting, not replacing, member jurisdiction's emergency operations. It also serves as the communications link between the State's Northern Region Emergency Operations Center (REOC) and the operations centers of the Tulare OA member jurisdictions. It provides a single point of contact for information on the emergency situation, as well as resource needs and prioritization.

## **9.9 Information Management**

Among its many roles, the City EOC serves as an information clearinghouse. A large volume of data (e.g., situation/resource status, Safety and Damage Assessments, etc.) is submitted, posted, analyzed, and consolidated into comprehensive, city-wide reports, such as the Situation Report (SitRep) or Initial Damage Estimate (IDE). In addition, requests for personnel, supplies, and equipment resources and services are received, processed, fulfilled and/or forwarded for action, and tracked throughout their deployment by the City EOC.

Moreover, certain data must be shared with various levels of the OA's emergency management organization (EMO) and among multiple EOC functions. Consequently, it is imperative that each level of the EMO and each EOC function has a clear understanding of how information flows into, within, and out of the City EOC to City departments, cities and special districts, Department Operations Centers (DOCs), the County/OA EOC, and other key support / partner agencies.

There are two basic information management systems utilized by the City EOC to share data within the County/OA EOC and with the Northern REOC. These tools are WebEOC and the Response Information Management System (RIMS), each of which is an Internet-based system designed to assist with the management of emergency operations. The use of each system is detailed in specific procedures contained in Part 3 of this plan.

### **9.10 Joint Information Center**

As previously noted, the Tulare OA EOC serves as a single point of contact for information on the emergency situation, as well as determining resource needs and setting priorities. As such, it is the point where the most current and accurate information regarding all jurisdictions within the OA is available during emergency response and the early phases of recovery.

A Joint Information Center (JIC) is a central location where personnel with public information responsibilities can perform critical emergency information functions, crisis communications and public affairs functions. A JIC may be established at any SEMS level. Typically, an incident-specific JIC is established on-scene in coordination with involved local, state, and federal informational releases are cleared through the Incident Commander (IC) or Unified Command.

When more than one local EOC is activated, the Public Information Officer (PIO) from each activated jurisdiction will represent that jurisdiction, either virtually or in person, at the Tulare OA EOC or other pre-identified location, serving as the JIC. The PIOs from each jurisdiction will coordinate as a team to:

- Gather, verify and produce information for dissemination to the media and public (such as news releases, background information, fact sheets, public service announcements, briefings and news conference materials).
- Respond to media questions and requests.
- Schedule media releases, briefings, news conferences, interviews, public service announcements, etc.
- Arrange for media interviews and tours.
- Assign agency representatives to coordinate information from their agency with other team members before it is released to the public.

### **9.11 Stand-Down and Deactivation**

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down, as conditions warrant. Staffing levels and/or hours of operation of the EOC may be reduced prior to deactivation.

During extended EOC operations, the EOC Director, with input from Incident Commanders in the field and Section Chiefs in the EOC, may determine that current circumstances are such that the EOC can stand down for a period of time or can be deactivated. The EOC Director shall stand down the EOC at such time he/she feels it appropriate to do so.

A detailed procedure for standing down and deactivating the EOC is contained in Part 3, Section 4.0 of this plan.

## **10.0 CONCEPT OF EMERGENCY OPERATIONS**

The information contained in this section provides a summary overview of the City's approach to managing major emergencies. More detailed information can be found in Part 2 – Annexes and Part 3 - Emergency Procedures.

## **10.1 Levels of Emergency**

The National Incident Management System (NIMS) provides a standardized methodology for typing incidents by scope and complexity, ranging from a Type 5 (routine incident) to Type 1 (incident of national significance). A summary of each incident type is below:

- Type 5: Routine incident, mitigated with few single resources (e.g., a traffic accident, medical aid). Does not require ICS positions other than the IC.
  - No EOC activation or emergency proclamation.
- Type 4: Several resources required to mitigate the incident, limited to one operational period (e.g., a structure fire). May involve filling some Command/General Staff positions.
  - EOC activation and emergency proclamation very unlikely.
- Type 3: Expanding incident, may extend beyond one operational period (OP) and/or require local mutual aid from the County/OA or Region V, Some or all Command/General staff positions filled, may activate Branch/Unit level positions. May require an Incident Management Team and/or written IAPs.
  - At this level, the City EOC may be activated (low level), and a Local Emergency may be proclaimed.
- Type 2: Incident exceeds local capabilities (e.g., dam failure), requires mutual aid from the Region, State, and/or Federal / inter-state level. Written IAPs required; may involve a Delegation of Authority from involved jurisdiction(s) to an Incident Management Team (IMT).
  - At this level, the City and County/OA EOCs would be activated (level 2 or 3), and a local emergency would be proclaimed. A request for a Governor's proclamation of a State of Emergency would be made, and a Presidential Declaration would likely be requested.
- Type 1: Most complex, requires national resources (e.g., catastrophic earthquake, large hurricane). Thousands of personnel committed, all ICS positions filled, all SEMS levels fully activated.
  - At this level, the City and County/OA EOCs would be activated at level 3, and Local and State proclamations and a Federal Disaster Declaration would be issued.

## **10.2 Response Priorities**

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

- Meeting the immediate needs of people (rescue, medical care, food, shelter, clothing);
- Temporary restoration of facilities and infrastructure essential to protecting health and safety, whether publicly or privately owned (sanitation, water, electricity, road, street and highway repairs); and

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

### **10.3 Emergency Proclamations**

A Local Emergency Proclamation is generally the first step taken to obtain non-routine (e.g., Fire/Law Enforcement) mutual aid, for requesting assistance from other jurisdictions (local, state, and federal), and applying for state and federal disaster assistance. A Local Emergency may be proclaimed by the City council or by the Director of Emergency Services or his successor, if the Council is not in session. A detailed procedure and checklist for proclaiming and periodically renewing a Local Emergency are included in Part 3 - Procedures of this plan.

The Local Emergency Proclamation may include:

- Request for the County/OA to request a Gubernatorial Proclamation of State of Emergency
- Request for the Governor to request a Presidential Disaster Declaration
- Designation of Applicant's Agent (for state and federal disaster reimbursements).

A Local Emergency Proclamation provides the jurisdiction with:

- Additional powers and authorities as detailed by local ordinance (GC §8634).
- The ability to render mutual aid to other political subdivisions (GC §8631).
- Extends liability coverage (GC §8655-8660).
- Initiation to receive state (GC §8685.2 & 8685.4) and federal disaster assistance (PL 93-288, §§401 & 501).
- The ability to receive mutual aid approved by the Governor from other jurisdictions as a cost to the State GC §8633).

### **10.4 Alert & Warning**

Alert and warning involves the notification of emergency response personnel, as well as notifying the affected public. The City utilizes an Emergency Management Staff Notification List to alert and activate its emergency response personnel. This List is based on the five SEMS functions and includes personnel who are part of each SEMS function assigned to the City Emergency Operations Center, (EOC) as well as other technical employees of the City. AlertTC may be utilized for notifying responders, and is the primary mechanism for notifying emergency management personnel. Dinuba City maintains the Emergency Management Staff Notification List as a backup to the automated system in the event manual notifications must be made.

The City's Public Information Officer has the primary responsibility for alerting and warning the public, with assistance from the Tulare County Office of Emergency Services (OES) and Public Information Officer(s)/JIC as appropriate and available. Mass alerting / warning of the public will primarily be initiated through OES via AlertTC, which interfaces with FEMA's Integrated Public Alert and Warning System (IPAWS) to initiate Commercial Mobile Alert System (CMAS) and traditional Emergency Alert System (EAS) messages. Press releases, social media, and special media broadcasts will be employed as appropriate for the circumstances. Mass notification technologies will not replace, but rather supplement, public safety units making door-to-door notifications or utilizing public address systems while driving up and down the streets.

A detailed Alert & Warning procedure is contained in Section 1.0, Part 3 of this plan.

## **10.5 Notification & Mobilization**

When an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment, the responding City department(s) will utilize internal procedures to notify their respective command staffs. Immediate notification to emergency management staff is essential to a timely, coordinated response to a large-scale emergency. The first emergency management staff member receiving notification, as listed on the Emergency Management Staff Notification List, will be provided with a complete status report on the incident or disaster, identifying resources available and committed, incident prognosis, damages sustained (infrastructure, critical facilities, etc.), current response actions, and any other pertinent information available.

The individual receiving notification shall attempt to contact the Director and Coordinator of Emergency Services, and in consultation with either (or both) and the responding department(s), determine the appropriate level of EOC activation (see Section 10.6). Once activation is authorized, the Emergency Services Director, Coordinator, or Manager shall direct the Fire or Police Communications Centers, or emergency management staff, to make the necessary notifications to EOC staff, Tulare County OES, and allied agencies.

Tulare County OES staff will notify the California State Warning Center and the OA member jurisdictions of the situation and the level of City EOC activation. The EOC Liaison will make additional internal and external notifications as directed by the EOC Director and/or EOC Coordinator.

In the event of wide-scale damage to the City's communications infrastructure, local radio and television stations may be used to notify and recall City staff. For obvious emergencies, such as earthquakes, major floods, or sudden dam failures, staff pre-assigned to emergency functions are expected to report automatically after ensuring the safety of their families and dependents.

## **10.6 Activation**

Dinuba City has developed criteria that identify the events/situations that would require EOC activation and has established two levels of activation. For each level, a minimum staffing guide has been developed. This information is detailed in Section 4.0, Part 3 of this plan. The two activation levels for the Tulare OA EOC and EMO are listed below, along with their typical triggers:

- Level 1 – Small Incidents involving two or more City Departments or member jurisdictions, and/or activation is requested.
- Level 2 – Two or more large incidents and a Local Emergency is proclaimed by the City

Depending on the nature and scope of the event, activation may range from a single Duty Officer or partial (Level I) or full staffing (Level II) EOC activation.

### **10.7 Reporting Locations and Work Shifts**

During response to major emergencies with an extended emergency response period, the City of Dinuba EOC staff may be assigned to work shifts, as determined by the EOC Director. Field staff (those who respond to the scene of an emergency), to the maximum extent practicable, will remain on their regular shifts, according to their MOU. When assigning employees to other emergency functions, County/City Department Directors or their designee(s) shall assign work shifts and reporting locations/duty stations for their staff.

When an obvious emergency (e.g., major earthquake) occurs during off-duty hours, City of Dinuba EOC staff and employees with emergency assignments will report automatically on the pre-assigned shift to the designated duty station. If unable to reach the assigned location, employees will report to the closest City facility and will attempt to contact the assigned work supervisor to advise him/her of the status. If contact cannot be made, non-safety employees shall report to the supervisor at the facility to receive a work assignment. Periodic attempts to contact the regular supervisor should be made until contact is established.

### **10.8 Staging Areas**

Staging Areas are locations established at the time of an incident where non-assigned member jurisdiction, County/OA, and/or mutual aid staff, volunteers, vehicles and emergency equipment can be assembled for deployment to an incident location. A Staging Area Manager, assigned by the Tulare OA EOC or City of Dinuba EOC Operations Section Chief or a Department Operations Center: 1) establishes and maintains a communications and coordination link with the DOC/EOC; 2) implements a check-in/check-out process for tracking personnel and equipment; and 3) deploys personnel and equipment resources, as directed by the DOC or OA EOC Operations Section staff.

### **10.9 Assembly Areas**

The Assembly Area serves as a central location to which facility occupants report whenever the building is evacuated. Employees gather by department or workgroup, and Department heads or supervisors account for all employees who were on-site when the evacuation took place. Until the facility is deemed safe by a qualified individual, direction will be given to staff to remain in the Assembly Area to receive disaster work assignments.

## **10.10 Lines of Authority and Reporting**

### **10.10.1 Field Response - County, Cities, Special Districts, Operational Area**

Each local government jurisdiction continues to maintain its autonomy and control over its personnel and equipment resources when responding to disasters under a Local Emergency proclamation. In its role as the OA Lead Agency, Tulare County is responsible for coordinating emergency activities between the County, incorporated cities, tribes, and special districts, and serving as the coordination and communications link between all local jurisdictions and private agencies/organizations and the state's emergency operating centers.

Field response units report status and findings to their respective EOC representatives, either directly or through their Communications/Dispatch or Department Operations Center (DOC), if activated.

Resources providing contracted services to a local government other than the County shall continue to report to the assigned DOC or Communications/Dispatch Center, but also report to the local government EOC via the Incident Commander (IC).

The City's Fire and/or Police Departments provide first-in response at the field level within municipal boundaries and may request mutual aid response from the County or other local jurisdictions, when necessary. Such mutual aid resources will report to the requesting jurisdiction's Incident Commander until such time as they are released from the incident.

### **10.10.2 State and Federal Field Response**

There are some instances where a state or federal agency field response will be warranted. State agency field responses may be the result of a flood fight effort, oil spill, hazardous materials incident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the City EOC, and the County/OA EOC if applicable. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The nature of the incident will determine their location in the ICS organization.

### 10.10.3 Dinuba City Department Operations Centers

The appropriate Dinuba City EOC Section/Branch/Unit will coordinate with DOCs, if established, to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. If established, the DOCs will assist the Dinuba City EOC in supporting field operations.

### 10.10.4 Tulare Operational Area Member Jurisdictions

Direct communications and coordination will be established between Tulare County (via the OA EOC) and any Operational Area Member Jurisdiction's activated EOC. Additionally, as time permits, communications will be established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the city / tribal EOCs will occur along functional lines where practical, and through the Liaison Officer in all other instances.

Whenever feasible, an agency representative from each jurisdiction with an activated EOC will send a representative to the Tulare OA EOC. These representatives will ensure that adequate coordination and information sharing occurs with the applicable OA EOC functions.

The OA EOC is the single point of contact between local government / member jurisdictions and the State of California for resources and response coordination. Therefore, it is vital that local jurisdictions make complete, timely, and accurate reports, requests, and other communications to the OA.

### 10.10.5 Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments. In the City, overlapping boundaries complicates relationships with special districts and local governments. For the special districts that serve more than one local government and/or serve the County unincorporated areas, they will coordinate and communicate directly with the County/OA EOC.

Ideally, the special district involved in the emergency response will have a representative at the Tulare OA EOC, serving as the focal point of coordination and working with other local government representatives in the EOC. If a special district is unable to send a representative, the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

### 10.10.6 Private and Volunteer Agencies

The EOC will establish direct coordination with the private and volunteer agencies that have multi-jurisdictional or countywide response roles, including the American Red Cross (ARC) and Salvation Army (SA). These agencies will assign representatives to report to the Operational Area EOC whenever requested to do so.

Coordination with other volunteer and private agencies that do not have a multi-jurisdictional or countywide response role will be accomplished through telecommunications, liaison to community councils that represent several agencies, or involvement in special multi-agency groups on specific issues.

#### 10.10.7 Northern Region Emergency Operations Center / Regional Mutual Aid

Direct coordination and communications with the Northern Region Emergency Operations Center (REOC) is essential. This can be accomplished by a Cal OES representative in the OA EOC, or by communicating with the REOC through the various communications systems available in the OA EOC. Coordination and communications between the OA EOC and the Northern REOC will occur between the five SEMS functions.

Direct coordination and communications will also be established between the OA Mutual Aid Coordinators and their counterpart Regional Mutual Aid Coordinators, both of whom may be located in the respective EOCs or functioning remotely depending on the situation and mutual aid system in question.

### 10.11 **Status Reporting**

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

Supervisors will compile reports from assigned employees and will provide, through established processes, a summary status report to the Department Head. As soon as possible following an event that occurs during normal business hours, all Department Heads will submit a standard Status Report to the EOC Director (see Section 7.0, Part 3). Updated reports will be submitted as needed, or as directed by the EOC Director.

### 10.12 **Action Planning**

An integral part of the Incident Command System (ICS) and Standardized Emergency Management System (SEMS), Action Plans are developed in the field (Incident Action Plan) and in the EOC (EOC Action Plan). The use of the Action Plan provides a clear and measurable process for identifying objectives and priorities for a given event and operational period.

Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts.
- Producing written plans, which document these priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Planning/Intelligence Section is responsible for facilitating the action planning process and completing and distributing the EOC Action Plan. Action Plans are developed for a specified operational period, which may range from a few hours to upwards of 24 hours. The operational period is determined by the EOC Director, and initial action plans should set the operational period by first establishing a set of priority actions that need to be performed, then setting a reasonable timeframe within which to accomplish those actions.

Action plans need not be complex, but should be sufficiently detailed to guide City EOC staff in implementing the priority actions. EOC action plans must remain strategic, setting overall objectives and avoiding specific tactical direction of field resources and tactics. A detailed procedure for developing Action Plans is contained in Section 6.0, Part 3.

### **10.13 Resource Requests**

During response to significant emergencies, multiple requests for similar and/or scarce resources require close coordination between all activated local government EOCs and the OA EOC, and between the Operations and Logistics Sections at both EOC levels. Consequently, whenever the Tulare OA EOC is activated, requests for personnel and equipment resources from member jurisdictions will be made to the OA EOC. Any action which involves a financial outlay by Tulare County or a request for military assistance must be authorized by the County/OA EOC Director.

Within discipline-specific mutual aid systems, resource requests will be made first to the OA Mutual Aid Coordinator, then to the Regional Mutual Aid Coordinator, through the system's normal process. Whenever possible, the OA Mutual Aid Coordinator should be located at the OA EOC or the discipline's DOC.

All other resource requests outside of established mutual aid systems shall be made in writing to the OA EOC, via WebEOC or any other available means. Requests that cannot be fulfilled by / within the OA will be forwarded to the REOC via the Response Information Management System (RIMS). Verbal requests may be made and should be acted upon without delay, however written documentation of the request must follow shortly thereafter.

Detailed resource management procedures are included in Section 11.0, Part 3 of this plan.

### **10.14 Coordination with External Agencies**

Coordination with external agencies takes place during the emergency management preparedness phase when roles, responsibilities, and expectations are defined and emergency response procedures are established, as well as during the emergency response and recovery phases.

Certain key external agencies, such as utilities, are cooperating agencies and are an integral part of the Dinuba City emergency management organization. When indicated by the nature of the emergency, these agencies assign a representative to the Dinuba City EOC Operations or Logistics Section, as appropriate. The Liaison Officer in the Dinuba City EOC establishes and maintains a communications and coordination link with any key external agencies that do not have a representative in the EOC.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. AT&T, Southern California Gas Company (SoCalGas), Southern California Edison (SCE), American Red Cross (ARC), the Salvation Army (SA), and other private and volunteer agencies are cooperating agencies depending on the type of incident.

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement or coordination for these districts and agencies may be as part of Unified Command in the field, or as an Agency Representative in the EOC who coordinates

with the Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

### **10.15 Volunteer Support**

Volunteer and private agencies are a critical part of the City's emergency response support system. The American Red Cross, Salvation Army and other non-governmental organizations are essential partners of the Tulare OA to address care and shelter needs of disaster victims. Tulare County's Community Disaster Partner (CDP) Task Force, consisting of community-based, faith-based and private sector agencies, will partner with the City and County/OA EOCs to supplement the provision of volunteers and other resources. Private sector medical/health resources are an essential part of the County's medical response. These agencies will be represented at the Tulare OA EOC when activated, but will mobilize volunteers and other resources through their own systems.

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

A designated Volunteer Coordinator in the City's EOC Personnel Unit assigns and orients volunteers to specific functions as necessary, and ensures that each volunteer is registered as a Disaster Service Worker before being assigned to support an emergency function or location.

## **11.0 MUTUAL AID**

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

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and two administrative regions. Tulare County is located within Mutual Aid Region V and the Inland Division of the Northern (Administrative) Region (Attachment 9).

### **11.1 Agreements & Systems**

Dinuba City is a participant in the California Master Mutual Aid Agreement. This agreement serves as the underlying authority for several statewide mutual aid systems and/or plans, including:

- Law Enforcement Mutual Aid System:
- Coroner's Mutual Aid System
- Fire & Rescue Mutual Aid System

- Medical Mutual Aid Plan / Medical & Health Mutual Aid System
- Emergency Managers Mutual Aid Plan

Additionally, Dinuba City is party to the California Fire Assistance Agreement, and the Tulare County Operational Area Mutual Aid Agreement with OA member jurisdictions, which specify the conditions for additional types of assistance.

### **11.2 Discipline-Specific Mutual Aid**

In order to facilitate the provision of mutual aid during day-to-day emergencies, as well as in disasters, Law Enforcement, Fire & Rescue and Medical Mutual Aid Coordinators have been selected and function at the Operational Area (county), Mutual Aid Region (two or more counties) and State SEMS levels. The Operational Area (OA) serves as the focal point for processing mutual aid requests from cities and special districts within the Tulare OA.

The Mutual Aid Coordinators at each SEMS level receive requests for mutual aid, coordinate the provision of resources from within the geographic area of responsibility, and pass on unfilled requests to the next level of response. The adoption of SEMS does not alter existing mutual aid systems.

### **11.3 Mutual Aid Requests**

The Tulare Operational Area will coordinate mutual aid requests outside of normal Fire, Law Enforcement, and EMS systems, between the OA member jurisdictions, the OA, and the Cal OES Northern Region Emergency Operations Center (REOC). Requests should specify, at a minimum:

- Number and type of personnel needed, and/or; type and amount of equipment needed;
- Reporting time and location;
- Authority to whom forces should report;
- Safe access routes into the affected area(s);
- Estimated duration of operations; and
- Any known risks or hazards

## **12.0 RECOVERY OPERATIONS**

There is no clearly defined separation between response and recovery. As the threat to life, property and the environment dissipates, the attention and efforts of the EOC will focus on recovery issues. Recovery occurs in two phases - short-term and long-term – and addresses both public and private damages. Section 15.0, Part 3 to this plan provides more detailed recovery information and procedures.

### **12.1 Short Term Recovery**

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

- Utility and infrastructure restoration;
- Expanded social, medical, and mental health services;
- Re-establishment of government operations;
- Transportation route re-opening;
- Debris removal;

- Cleanup operations;
- Abatement and demolition of hazardous structures; and
- Segregation and tracking of response costs to support effective cost recovery.

Each jurisdiction will coordinate its efforts to restore infrastructure and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Tulare County Mental Health may also be called upon to coordinate and conduct Critical Incident Stress Management for emergency response personnel and victims of the disaster.

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

The City EOC will ensure that debris removal and cleanup operations are expedited. On the basis of damage assessment and safety inspections, structures that pose a public safety concern will be cordoned off to prevent entry, repaired, or demolished.

## **12.2 Long Term Recovery**

The major objectives of long-term recovery operations include:

- Coordinating delivery of social and health services;
- Improving land use planning;
- Restoring local economy to pre-disaster levels;
- Recovering disaster response costs; and
- Integrating mitigation strategies into recovery planning and operations.

The goal of long-term recovery is to restore the community to its pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of damaged public and private infrastructure / facilities, and disaster response cost recovery. The City is responsible for its own approach to mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning measures.

## **13.0 AFTER ACTION REPORTING**

The Standardized Emergency Management System (SEMS) regulations (GC §2450(a)) 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) to Cal OES within 90 days of the close of the incident period. The AAR will provide, at a minimum, the following:

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

The AAR will document the jurisdiction's emergency response activities, and identify areas of success and concern. It will also be utilized to develop a work plan for implementing corrective

actions and needed improvements. Each jurisdiction is responsible for the completion and submission of its respective AAR to Cal OES within 90 days of the end of the incident period.

The Tulare County Office of Emergency Services will be responsible for the completion and distribution of the Tulare County and Operational Area AAR, including submission to Cal OES within the required 90-day period. Tulare County OES will coordinate with the applicable member jurisdictions and special districts in compiling their respective AARs into the OA AAR. The OA AAR will cover all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the AAR.

These After Action Reports’ primary audience will be County and city employees, especially management staff within each jurisdiction. As public documents, they are accessible to anyone who requests a copy and will be made available through the Tulare County Office of Emergency Services.

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

See Section 14.0, Part 3 for more detailed information.

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## **PART 1 – BASIC ATTACHMENTS**

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**1-A ACRONYMS**

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

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

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

## **1-B GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Decontamination/Contamination Control:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Emergency (State Definition - Also see Local Emergency and State of Emergency):** A disaster situation or condition of extreme peril to life and/or property, resulting from other than war or labor controversy, which is or is likely to be beyond local capability to control without assistance from other political entities.

**Emergency (Federal Definition):** Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe in any part of the United States which requires Federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and

communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

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

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

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

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

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

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

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

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

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

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

**Local Emergency (State Definition):** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county

or city, caused by such conditions as drought, sudden severe energy shortage, plant or animal infestation or disease, air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Mutual Aid Agreement:** An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened

inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

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

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

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

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

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

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

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

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

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

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

**Recovery:** The development, coordination, and execution of service- and site- restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic

restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard Operating Procedures (SOP):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

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

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

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

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

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

**State of Emergency (State Definition):** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions, by reason of their magnitude, are or are likely to be beyond

the control of the services, personnel, equipment and facilities of any single county, city and county or city and require the combined forces of a mutual aid region or regions to combat.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**2 PLAN DISTRIBUTION**

The departments/agencies listed here have a complete copy(s) of this Emergency Operations Plan.

<b>Department/Agency</b>	<b>No. of Copies</b>
Tulare County Office of Emergency Services	1
City Council	5
City Manager	1
Fire Department	1
Police Department	1
Public Works	1
Administrative Services	1
Parks and Community Services	1

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**3 HAZARDS AND THREATS**

**3.1 GENERAL**

Tulare County lies in the southern half and on the east side of the San Joaquin Valley, the great central valley of California which is bounded on three sides by mountains – the Coast Range to the west, and the Sierra Nevada to the east and south. The County itself covers approximately 4,863 square miles, of which nearly half is federally owned. Forest and recreation land comprises most of the federally owned land, and the remainder comprised of the Tule River Indian Reservation, various canals, and reservoirs. Topography ranges from nearly level to rolling slopes along the valley margins to rugged mountain terrain, and elevations range from sea level to over 14,000 feet at Mt. Whitney’s peak. Four (4) major rivers (Kings, Kaweah, Tule and Kern) and many tributaries and streams flow from the Sierra Nevada. There are two (2) major reservoirs (Terminus Dam on the Kaweah and Success Dam on the Tule), and several small private dams.

3.1.1 Demographics

Tulare County has eight (8) municipalities, the cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Visalia and Woodlake; as well as several unincorporated townships. According to the 2006 U.S. Census, the total County population was estimated at 420,000. Nearly 60% of the population resides in incorporated cities, while the remaining 40% reside in unincorporated areas throughout the county:

Dinuba	24,647
Exeter	10,334
Farmersville	10,720
Lindsay	11,768
Porterville	54,165
Tulare	59,278
Visalia	124,442
Woodlake	7,279

3.1.2 Major Industries

Agriculture is Tulare County’s leading industry. According to the 2002 Tulare County Annual Crop and Livestock Report, Tulare County ranks first in the nation in milk production and second in the nation in agricultural productivity, with crops valued at over three billion dollars. In addition to the broad base agricultural lands where the majority of agricultural crops, dairy and poultry products are produced, there is an abundance of grazing lands in the foothill areas of the County that are becoming increasingly important to the cattle producers and dairy farmers.

3.1.3 Highways and Roads

There are six major highways (State Routes: 43, 65, 99, 137, 190 and 198), and a network of other State Routes (63, 201, 216 and 245) and roads that serve the County. State Routes 43, 65 and 99 run north south and State Routes 137, 190 and 198 run east west. These major routes would be highly utilized by both County residents and tourists as possible evacuation routes. Public roadways and bridges within Tulare County are owned and maintained by California Department of Transportation, Tulare County Resource Management Agency (Public Works) and eight city Public Works Departments. A high potential exists for road closures due to severe winter storms or flooding. Parts of the County can become isolated for a period of time when these conditions exist. While most secondary roads are paved, there are still a number of unpaved public roads within the County.

### 3.1.4 Railroads

The Union Pacific and Burlington Northern Santa Fe Railroads both operate freight lines running north-south in the County on the east side that parallel State Routes 99 and 43, respectively. The San Joaquin Valley Railroad runs east west in the County from Lemoore (in Kings County) to Lindsay, then south to Porterville, along the orange belt which borders the foothills on the west half of the County.

### 3.1.5 Airports

There are four public and three private/public use airports that serve Tulare County.

- Sequoia Field – 3,012 ft. runway (County operated)
- Porterville Municipal – 6,000 ft. runway
- Mefford Field (Tulare Municipal) – 3,914 ft. runway
- Visalia Municipal – 6,559 ft. runway
- Eckert Field (private/public use)
- Thunderhawk Field (private/public use)
- Woodlake Airport (private/public use)

Visalia Municipal is currently has no commercial air service. Porterville Municipal Airport, in the south County, is base to state and federal air tankers.

### 3.1.6 Hazard Impacts

Tulare County, with its varying topography, mix of urban and rural areas, and rapidly growing population, is subject to a wide variety of negative impacts from various hazards and threats. The County of Tulare recognizes that the planning process must address each hazard that threatens Tulare County and the jurisdictions within the Tulare Operational Area. There are three broad categories of hazards that threaten: natural, technological and domestic security threats. These are as follows:

#### Natural Hazards:

- earthquakes
- extreme weather/storm
- floods
- landslides
- wildland fires

#### Technological Hazards:

- dam failure
- hazardous material
- transportation emergencies
- train accident
- major truck/auto accident
- airplane crash

#### Domestic Security Threats:

- civil unrest
- terrorism

## **3.2 EARTHQUAKES**

Although Dinuba City is not known for its seismic activity, it is imperative that we plan for a potential earthquake disaster. In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

There are many earthquake faults in California. Depending on the magnitude and epicenter, there is a potential that Tulare County, as well as anywhere else in the state, may be affected. There are no known active faults present in Tulare County. Known active faults that pose a serious hazard to this County as being the source of strong ground shaking include the San Andreas Fault to the west, the Owens Valley Fault group to the east, and possibly the White Wolf Fault to the south.

While there is no record of any seismic activity originating in the County, the County has been shaken by earthquakes originating elsewhere. The County of Tulare has been very fortunate in the past and has not suffered any loss of life. The possibility of future earthquakes of equal or greater magnitude than those from previous years could cause a great many casualties and extensive property damage in the County. This could be aggravated by aftershocks and by secondary effects of fire, landslides, and dam failures.

There are various land use controls or methods for addressing seismic hazards. Avoiding a hazard such as a fault zone may be the best solution when planning new land uses. The Alquist-Priolo Special Studies Zone Act (1973) was created to prohibit the location of most structures for human occupancy across the traces of active faults, thus lessening the hazard of fault rupture. Cities and counties affected by the zones must regulate certain development "projects" within the zones and withhold development permits until geologic investigators demonstrate that the sites are not threatened by surface displacement from future faulting.

Ground settlement may occur in unconsolidated valley sediments, many of which are saturated with water. These sediments represent the poorest kind of soil condition for resisting seismic shock waves. The changes that occur, such as liquefaction and loss of strength in fine-grained materials, can result in ground cracking, unequal settlement, subsidence and other surface changes.

A great deal of soil compaction and settlement can also result from seismic ground shaking. If the sediments, which compact during an earthquake, are saturated, water from voids is forced to the ground surface, where it emerges in the form of mud spouts or sand boils. If soil liquefies in this manner, (liquefaction) it loses its supporting capacity with the result that structures may settle into the ground. The extent of damage ranges from minor displacement to total collapse.

Engineering treatment of either the ground or structures of both can sometimes stabilize hazards, such as liquefaction. However, these solutions are often temporary and high cost may not justify their use. Other alternatives include land use restrictions or controls through special ordinances.

Regulating the type or density of use in a given area can be effective in handling potential hazards (i.e. agriculture, recreation or commercial uses for seismic hazard areas). Similarly, certain low occupancy uses may be acceptable in some risk areas, whereas high occupancy uses or critical facilities (schools, hospitals) may not be.

3.3.1 Potential Liquefaction

Although no specific liquefaction hazard areas have been identified in the County, this potential is recognized throughout the San Joaquin Valley where unconsolidated sediments and a high water table coincide. It is reasonable to assume that liquefaction hazards exist in many of Tulare County's wetland areas.

3.3.2 Expected Damage

If a significant earthquake were to occur within Tulare County, it can be assumed that the following problems would arise:

3.3.3 Medical Facilities

There are three major hospital facilities located in Tulare County. Kaweah Delta District Hospital in the City of Visalia, Tulare District Hospital in the City of Dinuba, and Sierra View District Hospital in the City of Porterville. In the event of a significant earthquake, each of these facilities is expected to suffer damage and operate at reduced efficiency. Additionally, numerous after-care facilities and nursing homes will be affected and should be taken into consideration.

3.3.4 Communication Systems

System failures, overloads, loss of electrical power, and possible failure of some alternate power systems will affect telephone systems. Immediately following an event, numerous failures will occur. Telephone, radio, and microwave systems are all expected to be affected and operate at a decreased capacity.

3.3.5 Utilities

A complete disruption of public utilities would occur in more heavily impacted areas for a period in excess of 72 hours. Transmission lines are vulnerable to many hazards, due to their length and remoteness of the lines. Damage to generation/substations may cause outages. Damage to generation affects production. Damage to substations affects delivery. Repairs to electrical equipment require physically clearing roadways, and movement of special equipment. Restoration of local electrical power will be coordinated with regional and local utility representatives. Much of the affected areas may have service restored in days, however, a severely damaged underground distribution system may create longer service delays.

Damage to natural gas facilities serving the Tulare County area may consist primarily of isolated breaks in major transmission lines. Breaks in mains and individual service connections within the distribution system will be significant and resulting leaks would pose a fire threat. Restoration of natural gas could be significantly delayed.

A major petroleum pipeline runs through the east side of the County, paralleling State Route 99 and the Union Pacific Railroad which also poses a significant fire threat if breached.

3.3.6 Potable Water

Water availability and distribution for supporting life and treating the sick and injured is always a concern in any disaster. Although the County's water supply comes from various sources such as wells and city distribution systems, and not from the local dams, there is still a threat that an earthquake could disrupt an area's water supply through broken distribution lines or contamination from broken sewer systems.

Therefore, potable water will most likely have to be supplied in these area communities by outside sources.

### 3.3.7 Transportation Systems

Transportation routes may be affected. State Route 99, which is one of two main arteries through the San Joaquin Valley and one of two main highways running north south in the County, may become impassable. All westbound routes intersecting State Route 99, such as Highways 198, 137 and 190, would be impassable for up to 72 hours. The Burlington Northern Santa Fe, Union Pacific and San Joaquin Valley Railroads could sustain damage that would render them inoperative due to track damage.

### 3.3.8 Hazardous Materials Facilities

Tulare County is home to many companies and industries that manufacture, store, use and dispose of toxic materials. Tulare County is highly exposed to hazardous materials transported over major interstate highways, state routes, and railroads. On any given day, a vast assortment of petroleum products, agricultural pesticides, and industrial chemicals are moved within the County with the possibility of generating a hazardous materials incident. A natural disaster, such as an earthquake, cannot only cause a hazardous materials event, but it can also cause it to escalate. Emergency response crews may be delayed due to effects of the earthquake by causing roadway blockages and building collapse.

## 3.3 EXTREME WEATHER EMERGENCIES

Tulare County is susceptible to extreme weather/storm conditions. *Extreme weather conditions* is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a freeze can and has caused long-term economic repercussions.

## 3.4 FLOODS

Flooding can cause drowning, destroy buildings, and wash away public facilities, roads, crops and soil. The disruption of sewage treatment services during flooding is a particular concern, since it can cause deterioration of drinking water quality and severely impact public health. Floodwaters may facilitate the proliferation of mildew, bacteria, and other disease vectors.

The primary flood control concerns for Tulare County are the controlled or uncontrolled releases from the Terminus Dam, via the Kaweah River; and Success Dam, via the Tule River. Additionally, flood conditions can and have developed along numerous rivers and creeks that flow from the Sierra Nevada mountain range that comprises the eastern half of the County. (See end of this attachment for map of Flood Zones and map of Dam Inundation Areas.)

For Dinuba City's emergency organization, there are two flood stages.

**WARNING STAGE** – The Stage at which initial action must be taken by concerned interests (livestock warning, removal of equipment from lowest overflow areas, or simply general surveillance of the situation). This level may produce overbank flows sufficient to cause minor flooding of low-lying lands and local roads.

**FLOOD STAGE** – The Stage at which overbank flows are of sufficient magnitude to cause considerable inundation of land and roads and/or threat of significant hazard to life and property. See FEMA flood zones map attached.

#### 3.4.1 Expected Damage – Controlled Releases

Controlled releases can be a prelude to localized flooding or complete inundation of flood prone areas within Tulare County. Severe weather, unexpected runoff or mechanical malfunctions sometimes generate these necessary releases. Potential areas of inundation are identified on the map attached.

### 3.5 **LANDSLIDES**

Landslides may be triggered by both natural and manmade changes in the environment. The term landslide is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock and vegetation under gravitational influence.

The cause of slope instability may be inherent, such as weaknesses in the composition or structure of the rock or soil. Slope instability may be variable, such as heavy rain and changes in ground water levels. Slope instability may also be transient, as in the case of seismic activity. New environmental conditions such as those imposed by construction activity may also create instability in slopes. Landslides in Tulare County tend to occur with the greatest frequency on steep slopes adjacent to roads in the mountainous eastern region of the County.

### 3.6 **WILDLAND FIRES**

Generally from May to October of each year, Tulare County experiences its Wildland fire season. The Sierra Nevada mountain range, the largest wildland area, is the most fire susceptible area and covers two thirds of the approximately 5,000 square miles of Tulare County. This area is underdeveloped and rugged, with highly flammable, brush covered and/or heavily forested terrain. High temperatures, low humidity, and strong winds may exacerbate the potential for wildland fires.

The urban areas of Dinuba City are not normally susceptible to wildland fires, however, there is still potential for smaller fires in and around the less developed areas where patches of vegetation are present.

### 3.7 **DAM FAILURE**

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche.

A severe storm, earthquake or erosion of the embankment and foundation leakage may cause the collapse and structural failure of dams within Tulare County. Seismic activity may also cause inundation by the action of a seismically induced wave that overtops the dam without causing failure of the dam, but significant flooding downstream. Landslides flowing into Lakes and Reservoirs may also cause dams to fail or overtop.

The two major dams in Tulare County are the Terminus Dam on the Kaweah River and the Success Dam on the Tule River. Both are owned and managed by the Army Corps of Engineers. Virtually no urban area in the County is free from flooding in the event of failure of these dams. The probability of dam failure is heightened by seismic activity. In addition, there are six smaller dams under the jurisdiction of the state Department of Water Resources, Division of Safety of Dams.

It is necessary to consider the potential for seiches in the event of a major earthquake near San Luis Reservoir. Seiches are periodic oscillation of water level in relatively confined basins (seismic waves).

The catastrophic failure of Terminus and Success Dams will have severe consequences. Foremost, are injuries, loss of life, limited transportation routes and a decrease in vital utilities. Additionally, because of Tulare County’s strong agricultural influences, significant downstream property damage and the loss of domestic and farm production animals will be a major concern.

**3.7.1 Expected Damage – Inundation Areas**

Specific emergency preparedness information and potential hazards can be found in the individual Dam Safety Evacuation Plans for Terminus, Success and Sand Creek Dams. These plans are available at the Tulare County Office of Emergency Services and will be available in the County/Operational Area EOC when activated. (See end of this attachment for map of Dam Inundation Areas.)

**3.7.2 Facilities Affected**

Facilities affected by a dam failure are:

- Hospitals
- Schools
- Utilities
- Emergency Services
- Agriculture
- Sanitation
- Residential

**3.8 HAZARDOUS MATERIALS**

The production and use of hazardous materials has become a normal part of everyday life. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous Materials require special care in handling because of the hazards they pose to the public’s health and safety, and the environment. For this special care Tulare County has a fully developed Hazardous Materials Response Team (HMRT). This team is staffed by Visalia City Fire Department personnel and on-call environmental health personnel. The **Tulare County Haz-Mat Area Plan** has been developed to more specifically address hazardous materials response.

A hazardous incident involves the uncontrolled release of a hazardous substance during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Due to the multitude of hazardous substances being transported in California, incidents are more likely to occur along highways and railways. Additionally, fixed facilities have been known to have occurrences of hazardous materials incidents. Fixed facilities include chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

Agriculture is Tulare County’s leading industry, which allows the potential for hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment. Given Tulare County’s broad agricultural base, methyl bromide, chlorine, ammonia and sulfur dioxide are some chemicals identified as Acutely Hazardous Materials that are stored in the County.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a threat to public health, safety, and the environment. In recent years, clandestine laboratories have become an increasingly familiar problem.

#### 3.8.1 Specific Situation

Hazardous materials incidents in Dinuba City would most likely occur on the transportation routes or at fixed hazardous materials facilities. Hazardous materials are often transported through the Tulare County area on State Route Highways 65 and 99, and on the Southern Pacific and Burlington Northern Santa Fe Railroads. Surface streets are also used for the local transportation of hazardous materials.

The three hospitals located in Tulare County have a variety of hazardous materials, radioactive materials and solvents, and they maintain current lists of the hazardous materials in their facilities.

### 3.9 **TRANSPORTATION EMERGENCIES**

Tulare County is susceptible to several different types of transportation emergencies, including emergencies involving the Southern Pacific, Burlington Northern Santa Fe, and San Joaquin Valley Railroads, major truck/auto accidents and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

#### 3.9.1 Train Accident

Railroads pass through many populated areas of Cutler-Orosi, Lindsay, Strathmore, Porterville, Visalia, Dinuba and Tulare, Pixley, Earlimart, Goshen and Traver. A train accident in or near any of these areas can result in considerable injury, loss of life and/or significant property damage. An accident in rural areas will pose more of a threat to livestock and the environment. Hazardous materials spills, fires, significant property damage and mass casualty incidents are the potential hazards associated with cargo, requiring movement and shelter operations in the affected area(s).

#### 3.9.2 Major Truck/Auto Accident

Major trucking routes include State Routes 65, 99, 137, 190 and 198, which are the main access roads throughout Tulare County. State Route 99 is heavily traveled and passes through the western portion of Tulare County and intersects with State Routes 137, 190 and 198.

A major truck/auto accident on State Route 99 literally has the potential of shutting down a major transportation artery for north/south traffic statewide. Closures will cause traffic to overflow onto surface roads adjacent to freeways, creating significant traffic problems for local law enforcement agencies.

#### 3.9.3 Airplane Crash

Often the impact of a disabled aircraft as it strikes the ground creates the potential for multiple explosions, resulting in an intense fire. Wherever the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at, and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of injuries and fatalities. It can be anticipated that the mental health needs of survivors, surrounding residents and emergency responders will greatly increase due to the trauma associated with such a catastrophe.

Most of the public safety risk created by airports is borne by pilots and passengers. The primary hazard to the general public is the possibility of being injured on the ground during an aircraft accident. To reduce this risk, the Federal Aviation Administration requires runway protective zones and height limits on structures near airports. The principal concerns of airport planners are the safety of the general public and noise compatibility. Airport planning boundaries define areas near airports within which safety or noise restrictions are imposed. Much of the use of private aircraft in Tulare County is related to agriculture, either for crop-dusting or private transportation over long distances.

The Visalia City Fire Department maintains an Aircraft Rescue Fire Fighting (ARFF) truck at Visalia Municipal Airport for aircraft emergencies.

### **3.10 CIVIL DISTURBANCE**

Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events.

Locations within Tulare County that have large public gatherings have the potential for unstable conditions, possibly impacting the city's ability to provide sufficient law enforcement and fire protective services.

The effects of civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries and potentially loss of life.

### **3.11 TERRORISM**

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war.

A terrorist act is defined as: "The use or threatened use, of force to achieve a political or social goal." The person(s) who instigate these acts can be from either foreign or domestic sources, and unfortunately, terrorist acts in America are increasing in frequency. We can count on the fact that these attacks will continue, that any place in our country can be a target, and that the local law enforcement officers, firefighters and emergency medical personnel will be called on to handle the first response to these acts.

It is a frightening reality of these attacks that within the last two years we have begun to use the term WMD (Weapons of Mass Destruction) in referring to large-scale terrorist incidents. With the advent of cheap and easily constructed explosives, such as ammonium nitrate fuel oil (ANFO) and the abundant material available on chemical weapons such as Ricin, a focused and well-developed and coordinated response is needed.

The effects of terrorist attacks can vary greatly depending on the type, severity, scope and duration of the activity. Terrorist activities may result in disruption of utility services, property damage and mass loss of life.

Until recently, terrorist attacks against the United States of America have taken place only against American assets abroad. This, of course, is changing and the two most visible recent terrorist attacks took place on American soil. The World Trade Center in New York was

bombed by foreign terrorists and the Oklahoma City bombing was planned and carried out by domestic terrorists.

Potential targets would be Government, Federal, State, County and City buildings. Generally, the threat of attack increases along with the level of government as the highest risk potential. Although any place where there are large numbers of people, such as sports arenas, ballparks, convention centers and transportation centers can be potential targets. Other targets to consider are targets of high visibility or strong interest, such as abortion clinics, political party headquarters, places of worship or the homes of political or religious leaders.

A comprehensive vulnerability assessment by Tulare County Office of Emergency Services in 2003 identified potential targets in Tulare County at risk of attack by terrorists with WMDs.

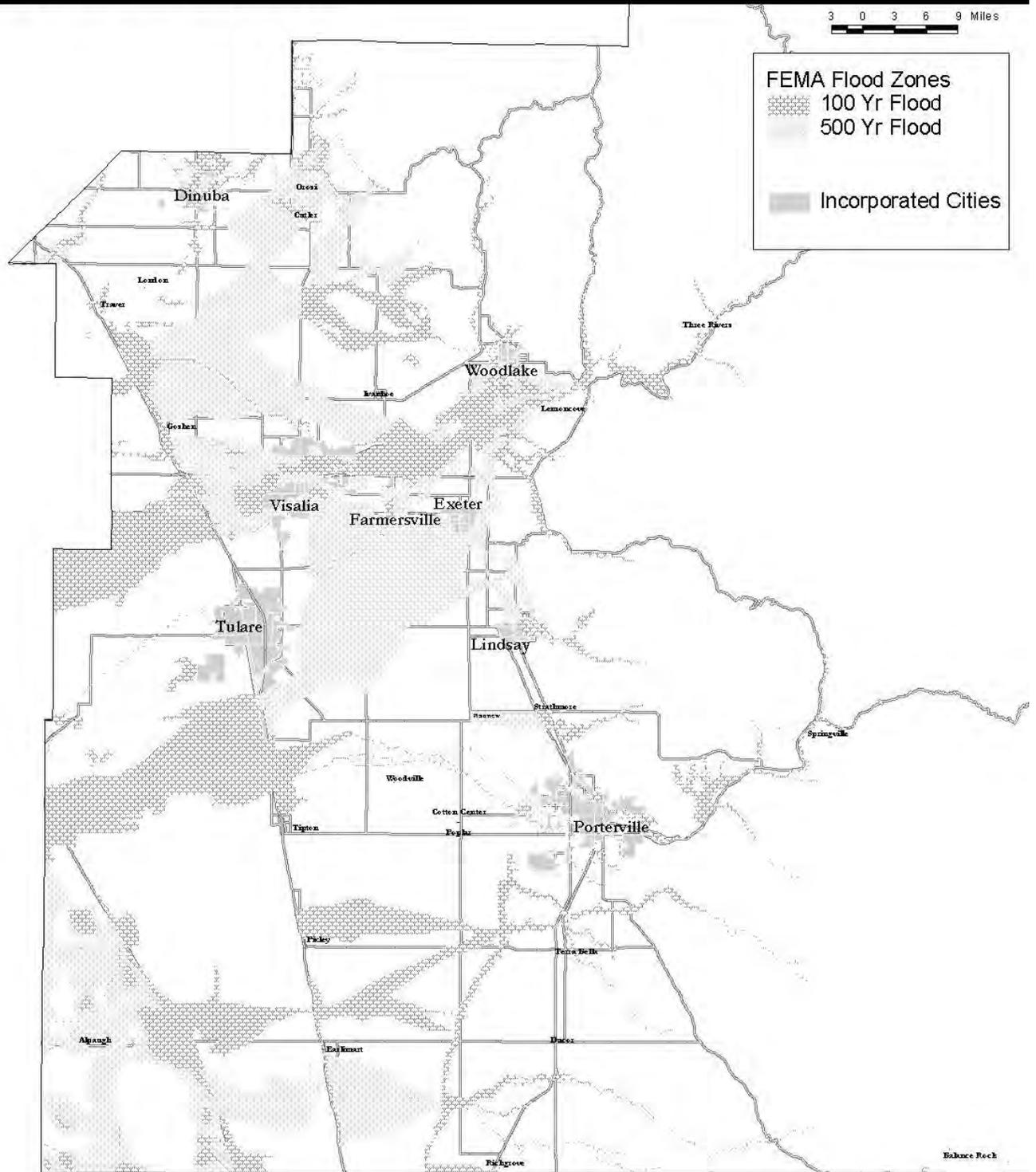
A terrorist attack can take many paths. However, 80% of past terrorist attacks involved explosives. Under the Federal authority of Presidential Decision Directive-39, the FBI is the lead agency in any act of foreign or domestic terrorism and will assume command of the incident and subsequent criminal investigation. The first responders to a terrorist attack will be responsible for the swift treatment of the injured, the preservation of the crime scene and to assist in the ultimate arrest and prosecution of the terrorists.

We have to remember that the goal of a terrorist act is to affect some type of change through the use of fear. To create the level of fear desired, the terrorist will destroy and kill as much as possible with a single well-planned act. The act can be so well developed, that in some cases, secondary explosions have been used to harm and kill the first responders who represent government authority and who are on scene to help the original casualties.

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**3.12 FEMA FLOOD ZONES**

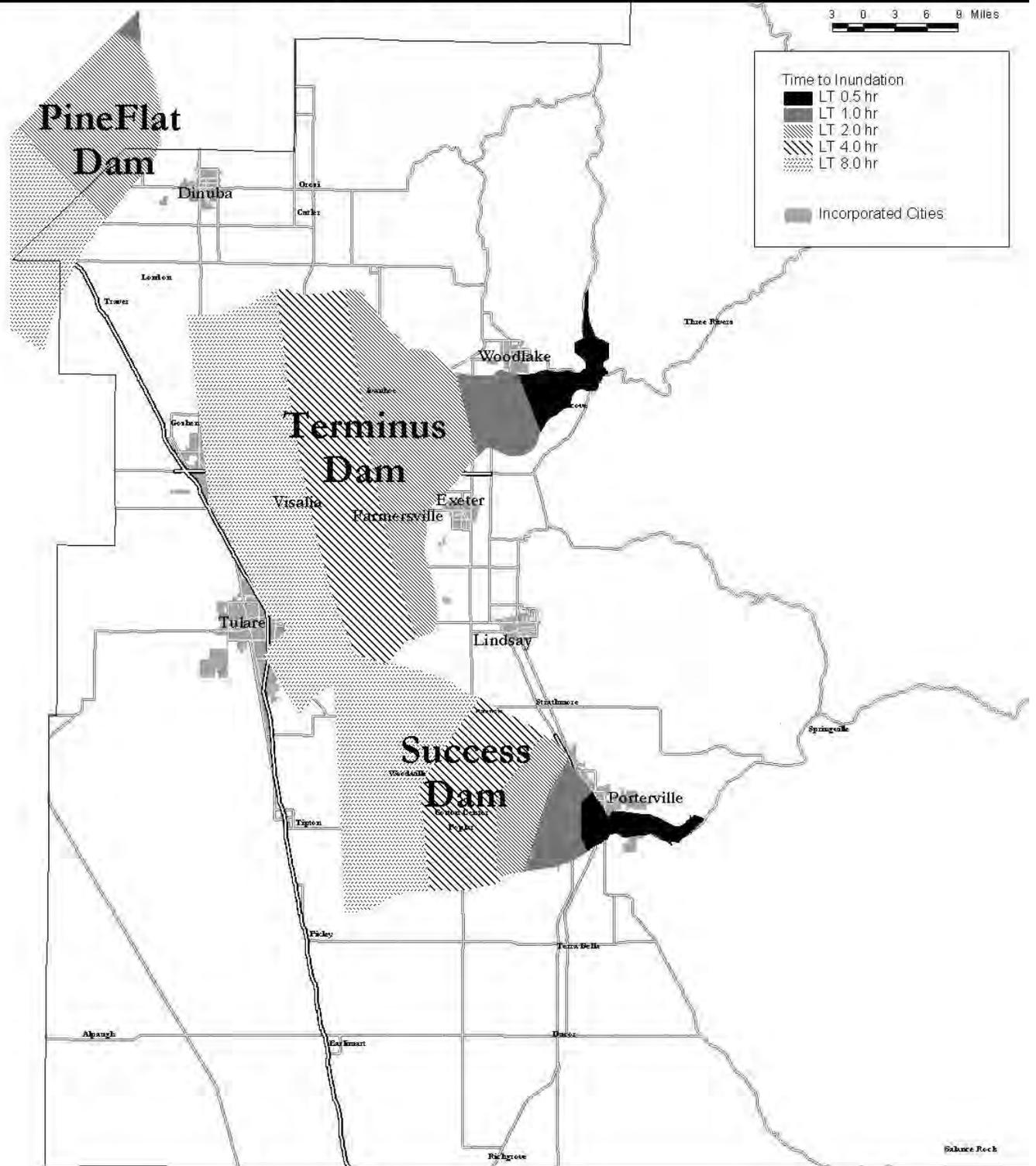
**F.E.M.A. FLOOD ZONES**



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3.13 DAM INUNDATION AREAS

DAM FAILURE INUNDATION AREAS



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**4 LINES OF SUCCESSION**

**(Enter names of City departments and one primary and one successor Leads for each.)**

Department	Lead	Successors
City Council	Mayor	Vice Mayor
City Manager	City Manager	Assistant City Manager
Human Resources	Human Resources Manager	
Parks and Recreation	Community Svcs Dir	
Fire	Fire Chief	Battalion Chief
Police	Devon Popovich	Lt.
Public Works	PW Director	
Finance	Finance Dir	

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**5 EMERGENCY RESPONSE REPORTING LOCATIONS**

**LIMITED DISTRIBUTION**

***(Enter the appropriate Emergency Functions with primary and alternate locations.)***

<b>Emergency Function</b>	<b>Primary Reporting Location</b>	<b>Alternate Reporting Location(s)</b>
<b>Department Operations Centers (DOCs)</b>	N/A	
<b>Emergency Operations Center (EOC)</b>	Police Department	Cityhall
<b>Non-Assigned Employees</b>	Contact Supervisor	
<b>Assigned Department Employees (Enter the name of appropriate departments, employee classifications and reporting locations for each classification.)</b>		
<b>Department</b>	<b>Employee Classification</b>	<b>Reporting Location</b>

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**6 EOC ASSIGNMENTS**

***(Enter the appropriate primary, alternate and backup assignments for each EOC function.)***

The primary assignment is the person who would initially act in the position during an emergency. The Alternate is the person who would replace the primary if the emergency exceeds the first operational period, or would act immediately if the primary person is unavailable. The Backup Assignment is the person who could relieve the alternate if the emergency exceeds the operational period, or if the alternate is not available.

Function	Primary Assignment Work Shift A	Alternate Assignment Work Shift B	Backup Assignment No Work Shift
<b>Management Section</b>			
<b>EOC Director</b>	City Manager	Designee	
EOC Coordinator	Fire Chief	Police Chief	
Liaison/Agency Representative	City Manager	Designee	
Safety Officer	FD, PD, PW manager as needed		
Public Information Officer	Assistant City Manager		
<b>Operations Section</b>			
Operations Section Chief	Assigned according to discipline involved		
Fire & Rescue	Fire Battalion Chief	Fire Captain	
Law Enforcement	Police Lt	Sergeant	
Construction & Engineering	City Engineer	Building Official	

<b>Function</b>	<b>Primary Assignment Work Shift A</b>	<b>Alternate Assignment Work Shift B</b>	<b>Backup Assignment No Work Shift</b>
<b>Planning/Intelligence Section</b>			
Planning/Intelligence Section Chief	PW, PD, FD Director	Building Official	
Situation Status			
Damage Assessment			
Documentation			
Technical Specialists			
<b>Logistics Section</b>			
Logistics Section Chief	Parks and Community Services Dir		
Communications & ITS			
Transportation			
Procurement			
Facilities Coordination			
<b>Finance/Administration Section</b>			
Finance/Administration Section Chief	Finance Director		
Compensation & Claims			
Cost & Time			
Personnel			

**7 DEPARTMENT SEMS ASSIGNMENTS**

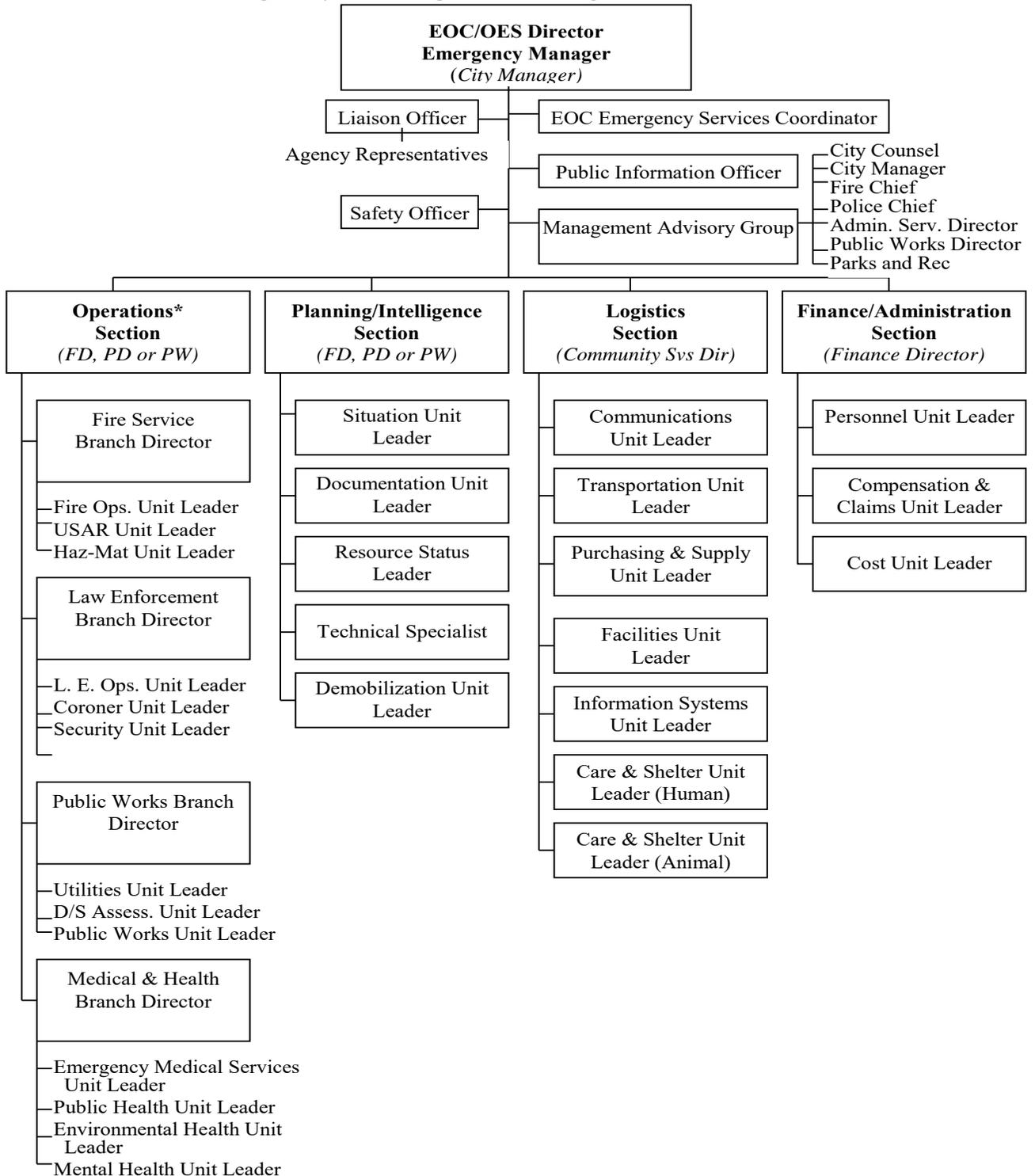
**City Functional Matrix**

P = Primary Responsibilities

S = Support Responsibilities

NIMS FUNCTIONS	MGMT		PLAN/INTEL	OPERATIONS											LOGISTICS					FIN/ADMIN	
	MANAGEMENT	PUBLIC INFORMATION		SITUATIONAL ANALYSIS	ALERTING & WARNING	DAMAGE ASSESSMENT	FIRE/HEAVY RESCUE	HAZARDOUS MATERIALS	LAW ENFORCEMENT	EVACUATION	UTILITIES	MEDICAL/PUBLIC HEALTH	ENVIRONMENTAL HEALTH	SEARCH & RESCUE	ANIMAL CARE & SHELTER	CARE & SHELTER	TRANSPORTATION	COMMUNICATIONS	PURCHASING	RECOVERY	PERSONNEL
City Administration	P	P																S	P	S	
Police	S	S	P	P	S		P	P	P		S		P		P			P			S
Fire	S	S	P		S	P	P		S	S	S		S					S			S
Public Works	S	S	P	S	P	S	S		S	P						P				S	S
Human Resources															S			S			P
City Counsel	S																				
Op Area Cities	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S		S	S
OES Inland Region	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S			S	S
Emergency Medical Services		S	S				S		S		P				S	S					S
Finance		S																P	S	S	
Parks and Rec				S										S	P						S

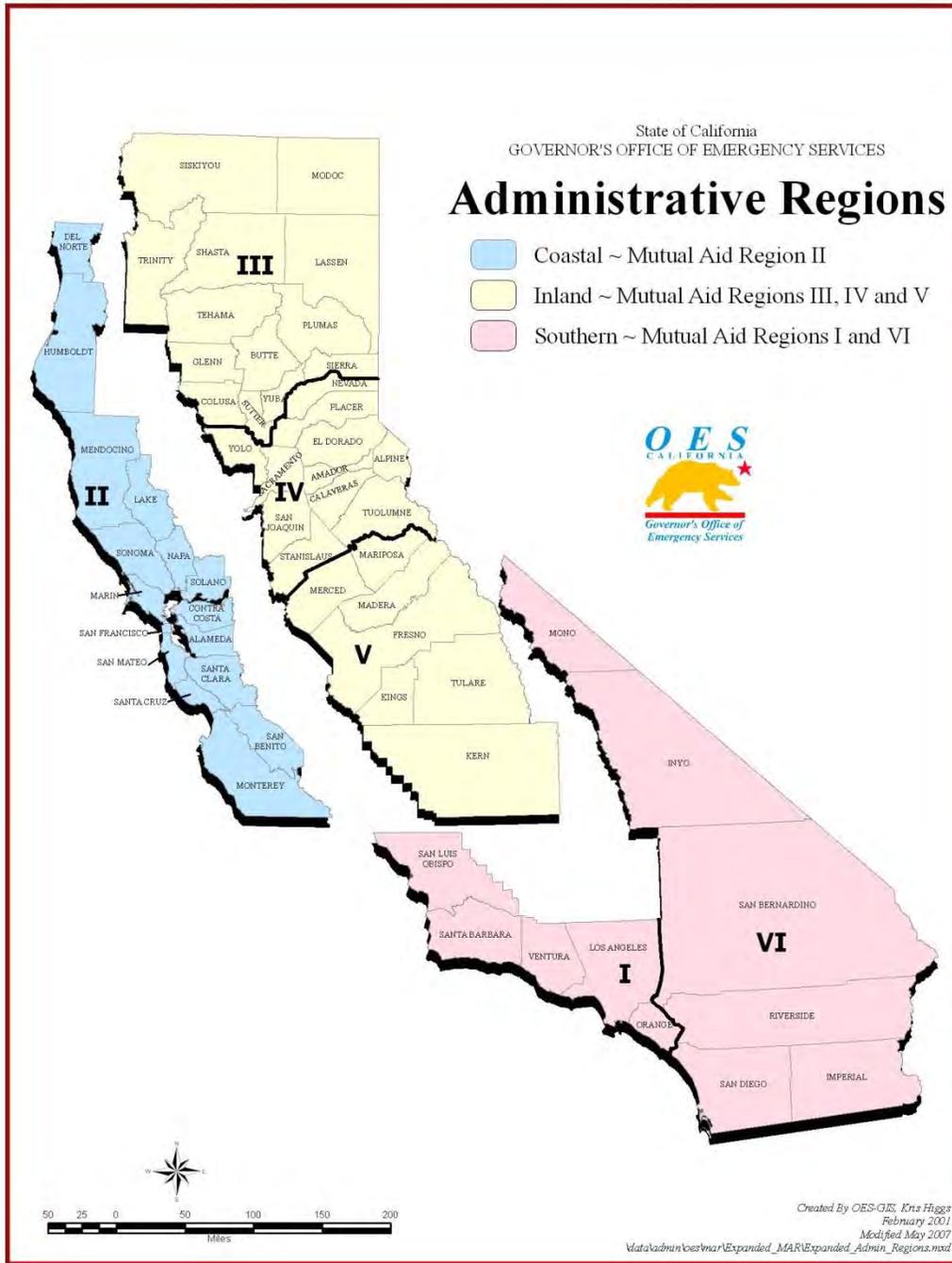
## Emergency Management Organizational Chart



\* The Operations Section Chief Position may be staffed differently dependant on the type and severity of the event.

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**8 CALIFORNIA ADMINISTRATIVE & MUTUAL AID REGIONS**



**9 Responsibility Checklists**

**INCREASED READINESS  
CHECKLIST**

- ☞  Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
  - ☞  Establish and maintain an incident log.
  - ☞  Review the appropriate emergency operations plans, guidelines, and checklists.
- ☞  Establish contact with the EOC Director, EOC Coordinator, Duty Fire Battalion Chief, Police Watch Commander and County OES
- ☞  Consider alerting/recalling off-duty personnel.
- ☞  Establish an emergency work schedule for City employees and the Emergency Command Center staff.
- ☞  Log availability and condition of personnel and resources as reports are received from the City Departments.
- ☞  Coordinate requests for emergency public information from the public and media with the Dinuba Police/Fire Dispatch, City EOC and Public Information Officer (PIO).

**DISPATCH CENTER**

## **GENERAL RESPONSE CHECKLIST**

- Dispatch emergency responders and maintain status on their disposition.
- Obtain status reports promptly.
- Establish a clear line of communications with the Incident Commander.
- Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander (IC).
- Coordinate the assignment of tactical frequencies with Incident Commander.
- Contact appropriate personnel on the City EOC Emergency Alert List as directed by the Incident Commander. Provide situation status and/or request their presence on scene or in City EOC.
- Recall off-duty City departmental personnel, as requested.
- Establish communications with Tulare County OES dispatch center. Determine effects of the event throughout the Operational Area.
- Relay evacuation instructions, as directed by the Incident Commander.
- Coordinate warning and emergency public information with the Incident Commander, County OES, and the City PIO.
- Determine, with County Health Department, the need for Critical Incident Stress Management for the Emergency Responders and the EOC staff.
- Notify Fire, Rescue and Law Enforcement Operational Area Coordinators, if activated.
- Maintain a log of all incident activities.

**DISPATCH CENTER**

## HAZARDOUS MATERIALS CHECKLIST

- Implement "General Response Checklist."
- Obtain following information from Incident Commander:
  - Exact location of Incident
  - Hazardous materials involved
  - Quantity of materials
  - Potential area(s) threatened
  - Areas evacuated and/or Shelter-in-Place operations
  - Directions to Command Post
  - Property Owner/Responsible Party
- Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.
- As directed by the Incident Commander, make the appropriate spill notifications:
  - State OES Warning Center
  - National Response Center
  - Tulare County Environmental Health

**DISPATCH CENTER**

# EARTHQUAKES CHECKLIST

- ☞  Check for injured personnel in Dinuba Police/Fire Dispatch Center and provide first aid.
- ☞  Internal status (damage assessment and availability of resources):
  - ☞  Facility
  - ☞  Communications Equipment (including repeaters)
  - ☞  Other equipment
- ☞  Establish specific functional positions:
  - ☞  Communications/Dispatch
  - ☞  Rumor control
  - ☞  Situation Status
- ☞  Implement "General Response Checklist."
- ☞  Recall off-duty dispatch personnel to assist in Dinuba Police/Fire Dispatch Center.
- ☞  Poll Field Units and determine status and availability.
- ☞  Establish communication with Tulare County Operational Area dispatch center.
- ☞  Monitor and document situation status:
  - ☞  Damage assessments
  - ☞  Utility system status
  - ☞  Resource availability
- ☞  Coordinate warning and emergency public information with the Incident Commander, County OES, and the City PIO.
- ☞  Utilize the Emergency Alert List to notify key personnel and activate the Dinuba City EOC, as directed by the Incident Commander.
- ☞  When the Dinuba City EOC is activated, provide complete and up-to-date situation status.
- ☞  Contact communications personnel for maintenance and service of communications equipment.
- ☞  Contact maintenance (Building Services) personnel to maintain and service the emergency generator(s).

**DISPATCH CENTER**

## **INCREASED READINESS CHECKLIST**

- ✍  Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- ✍  Consider alerting/recalling off-duty personnel.
- ✍  Assess the availability and condition of resources.
- ✍  Determine the number of properly staffed vehicles and apparatus available for dispatch in the City.
- ✍  Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re-supply needs, etc.).
- ✍  Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, firefighting materials, and equipment, etc.).
- ✍  Provide status report to Dinuba Police/Fire Dispatch and City Emergency Operations Center.
- ✍  Stage equipment in strategic locations, as deemed necessary.
- ✍  Coordinate emergency public information with Dinuba Police / Fire Dispatch and Dinuba City EOC, Public Information Officer (PIO).
- ✍  Notify the County of Tulare Operational Area OES Fire/Rescue Coordinator.

**FIRE DEPARTMENT**

# **TRANSPORTATION EMERGENCIES CHECKLIST**

## **All Transportation Emergencies**

- ☞  Assume Incident Command\* Establish a Unified Command for all multi-agency responses.  
*\* Except during vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the City Fire Department if the emergency response to the accident involves actions usually handled by fire services.*
  
- ☞  Relay initial assessment of incident to Dinuba Police/Fire Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
  
- ☞  Establish an Incident Command Post (ICP).
  
- ☞  Request additional resources and establish Staging Area, as required.
  
- ☞  Ensure the safety of all personnel involved with the incident.
  
- ☞  Coordinate with Law Enforcement having jurisdiction to isolate and deny entry to accident site.
  
- ☞  Provide periodic status reports to Dinuba Police/Fire Dispatch and the Dinuba City EOC, if activated, regarding response activities, injuries, and sustained damage.
  
- ☞  If the County's EOC is activated, provide County of Tulare OES with copies of documentations.

## **Train Accident**

- ☞  Through the Dinuba Police/Fire Dispatch, make the following notifications and/or request response to incident:
  - ☞  Operational Area Fire & Rescue Mutual Aid Coordinator (Tulare County Fire)
  - ☞  City Public Information Officer
  - ☞  Union Pacific Railroad

**FIRE DEPARTMENT**

## **TRANSPORTATION EMERGENCIES CHECKLIST**

(continued)

- ✍  Locate any relevant paperwork relating to car placement and cargo (i.e., manifests, bill of lading, consist, shipping papers, etc.).
- ✍  Request Dinuba Police/Fire Dispatch to recall off-duty fire department personnel, if needed.
- ✍  Coordinate emergency public information with Tulare County OES, the City PIO, and representatives from the Union Pacific Railroad, if on site.

### **Major Vehicle Accident**

- ✍  Through the Dinuba Police/Fire Dispatch, make the following notifications and/or request response to incident:
  - ✍  Operational Area Fire & Rescue Mutual Aid Coordinator
  - ✍  City Public Information Officer
  - ✍  California Highway Patrol (CHP), if on a highway
  - ✍  Trucking Company, if known and applicable
- ✍  Participate in the Unified Command, under the authority of the CHP or other law enforcement agencies with Incident Command authority for highway incidents.
- ✍  Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).
- ✍  Coordinate emergency public information with Tulare County OES, the City Public Information Officer and the California Highway Patrol, if designated as the Incident Commander.

**FIRE DEPARTMENT**

# TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

## Aircraft Accident

### *Civilian*

- ✍  Through the Dinuba Police/Fire Dispatch, make the following notifications and/or request response to incident:
  - ☞  Federal Aviation Administration
  - ☞  Operational Area Fire & Rescue Mutual Aid Coordinator
  - ☞  City Public Information Officer
  - ☞  Kaweah Delta District Hospital
  - ☞  Involved Airline Carrier
  - ☞  Emergency Medical Services Coordinator
  - ☞  Visalia Fire Department (If ARFF needed)
  
- ✍  Coordinate emergency public information with Tulare County OES, the City PIO and the Federal Aviation Administration.
  
- ✍  Assist the Dinuba Police Department with evacuating affected areas and coordinate safe evacuation routes to be used with Tulare County Sheriff's office and CHP.
  
- ✍  Assist the Dinuba Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross and the City of Dinuba Recreation, Parks and Library department regarding the activation of shelter(s).)
  
- ✍  Ensure that rescue operations are established, including triage operations.
  
- ✍  Assist the Tulare County Sheriff's Department with establishing a temporary morgue site.
  
- ✍  Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

**FIRE DEPARTMENT**

**Aircraft Accident**

*Military*

- ✍  Due to the unknown cargo, establish a 2000-foot safety zone around the aircraft.
  
- ✍  Provide Dinuba Police/Fire Dispatch with the following information regarding the military aircraft:
  - ☞  Time of accident
  - ☞  Exact location of accident
  - ☞  Whether or not parachutes were sighted
  - ☞  Whether or not aircraft was on fire
  - ☞  Damage to private property, if known
  - ☞  Extent of civilian injuries/deaths
  - ☞  Identification number on tail of military aircraft
  - ☞  Incident Command Post location
  
- ✍  Through the Dinuba Police/Fire Dispatch, make the following notifications and/or request response to incident:
  - ☞  Operational Area Fire & Rescue Mutual Aid Coordinator
  - ☞  City Public Information Officer
  - ☞  Hospitals
  - ☞  Ambulance Companies
  - ☞  Emergency Medical Services Coordinator
  
- ✍  Unless the Air Force determines the site to be a National Security situation, City of Dinuba Fire Department personnel will represent the City under a Unified Command structure. City Fire will assist with the mitigation of the incident.
  
- ✍  If the aircraft is on fire, all actions should be taken with extreme caution.
  
- ✍  Search crash site for survivors (outside 2000-foot safety zone).
  
- ✍  Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

**FIRE DEPARTMENT**

## **DAM FAILURE CHECKLIST**

- ✍  Assume Incident Command. (Establish a Unified Command if a multi-agency response is required)
- ✍  Relay initial assessment of the incident to responding units and Dinuba Police/Fire Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ✍  Establish an Incident Command Post (ICP).
- ✍  Request additional resources and establish Staging Areas, as required.
- ✍  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatch who to notify and inform of the incident.
- ✍  Ensure the safety of all personnel.
- ✍  Coordinate with Dinuba Police, Tulare County Sheriff's Department and CHP to isolate and deny entry to dam inundation area.
- ✍  Assist the Dinuba Police Department, Tulare County Sheriff's Department with evacuating areas within the dam inundation area and assist CHP in the identification of safe evacuation routes to be used.
- ✍  Assist the Dinuba Police, Tulare County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, the Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding the activation of shelters.)
- ✍  Provide periodic status reports to Dinuba Police/Fire Dispatch and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- ✍  Ensure that the Sheriff's Department is notified of any water rescues.
- ✍  Assist the Public Works Department, in any way possible, with diverting floodwaters or pumping out critical facilities that have become flooded.

**FIRE DEPARTMENT**

# **DAM FAILURE CHECKLIST**

Continued

- Coordinate emergency public information with City EOC, County OES and the City PIO.

**FIRE DEPARTMENT**

## HAZARDOUS MATERIALS CHECKLIST

**(Approach incident from UPWIND, UPHILL, AND  
UPSTREAM!!!)**

- ✍  Assume Incident Command until agency with legal jurisdictional authority arrives at scene and assumes command. (Establish a Unified Command if a multi-agency response is required.)
- ✍  Follow procedures set forth in the County of Tulare Hazardous Materials Area Plan. (See Appendix)
- ✍  Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, safe access routes, life/safety issues, etc.).
- ✍  Establish an outer perimeter. (Isolate and deny entry)
- ✍  Request Hazardous Materials Response Team. (HMRT from the City of Visalia Fire Department).
- ✍  Establish an Incident Command Post (ICP). **(PROVIDE SAFE ACCESS DIRECTIONS FOR INCOMING UNITS.)**
- ✍  Ensure the safety of all personnel involved with the incident, including the proper selection of personal protective clothing.
- ✍  Coordinate with Law Enforcement to isolate and deny entry to incident.
- ✍  Identify the hazardous material(s) involved, from a safe distance.
- ✍  Provide medical care to injured persons, if safe to do so, and notify ambulance and hospitals. (Ensure that proper decontamination is performed prior to transport.)
- ✍  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatch who to notify and inform of the incident.
- ✍  Ensure that the following individuals are notified and responding to incident:

FIRE DEPARTMENT

- ☞☐ Hazardous Materials Response Team (Visalia Fire Department)
- ☞☐ Tulare County Environmental Health
  
- ☞☐ Request additional resources and establish Staging Area, as required.

**FIRE DEPARTMENT**

# HAZARDOUS MATERIALS CHECKLIST

(continued)

**(Approach incident from UPWIND, UPHILL, AND  
UPSTREAM!!!)**

- ☞  Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the Dinuba Police and Tulare County Sheriff's Department with evacuating affected areas and assist CHP in the identification of safe evacuation routes to be used.
  
- ☞  Assist the Dinuba Police Department and Tulare County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, the Salvation Army and the City of Dinuba Recreation, Parks and Library department regarding the activation of a shelter.)
  
- ☞  Coordinate emergency public information with the Tulare County EOC and the City of Dinuba Public Information Officer.
  
- ☞  Provide periodic status reports to Dinuba Police / Fire Dispatch, Tulare County EOC and OES, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

**FIRE DEPARTMENT**

## **EARTHQUAKE CHECKLIST**

- After the initial shaking subsides, move all vehicles out of apparatus bays.
- Conduct an internal damage assessment:
  - Check safety of fire personnel, providing first aid as necessary
  - Check structural integrity of fire stations
  - Check utility systems
  - Test communications (radios, telephones, etc.)
  - Check availability of fuel
- Establish communications with Dinuba Police/Fire Dispatch and provide initial status report:
  - Personnel available
  - Apparatus, equipment, and fuel availability
- Establish communications and coordinate efforts with other local area emergency response agencies, utilizing NIMS/ICS.
- Conduct a windshield survey of assigned critical facilities, including but not limited to the following:
  - Essential service buildings (government and utility facilities)
  - School District facilities
  - Hospitals
  - Utility facilities throughout the City

**FIRE DEPARTMENT**

# EARTHQUAKES CHECKLIST

(continued)

- Consider the following when conducting your “Windshield Survey”**
- \*Stay in your vehicle – This is an information gathering task only!**
  - \*Two persons per vehicle – If possible (driver and note taker).**
  - \*Utilize the predetermined lists of critical facilities.**
  - \*Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**
  - \*The faster this is accomplished; the sooner resources can be allocated!!**

- Provide "Windshield Survey" report to the City's Emergency Operations Center.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:
  - Law Enforcement operations
  - Fire suppression operations
  - Medical Aid (triage) operations
  - Hazardous Materials operations
  - Rescue operations
- Once activated, coordinate all response actions and resource requests through the City's Emergency Operations Center.
- Establish Staging Area(s) to receive incoming resources.
- Coordinate all emergency public information through the City's Emergency Operations Center (if activated).
- In coordination with Tulare County's EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- On a periodic basis, provide status reports on all incident activities to the City's Emergency Operations Center (if activated).

**FIRE DEPARTMENT**

## **FLOODS CHECKLIST**

-  Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)
-  Relay initial assessment of incident to responding units and Dinuba Police/Fire Dispatch Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
-  Establish an Incident Command Post (ICP).
-  Request additional resources and establish Staging Area(s), as required.
-  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatch Center who to notify and inform of the incident.
-  Ensure the safety of all personnel involved with the incident.
-  In coordination with the Tulare County EOC, determine the flood stage and related flood inundation area.
-  Assist the Dinuba Police Department and Tulare County Sheriff's Department with evacuating areas within the flood inundation zone and assist CHP/Sheriff's Office in the identification of safe evacuation routes to be used.
-  Coordinate with the Law Enforcement to isolate and deny entry to flood inundation area.
-  Assist the Dinuba Police Department and Tulare County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, the Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding the activation of shelter(s).)

**FIRE DEPARTMENT**

## **FLOODS CHECKLIST**

(continued)

- ✍  Provide periodic status reports to Dinuba Police/Fire Dispatch Center and the Tulare County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- ✍  Ensure that the Tulare County Sheriff's Department is notified on any water rescues.
- ✍  Assist the City Public Works Department in any way possible, including diverting and/or diking floodwaters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.
- ✍  Coordinate emergency public information with City EOC, and Tulare County EOC Public Information Officers.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.
- ✍  Notify Fire and Rescue Operational Area Coordinator.

**FIRE DEPARTMENT**

## **WILDLAND FIRES CHECKLIST**

- ✍  Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)
- ✍  Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ✍  Establish an Incident Command Post (ICP).
- ✍  Establish Staging Area to receive incoming resources, as required.
- ✍  Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.
- ✍  Ensure the safety of all personnel involved with incident.
- ✍  Assist the Police Department, if resources are available, with evacuating areas within the fire zone and assist CHP in the identification of safe evacuation routes to be used.
- ✍  Assist the Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Tulare Chapter of the American Red Cross and the City of Dinuba Human Services Agency regarding the activation of shelter(s).)
- ✍  Coordinate with Law Enforcement to isolate and deny entry to the wildfire area.
- ✍  Provide periodic status reports to Emergency Command Center and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of wildfire.

**FIRE DEPARTMENT**

## **WILDLAND FIRES CHECKLIST**

(continued)

- ☞  Through the Hazardous Materials Response Team, determine locations within the current and forecasted fire area that store or contain hazardous materials.
  
- ☞  Ensure that support systems are in place to provide firefighting crews with necessary provisions, including but not limited to food and water.
  
- ☞  Coordinate emergency public information with County OES and the County PIO.
  
- ☞  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**FIRE DEPARTMENT**

## **LANDSLIDES CHECKLIST**

- ✍  Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)
- ✍  Relay initial assessment of incident to responding units and Dinuba Police/Fire Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ✍  Establish an Incident Command Post (ICP).
- ✍  Ensure that the following agencies have been notified:
  - ✍  City Public Works Department
  - ✍  Law Enforcement (Dinuba Police/Tulare County Sheriff's Department/CHP)
- ✍  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatcher who to notify and inform of the incident.
- ✍  Ensure the safety of all personnel involved with incident.
- ✍  Establish and coordinate with the Dinuba Police Department, Tulare County Sheriff's Department and Tulare County Fire Department, search and rescue operations within the landslide area.
- ✍  Assist the Dinuba Police and Tulare County Sheriff's Department with evacuating areas within the landslide area and assist CHP in the identification of safe evacuation routes to be used.
- ✍  Assist the Dinuba Police and Tulare County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding the activation of shelters.)
- ✍  Coordinate with Law Enforcement to isolate and deny entry to landslide area.
- ✍  Provide periodic status reports to the Dinuba Police/Fire Dispatcher and the Tulare County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

**FIRE DEPARTMENT**

- ✍️  Coordinate emergency public information with City EOC and the Tulare County EOC Public Information Officers.
  
- ✍️  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**FIRE DEPARTMENT**

## **EXTREME WEATHER CHECKLIST**

- ☞  Assume Incident Command. (Establish a Unified Command if a multi-agency response is required)
- ☞  Relay initial assessment of incident to responding units and Dinuba Police/Fire Dispatcher (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ☞  Establish an Incident Command Post (ICP).
- ☞  Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with the Dinuba Police/Fire Dispatcher to monitor weather conditions, including current and forecasted conditions.
- ☞  In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the extreme weather conditions.
- ☞  In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- ☞  Ensure the safety of all personnel involved with incident.
- ☞  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatcher who to notify and inform of the incident.
- ☞  Provide periodic status reports to the Dinuba Police/Fire Dispatcher and the Tulare County EOC, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather conditions.
- ☞  Coordinate emergency public information with the Dinuba City and Tulare County Public Information Officers.
- ☞  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**FIRE DEPARTMENT**

## **INCREASED READINESS CHECKLIST**

- ✍  Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists, including mutual aid agreements.
- ✍  Consider alerting and/or recalling off-duty personnel.
- ✍  Prepare an emergency work schedule and staffing patterns.
- ✍  Assess the availability and condition of resources, including the number of on-duty officers and vehicle status.
- ✍  Assess and determine the necessity of specialized equipment and resources, such as riot gear, search dogs, etc.
- ✍  Provide resource status report to the Dinuba Police/Fire Dispatch and Tulare County EOC.
- ✍  Stage equipment and personnel in strategic locations, as deemed necessary.
- ✍  Coordinate emergency public information with the Dinuba City and Tulare County Public Information Officers.

**POLICE DEPARTMENT**

## **CORONER OPERATIONS CHECKLIST**

- ✍  Upon notification of fatalities, contact the Coroner Division within the Tulare County Sheriff's Department.
- ✍  The Deputy Coroner shall report directly to the Incident Command Post, reporting to the Operations Section Chief or the Incident Commander (IC) if the Section Chief position is not filled.
- ✍  Receive an incident briefing from the Operations Section Chief or IC, determining the extent and location of fatalities.
- ✍  Coordinate with the appropriate agencies, if on site (i.e., CHP, FBI, NTSB, etc.).
- ✍  Make initial assessment of scene, surveying the area and any special conditions.
- ✍  Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, re-closable plastic bags, toe tags, etc.).
- ✍  Establish a body processing area and a temporary morgue.
- ✍  In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
- ✍  Coordinate emergency public information with the Dinuba City and Tulare County Public Information Officers and the Incident Commander.
- ✍  Provide periodic status reports to the Incident Commander and/or the Operations Section Chief.
- ✍  Coordinate with the Tulare County Health Department the need for Critical Incident Stress Management for emergency responders who have performed body recovery/coroner operations.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **TRANSPORTATION EMERGENCIES CHECKLIST**

### **Train Accident**

- ✍  Report to the Incident Command Post, obtain briefing from the Incident Commander or the Operations Section Chief, if position is filled.
  
- ✍  In coordination with the Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - ☞  Establish a perimeter to isolate the incident.
  - ☞  Control access to accident site, restricting access to emergency responders only.
  - ☞  Provide security for evacuated areas.
  
- ✍  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - ☞  Assist Tulare County Sheriff's and CHP in identifying safe evacuation routes.
  - ☞  Identify and establish adequate evacuation reception areas.
  - ☞  If long term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, the Salvation Army and the City of Dinuba Recreation, Parks and Library department regarding activation of shelters.
  
- ✍  Assist Tulare County Sheriffs and CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City Public Works.
  
- ✍  Provide for crowd control at accident site.
  
- ✍  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
- ✍  Assist City Fire with safeguarding all evidence for federal accident investigators.
  
- ✍  Assist the Deputy Coroner with the removal and disposition of fatalities, as requested.
  
- ✍  Ensure that all emergency public information is transmitted through the Incident Commander.

**POLICE DEPARTMENT**

# TRANSPORTATION EMERGENCIES CHECKLIST

## **Major Vehicle Accident**

- ☞  Assume Incident Command.\*  
*\*The Incident Commander position may be handed over to the City Fire Department if the emergency response to the accident involves actions usually handled by the fire services except during accidents when the Law Enforcement Agency with jurisdictional authority assumes the Incident Commander function.*
- ☞  Relay initial assessment of incident to responding units and Dinuba Police/Fire Dispatch Center. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- ☞  Establish an Incident Command Post (ICP).
- ☞  Request additional resources, establish Staging Area, as required.
- ☞  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatch Center who to notify and inform of the incident.
- ☞  Ensure the safety of all personnel involved with incident.
- ☞  Direct the Tulare County Sheriff's Department/CHP to isolate and deny entry to the accident site in coordination with the City Fire Department.
- ☞  If evacuation of affected areas is necessary, take the following actions:
  - ☞  Assist Tulare County Sheriff's office and CHP in identifying safe evacuation routes
  - ☞  Identify and establish adequate evacuation reception areas
  - ☞  If long term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library Department.
  - ☞  Provide security for evacuated areas
- ☞  Assist Tulare County Sheriffs and CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City Public Works.
- ☞  Provide for crowd control at the accident site.

**POLICE DEPARTMENT**

## TRANSPORTATION EMERGENCIES CHECKLIST

- ✍  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ✍  Assist the Coroner with the removal and disposition of the deceased, as requested.
- ✍  Provide periodic status reports to Dinuba Police/Fire Dispatch Center and the Tulare County EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- ✍  Coordinate emergency public information with Dinuba City and Tulare County Public Information Officers.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

### Aircraft Accident

*(Civilian and Military)*

- ✍  Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
- ✍  In coordination with the City Fire Department, and as directed by the IC or Operations Chief, take the following actions:
  - ☞  Establish a perimeter to isolate the incident with a minimum of a 2000-foot perimeter for military aircraft crashes.
  - ☞  Control access to accident site, restricting access to emergency responders only.
- ✍  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - ☞  Assist Tulare County Sheriffs and CHP in identifying safe evacuation routes.
  - ☞  Identify and establish adequate evacuation reception areas.

**POLICE DEPARTMENT**

## **TRANSPORTATION EMERGENCIES CHECKLIST**

- ☞  If long term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding activation of shelters.
- ☞  Provide security for evacuated areas.
- ✎  Assist Tulare County Sheriffs and CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City Public Works.
- ✎  Provide for crowd control at accident site.
- ✎  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ✎  Assist City Fire with safeguarding all evidence for federal accident investigators.
- ✎  Assist the Tulare County Coroner with the establishment of a temporary morgue and the removal and disposition of the deceased, as requested.
- ✎  Ensure that all emergency public information is transmitted through the Incident Commander.

**POLICE DEPARTMENT**

## **DAM FAILURE CHECKLIST**

- ✍  Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
  
- ✍  In coordination with the City Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
  - ☞  Establish a perimeter to isolate the incident.
  - ☞  Control access to incident site, restricting access to emergency responders only.
  
- ✍  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - ☞  Assist Tulare County Sheriffs and CHP in identifying safe evacuation routes.
  - ☞  Identify and establish adequate evacuation reception areas.
  - ☞  If long term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding activation of shelters.
  - ☞  Provide security for evacuated areas.
  
- ✍  In coordination with the City Fire Department, take the following actions in response to a dam failure:
  - ☞  Assist Tulare County Sheriffs and CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City Public Works.
  - ☞  Provide for crowd control.
  
- ✍  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
  
- ✍  Ensure that all emergency public information is transmitted through the Incident Commander.

**POLICE DEPARTMENT**

## HAZARDOUS MATERIALS CHECKLIST

### Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!

- \* Upon dispatch, always approach hazardous materials incident from **UPWIND, UPHILL** and **UPSTREAM!!**
- \* Toxic materials may be odorless and invisible.
- \* Minimize all exposures by not driving through or in the area of the suspected release.
- \* If Dinuba Police Department personnel are on-scene first, establish a **LARGE** perimeter isolating and denying entry.
- \* If Dinuba Police Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:
  - Do not move the container or attempt to determine if it is full.
  - Retreat to an **upwind, uphill** or **upstream** position.
  - Notify the City Fire Department through Dinuba Police/Fire Dispatch.
  - Isolate the area and deny entry to non-emergency responders.

- ☞  Obtain directions to Incident Command Post from Dinuba Police/Fire Dispatch Center.
- ☞  Report to the Incident Commander or the Operations Section Chief, if position has been established, and obtain briefing.
- ☞  Ensure that all Police Department Personnel remain out of the hazard zones established.
- ☞  In coordination with the City Fire Department and as directed by the Incident Commander or Operations Chief, control access to incident site, restricting access to non-emergency responders only.

**POLICE DEPARTMENT**

## HAZARDOUS MATERIALS CHECKLIST

### Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!

- ✍  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - ☞  Assist Tulare County Sheriffs and CHP in identifying safe evacuation routes.
  - ☞  Identify and establish adequate evacuation reception areas.
  - ☞  If long term evacuation of area is required, notify and coordinate with the Tulare/Kings Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library Department regarding activation of shelters.
  - ☞  Provide security for evacuated areas.
- ✍  Assist Tulare County Sheriffs and CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City Public Works.
- ✍  Provide for crowd control at incident site.
- ✍  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ✍  Ensure that all emergency public information is transmitted through the Incident Commander.

**POLICE DEPARTMENT**

## **EARTHQUAKES CHECKLIST**

- ✍  After the initial shock waves (shaking) subside, move all vehicles from within any inside parking garages.
  
- ✍  Conduct an internal damage assessment of Police facility:
  - ☞  Check safety of Police personnel, providing first aid as necessary
  - ☞  Check structural integrity of Police facility
  - ☞  Check structural integrity of jail, and Police Community centers
  - ☞  Check structural integrity of Tulare County Court House
  - ☞  Check utility systems
  - ☞  Test communications (radios, telephones, etc.)
  - ☞  Check availability of fuel
  
- ✍  Establish communications with Dinuba City EOC and provide initial status report:
  - ☞  Personnel available
  - ☞  Vehicle and equipment availability
  - ☞  Availability of fuel
  
- ✍  Establish communications and coordination efforts with other County and Operational Area emergency response agencies, utilizing ICS.
  
- ✍  In coordination with City Fire, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
  - ☞  Essential service buildings (primarily government facilities)
  - ☞  School District facilities
  - ☞  Utility facilities throughout City

**POLICE DEPARTMENT**

## EARTHQUAKES CHECKLIST

**Consider the following when conducting your “Windshield Survey”**

**\*Stay in your vehicle – This is an information gathering task only!**

**\*Two persons per vehicle – if possible (driver and note taker).**

**\*Utilize the predetermined lists of critical facilities.**

**\*Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**

**\*The faster this is accomplished; the sooner resources can be allocated!!**

- Provide "Windshield Survey" report to Emergency Command Center
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- In coordination with the City Fire Department, and as directed by the Incident Commander or Operations Chief, control access to incident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
  - Assist Tulare County Sheriff's office and CHP in identifying safe evacuation routes.
  - Identify and establish adequate evacuation reception areas.
  - If long term evacuation of area is required, notify and coordinate with the Visalia Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library regarding activation of shelters.
  - Provide security for evacuated areas.
- Assists in the development and implementation of a traffic control plan for the affected areas, coordinating with Cal-Trans and Public Works.

**POLICE DEPARTMENT**

## **EARTHQUAKES CHECKLIST**

- ✍  Provide for crowd control at all incident sites.
- ✍  Once activated, coordinate all response actions and resource requests with the Operations Section of the City Emergency Operations Center.
- ✍  Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.
- ✍  Provide alternate communication systems as required.
- ✍  In coordination with the Incident Commander and the City Emergency Operations Center, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- ✍  Regularly provide status reports on all incident activities to the Operations Section Chief.
- ✍  Refer all emergency public information requests to the Incident Commander.

**POLICE DEPARTMENT**

## **FLOODS CHECKLIST**

- ✍️  Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- ✍️  In coordination with the City Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
  - 👉  Establish a perimeter to isolate the incident.
  - 👉  Control access to accident site, restricting access to emergency responders only.
- ✍️  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - 👉  Assist Tulare County Sheriff's office CHP in identifying safe evacuation routes.
  - 👉  Identify and establish adequate evacuation reception areas.
  - 👉  If long term evacuation of area is required, notify and coordinate with the Visalia Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library regarding activation of shelters.
  - 👉  Provide security for evacuated areas.
- ✍️  In coordination with the City Fire Department, take the following actions in response to flooding:
  - 👉  Assist in the development and implementation of a traffic control plan, coordinating with Tulare County Sheriff's office, CHP, Cal-Trans and City Public Works.
  - 👉  Provide for crowd control.
- ✍️  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ✍️  Ensure that all emergency public information is transmitted through the Incident Commander.
- ✍️  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **LANDSLIDES CHECKLIST**

- ✍️  Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- ✍️  In coordination with the City Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
  - 👉  Establish a perimeter to isolate the incident.
  - 👉  Control access to accident site, restricting access to emergency responders only.
- ✍️  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - 👉  Assist Tulare County Sheriff's office and CHP in identifying safe evacuation routes.
  - 👉  Identify and establish adequate evacuation reception areas.
  - 👉  If long term evacuation of area is required, notify and coordinate with the Visalia Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library regarding activation of shelters.
  - 👉  Provide security for evacuated areas.
- ✍️  In coordination with the City Fire Department, take the following actions in response to a landslide:
  - 👉  Assist in the development and implementation of a traffic control plan, coordinating with Tulare County Sheriff's office, CHP, Cal-Trans and City Public Works.
  - 👉  Provide for crowd control.
- ✍️  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ✍️  Ensure that all emergency public information is transmitted through the Incident Commander.
- ✍️  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **EXTREME WEATHER CHECKLIST**

- ☞  Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- ☞  In coordination with the City Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
  - ☞  Establish a perimeter to isolate the incident.
  - ☞  Control access to accident site, restricting access to emergency responders only.
- ☞  If the Incident Commander requests evacuation of affected areas, take the following actions:
  - ☞  Assist Tulare County Sheriff's office and CHP in identifying safe evacuation routes.
  - ☞  Identify and establish adequate evacuation reception areas.
  - ☞  If long term evacuation of area is required, notify and coordinate with the Visalia Chapter of the American Red Cross, Salvation Army and the City of Dinuba Recreation, Parks and Library regarding activation of shelters.
  - ☞  Provide security for evacuated areas.
- ☞  In coordination with the City Fire Department, take the following actions in response to severe weather conditions:
  - ☞  Assist in the development and implementation of a traffic control plan, coordinating with Tulare County Sheriff's office, CHP, Cal-Trans and Public Works.
  - ☞  Provide for crowd control.
- ☞  Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- ☞  Ensure that all emergency public information is transmitted through the Incident Commander.
- ☞  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **CIVIL DISTURBANCES CHECKLIST**

- ✍  Assume Incident Command (Establish a Unified Command if a multi-agency response is required)
- ✍  Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ✍  Establish an Incident Command Post (ICP).
- ✍  Authorize the activation of the Emergency Alert List, specifically indicating to the Dinuba Police/Fire Dispatch who to notify and inform of the incident.
- ✍  Provide periodic status reports to City Emergency Operations Center and the Tulare County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- ✍  Coordinate emergency public information with Tulare County OES and the City Public Information Officer.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **TERRORISM CHECKLIST**

- ✍  Assume Incident Command (Establish a Unified Command if a multi-agency response is required)
- ✍  Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- ✍  Establish an Incident Command Post (ICP).
- ✍  Ensure that the following agencies have been notified and/or are on scene:
- ✍  Provide periodic status reports to City Emergency Operations Center and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- ✍  Coordinate emergency public information with Tulare County OES and the City Public Information Officer.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

**POLICE DEPARTMENT**

## **INCREASED READINESS CHECKLIST**

-   Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
-   Consider alerting and/or recalling off-duty personnel.
-   Prepare an emergency work schedule, and staffing patterns (i.e., two people per vehicle).
-   Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.
-   Assess and determine the necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.
-   Provide a resource status report to City Emergency Operations Center (EOC).
-   Stage equipment and personnel in strategic locations, as deemed necessary.
-   Coordinate emergency public information with City Public Information Officer.

## GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment.
- Determine if mutual aid is required. If required, contact the following agencies for assistance:
  - Exeter City Public Works Department
  - Farmersville City Public Works Department
  - Lindsay City Public Works Department
  - Porterville City Public Works Department
  - Tulare County Public Works Department
  - Visalia City Public Works Department
  - Woodlake City Public Works Department
  - CALTRANS
- Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.

## **DAM FAILURE CHECKLIST**

- Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established.
- Establish communications and coordinate efforts with other county emergency response agencies.
- Provide the transport of sand, bags and other materials necessary to dam or divert flood waters.
- Assist in the completion of windshield surveys of damage.
- Provide pumping of water out of critical facilities.
- Review and complete all the required actions on the "General Response Checklists."

**PUBLIC WORKS DEPARTMENT**

## **EARTHQUAKES CHECKLIST**

- ☞  After the initial shaking stops, immediately perform the following functions:
  - ☞  Check for injured Public Works Department personnel and provide first aid as necessary.
  - ☞  Check damage sustained to Public Works Department facilities.
  - ☞  Check communications equipment.
  - ☞  Check the availability and status of all heavy equipment and other materials at City Yard and other Public Works Department locations.
  
- ☞  Establish communications with Dinuba Police/Fire Dispatch and provide an initial status report, which should include:
  - ☞  Public Works Department personnel available
  - ☞  Equipment and materials available
  - ☞  Status of fuel at City facilities
  
- ☞  Consider the recall of off duty personnel based on the demands of the incident.
  
- ☞  Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the City EOC, or the Dinuba Police/Fire Dispatch if the EOC is not yet activated.
  
- ☞  Establish communications and coordinate efforts with other city emergency response agencies.
  
- ☞  As directed by the Operations Section Chief, perform the following functions:
  - ☞  Dispatch crews to survey damage to streets.
  - ☞  Dispatch crews to inspect the structural stability of critical facilities.
  - ☞  Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
  - ☞  Dispatch crews to clear debris.
  
- ☞  Advise the Operations Section Chief of the need to evacuate critical facilities and the need to close or restrict access to bridges, freeways, or other roadways, based on inspections and surveys.

## **EARTHQUAKES CHECKLIST**

**(continued)**

-   Consider placing equipment at designated staging areas.
-   Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
-   Assist CHP, Sheriff's Office and Fire Department to set up detours and alternate routes for damaged roadways, bridges, and freeways.
-   Repair damage to critical facilities and essential roadways.
-   Coordinate with utility companies to repair and/or restore services.
-   Review and complete all the required actions on the "General Response Checklists."

**PUBLIC WORKS DEPARTMENT**

## **FLOODS CHECKLIST**

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- Determine if mutual aid is required. If required contact the following agencies for assistance:
  - Exeter City Public Works Department
  - Farmersville City Public Works Department
  - Lindsay City Public Works Department
  - Porterville City Public Works Department
  - Tulare County Public Works Department
  - Visalia City Public Works Department
  - Woodlake City Public Works Department
  - CALTRANS
- Mobilize crews for flood fighting operations, which may include the following actions:
  - Diverting flood waters.
  - Clearing debris from bridges and overpasses.
  - Sandbagging operations.
  - Levee or ditch bank reinforcement.
- Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.
- Review and complete all the required actions on the "General Response Checklists."

## **LANDSLIDES CHECKLIST**

- ✍  Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- ✍  Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- ✍  Determine if mutual aid is required. If required contact the County EOC for assistance:
- ✍  Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- ✍  Coordinate the clearing and shoring of the landslide area with the City Fire Department and CALTRANS, if onsite.
- ✍  Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- ✍  On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- ✍  Forward all incident documentation, including reports, to County OES for the preparation of the after-action report.
- ✍  Review and complete all the required actions on the "General Response Checklists."

**PUBLIC WORKS DEPARTMENT**

## **INCREASED READINESS CHECKLIST**

**(NOTE: This service is provided by the County of Tulare)**

- ☞  Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines and checklists.
- ☞  Provide resource status report to County OES and to Emergency Command Center.
- ☞  Stage equipment and personnel in strategic locations, as deemed necessary.
- ☞  Coordinate emergency public information with County OES and the County Public Information Officer.

## **GENERAL RESPONSE CHECKLIST**

- ✍  Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established and obtain an incident briefing.
- ✍  Determine the extent of Environmental Health's assistance required, including personnel and resources.
- ✍  Determine what actions Environmental Health is required to perform, including the following actions:
  - ☞  Activation Medical/Health Disaster Plan.
  - ☞  Conduct damage assessment of sewage and potable water systems.
  - ☞  Establish vector control operations.
  - ☞  Provide sanitation services for all emergency facilities.
- ✍  Coordinate emergency public information with County Public Information Officer and the Incident Commander.
- ✍  On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- ✍  Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

## **INCREASED READINESS CHECKLIST**

- ✍  Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- ✍  Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.
- ✍  Consider alerting and/or recalling off-duty Emergency Medical Services personnel as well as alerting voluntary agencies.
- ✍  Provide a resource status report to Dinuba Police/Fire Dispatch and to City Emergency Command Center.
- ✍  Stage equipment and personnel in strategic locations, as deemed necessary.
- ✍  Coordinate emergency public information with City EOC, County OES and the City Public Information Officer.
- ✍  Coordinate hospital call down and bed status:
  - ✍  Critical Care
  - ✍  Medical/Surgery
  - ✍  Pediatric
- ✍  Coordinate number of ambulances available immediately and within one hour.

## GENERAL RESPONSE CHECKLIST

- ✍  Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- ✍  Determine the extent of the Emergency Medical Services assistance required, including personnel, services and facilities.
- ✍  Determine what is required from the Emergency Medical Services beyond the following actions:
  - ☞  Assess the need for temporary medical and medically fragile evacuation sites.
  - ☞  In coordination with the American Red Cross and Public Health, provide assistance with securing nursing and with medical personnel needs.
  - ☞  Advise Critical Incident Stress Management Team.
- ✍  Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- ✍  On a regular basis, provide activity status reports to the Incident Commander and/or the Logistics Section Chief.
- ✍  Forward all incident documentation, including reports, to OES for the preparation of the after-action report.
- ✍  Determine need for activation of Field Treatment sites, staffing and supplies.
- ✍  Consider coordination with Regional Disaster Medical Health Coordinator, if resource needs exceed local capacity.

**10 SAMPLE RESOLUTIONS**

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF DINUBA  
PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Chapter 9.14 of the City of Dinuba Code empowers the City Manager or his designee to proclaim the existence or threatened existence of a local emergency when City of Dinuba is affected or likely to be affected by a public calamity and the City Council is not in session; and

**WHEREAS**, the Director of Emergency Services of the City of Dinuba does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City of Dinuba, caused by \_\_\_\_\_; and

That the City Council of the City of Dinuba is not in session (and cannot immediately be called into session);

**NOW, THEREFORE, BE IT RESOLVED** that a local emergency now exists throughout the City of Dinuba; and

**BE IT FURTHER RESOLVED** that during the existence of said local emergency the powers, functions and duties of the emergency organization of this City shall be those prescribed by; state law, charter, ordinances, and resolutions of this city and by City of Dinuba Emergency Plan as approved by the City Council on \_\_\_\_\_, 20\_\_\_\_.

Dated: \_\_\_\_\_

By:

Director of Emergency Services  
City of Dinuba

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF DINUBA CONFIRMING EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Chapter 9.14 of the City of Dinuba Ordinance Code empowers the City Manager or his designee to proclaim the existence or threatened existence of a local emergency when the City of Dinuba is affected or likely to be affected by a public calamity and the City Council are not in session; and

**WHEREAS**, conditions of extreme peril to the safety of persons and property have arisen with this City, caused  
by

\_\_\_\_\_ commencing on or about \_\_\_\_\_ .m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which time the City Council of the City of Dinuba was not in session; and

**WHEREAS**, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

**WHEREAS**, the Director of Emergency Services of the City of Dinuba did proclaim the existence of a local emergency within said City on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED**, that said local emergency shall be deemed to continue to exist until termination is proclaimed by the City Council of the City of Dinuba, State of California.

Dated: \_\_\_\_\_  
\_\_\_\_\_

By:

Director of Emergency Services  
City of Dinuba

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF DINUBA  
PROCLAIMING TERMINATION OF A LOCAL EMERGENCY**

**WHEREAS**, a local emergency existed in the City of Dinuba in accordance with the resolution thereof by the Director of Emergency Services on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as a result of conditions of extreme peril to the safety of \_\_\_\_\_ persons and \_\_\_\_\_ property caused by

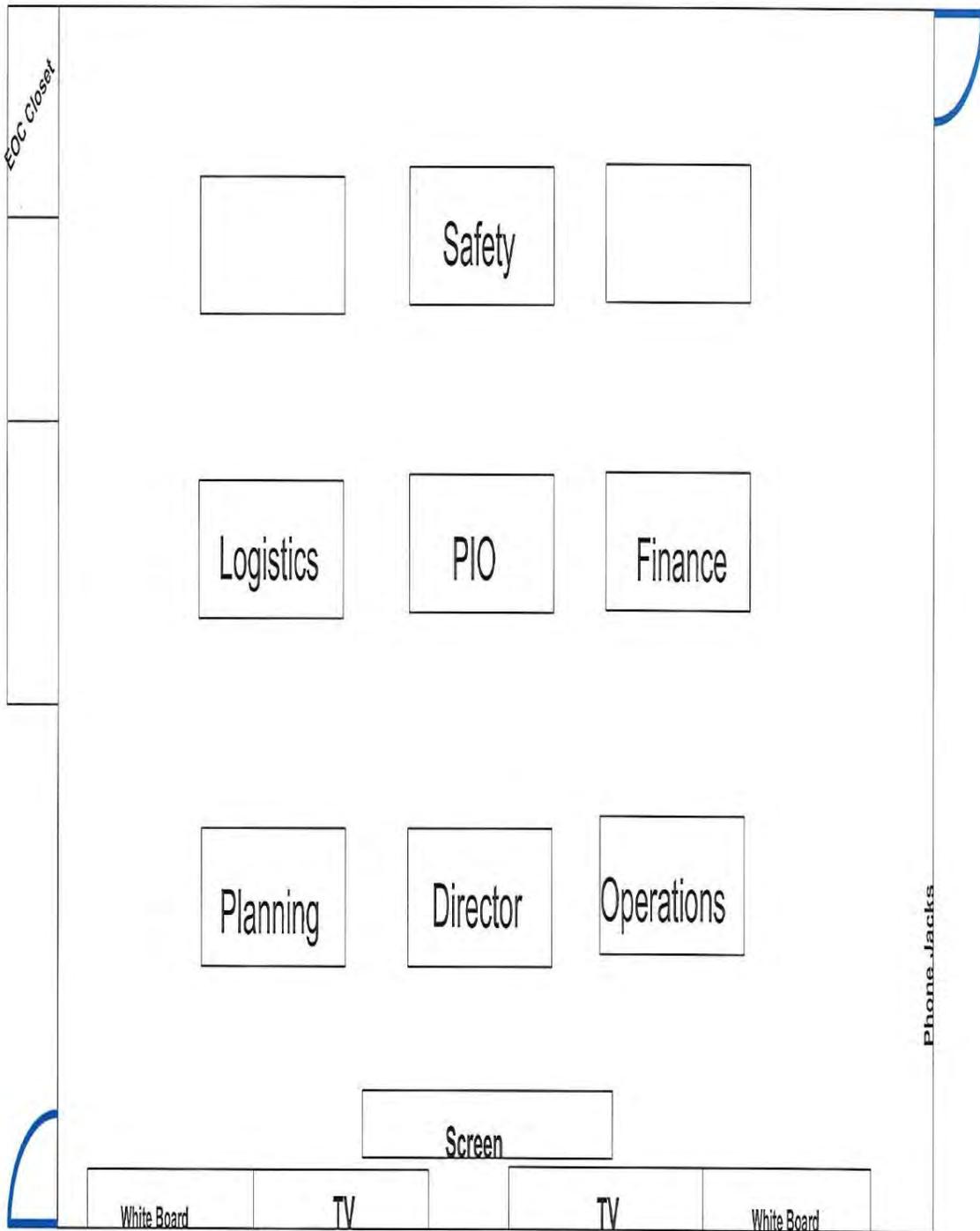
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\_\_\_\_\_  
, and

**WHEREAS**, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment and facilities of and within said City of Dinuba.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Dinuba, State of California, does hereby proclaim the termination of said local emergency.

**11 EOC ROOM DIAGRAM**





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