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Recommendations Report

Thank you for the opportunity to work with you to update your Emergency Operations Plan-Base Plan. Emergency Management is an ever developing profession and the list below notes suggestions to prioritize future work to build your emergency management program. Services that are available to you free of charge from other entities are noted as such.

I propose this as an interim recommendation report and suggest that it be updated should we receive feedback from Cal EMA beyond the Base Plan requirements. They may introduce resources or new requirements that we are not aware of at this time. Current recommendations include:

- File new alternate seat of government designation with the California Secretary of State (requirement on approved EOP, should your alternate seat of government be officially changed)
- Validate and expand resource directory information (use interns)
- Work with City Departments to update SOPs based on EOC assignments and current City protocols/organization. Referenced in EOP:
 - Recreation Division's care & shelter SOPs
 - Finance – time and acquisition SOPs (Finance &IT Department has already begun this process)
 - Damage Assessment – expand beyond and integrate the damage assessment process established by the FD
 - Recovery SOPs
- Organize/update EOC position go kits (forms, check lists, SOPs, etc. available in the EOC)
- Organize/update EOC forms
- Document power backup requirements, all generator specifications
- Establish training and exercise plan
- Develop new plans/annexes:
 - Energy Assurance Annex (leverage CEC resource)
 - Access and Functional Needs Annex
 - Continuity of Operations Plan
 - Emergency Public Information/Joint Information System (JIC/JIS) Plan– OCOA template available
 - Private Sector/Whole Community Coordination Annex
 - Volunteer and Donations Management Annex
 - Logistics Management and Resource Support Annex

- ❑ Evaluate status of resource management planning along with expand capability documentation per threat annex
- ❑ Exercise and test current plan -use CalEMA resource. Suggest exercising:
 - Senior management communications
 - EOC activation and staffing decision process
 - DES and Policy Group coordination
 - EOC setup and activation
 - Resource ordering
 - Direction and control (EOC integration with normal/field operations)
 - Public information
- ❑ Planning "P" – ICS planning process

Please contact me to brainstorm further and look for ways to maximize your planning, training and exercise efforts.

Point of Contact

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City of Costa Mesa

Emergency Operations Plan

July 2013

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Annex - Hazard Specific Actions

Appenices

(In Separate Volume)

- One - Position Checklists
- Two - Operational and Administrative Processes
- Three - Forms
- Four - Resource Directory
- Five - Acronyms/Glossary of Terms
- Six - References
- Seven - SEMS Supporting Documents

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Introduction

The City of Costa Mesa's Emergency Operations Plan identifies the City's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental agencies, special districts and non-governmental organizations involved in emergency preparedness, management and response operations.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. It is designed to include the City of Costa Mesa as part of the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). NIMS was implemented in the City to fulfill the Homeland Security Presidential Directive/HSPD 5 and SEMS is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California.

The plan addresses how the City will respond to extraordinary events or disasters, from preparation through recovery. A hazard analysis and probability matrix is also included in the plan. The responsibilities of each department are identified in matrices, which list major Emergency Operations response functions. The development of departmental Standard Operating Procedures (SOPs) is discussed.

This City of Costa Mesa Emergency Operations Plan was updated using a departmental planning team and comments from the Disaster Preparedness Committee, accepted by the California Emergency Management Agency and approved by City Council Resolution. The City's Office of Emergency Management, within the Police Department, Support Services Division, Telecommunications Bureau, is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required.

Promulgation and Approval

All City departments, each of which has multiple functions within the Emergency Operations Center, are responsible for reviewing this EOP. Upon completion of review and written concurrence by each City department, the plan is submitted to the City Council for review and approval. Upon concurrence by the City Council and the Mayor, this Plan will be officially adopted and promulgated.

Department Concurrence

The undersigned concur with the operational intent and content of this Emergency Operations Plan.

Director of Emergency Services (Chief Executive Officer)	Date

Name	
City Attorney	Date

Name	
Fire Chief	Date

Name	
Police Chief	Date

Name	

Public Services Director	Date

Name	
Development Services Director	Date

Name	
Finance & IT Department Director	Date

Name	
Office of Emergency Management	Date

Name	

City Council Approval

To follow is the City Council Resolution that represents the City's Governing Body approval.

RESOLUTION NO. 13-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING THE CITY OF COSTA MESA EMERGENCY OPERATIONS PLAN AS REQUIRED BY THE CALIFORNIA EMERGENCY SERVICES ACT.

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City of Costa Mesa has long recognized its responsibilities to mitigate the effects of natural, man-made or war-caused emergencies which result in conditions of disaster of extreme peril to life, and resources of the City, and generally to protect the health and safety and preserve the life and property of the people of the City of Costa Mesa; and

WHEREAS, the purposes of Ordinance No. 80-20 (Costa Mesa Municipal Code, Title 6) on November 3, 1980, establishing the Costa Mesa Disaster Council, and the office of Director of Emergency Services; and

WHEREAS, the purpose of Ordinance No. 80-20 are to provide for preparation and carry out of plans for protection of persons and property within the City of Costa Mesa in the event of an emergency, and to provide for coordination of the emergency functions; and

WHEREAS, the California Emergency Services Act, Title 2, Division 1, Chapter 7 of the Government Code, Section 8550, et seq., provides authority for local agencies to adopt plans to meet any condition constituting a local emergency, state of emergency, and to provide for coordination of the emergency functions; and

WHEREAS, ordinance No. 80-20 provides that the Costa Mesa Disaster Council shall be responsible for development of emergency service plans, which shall provide for effective mobilization of all resources of the City, both public and private, to meet any condition constituting a local emergency or disaster, state of emergency, or state of war emergency, and shall provide for organization, powers and duties, services, and staff of the emergency organization; and

WHEREAS, the Director of Emergency Services has caused the preparation of a new Costa Mesa Emergency Operations Plan dated July 2013 and the plan has been submitted to and reviewed by the City Council; and

WHEREAS, the plan has been reviewed as required by the California Environmental Quality Act (CEQA) and has been found to be satisfactorily exempt under Section 15061(b)(3) of the CEQA guidelines.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. The City of Costa Mesa Emergency Operations plan dated July 2013 is hereby adopted as the official emergency plan for the City of Costa Mesa. A copy of said plan is on file in the office of the City Clerk.

SECTION 2. All emergency plans previously adopted by the City of Costa Mesa are hereby rescinded.

SECTION 3. The City Council adopts the policy attached to this Resolution as Exhibit A.

SECTION 4. The City Clerk is directed to forward two certified copies of this Resolution to the State of California, Emergency Management Agency.

PASSED, AND ADOPTED this 2nd day of July, 2013.



James M. Righeimer, Mayor

ATTEST:



Brenda Green, City Clerk

APPROVED AS TO FORM:



Thomas Duarte, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

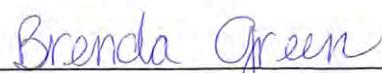
I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 13-22 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 2nd day of July, 2013, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS: Genis, Leece, Mensinger, Monahan, Righeimer

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 3rd day of July, 2013.



Brenda Green, City Clerk

Revision/Maintenance Process and Record

By its nature, an Emergency Operations Plan is a living document. It is acknowledged that processes, guidance and protocols change and so too must this document.

Responsibility for this Plan

The City's Office of Emergency Management, within the Police Department, is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required.

Revision Schedule

Formal revision of this plan will be completed every 3 years. Formal revision should incorporate all interim revisions and include a complete review of all plan elements. Formal revision requires concurrence by the Director of Emergency Services (Chief Executive Officer) and all Chiefs and Department Heads and a Resolution by the City Council.

Interim revision should be submitted on an as needed basis.

Revision Process

All revisions must be submitted to the Office of Emergency Management with the following detail:

- Plan Section number and Title.
- Page number.
- Description of change.

Revisions will be reviewed and accepted by the Costa Mesa Disaster Planning Committee. Accepted changes will be recorded on the Record of Revision.

Record of Revision

Record of Revision			
DATE	SECTION	PAGE (S)	DESCRIPTION

Distribution

This EOP will be distributed electronically and is available on the City of Costa Mesa website (<http://www.costamesaca.gov>). Hard copy distribution is limited to the following:

- Costa Mesa City Clerk.
- Director of Emergency Services (CEO).
- Emergency Operations Center.

This EOP will be distributed in pdf format to facilitate printing and page selection. An editable Word version will be housed with the Office of Emergency Management.

Overview

Purpose

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

The Costa Mesa Emergency Operations Plan (EOP) contains multiple components. The first is this plan, the Base Plan, which establishes the standard operational protocols for responding to all alerts and emergencies within Costa Mesa. This Base Plan also includes appendixes with supporting materials such as checklists and resource lists. It also includes Hazard - Specific Annexes that address the unique response aspects and procedures based on the hazards that are likely to occur within Costa Mesa. Additional Functional Annexes are published or will be developed as a separate/stand-alone but complementary document to this Base Plan.

Scope

Intended Audience

The intended audience of this EOP consists of emergency management professionals from the City of Costa Mesa departments, elected officials, school districts, businesses, and local and volunteer agencies. This plan is also a reference for managers from other jurisdictions, the operational area, state and federal government, and other interested members of the public. It is intended as an overview of emergency management in the City of Costa Mesa and is not a detailed operational document. Specific standard operating procedures exist within each department in support of this plan.

This EOP is designed to provide the framework for emergency operations during incidents that require the activation and use of Costa Mesa departmental resources beyond normal day-to-day operations. As part of this strategy, this plan will:

- Establish official parameters for response to emergencies in the City of Costa Mesa.
- Assign responsibilities for response and recovery activities.
- Establish the emergency response organization.
- Describe the functionality of the Emergency Operations Center.
- Outline the process of disseminating emergency information and instructions to the public and media.
- Describe the resources available and means to acquire additional resources to support emergency response.
- Provide the basis for training and exercises.

Authorities and Regulations

The following legal documents provide the City of Costa Mesa with the authority to conduct and/or support emergency operations. When dictated by the situation, additional ordinances or other emergency regulations may be enacted by City authorities through emergency proclamations.

City of Costa Mesa – Local Authorities

- Emergency Services Ordinance No. 80-20, §3 adopted 11-03-80 by the City Council, Municipal Code Title 6, Disaster Relief and Civil Defense, Sect. 6-1 to 6-12.
- Resolution No. 93-90, adopting Worker's Compensation Benefits for Disaster Service Workers, adopted December 6, 1993.
- Resolution 92-68, adopting the City of Costa Mesa Multi-Hazard Functional Emergency Operations Plan, adopted May 1992.
- Emergency Proclamations and Resolutions adopted December 11, 1992.
- Local Emergency Proclamation revised September 2003.
- Costa Mesa Police Department Crowd Management and Civil Disobedience Guidelines March 2000.
- Orange County Operational Area Agreement (Adoption) Nov. 1995.

City of Costa Mesa - Mutual Aid Agreements and Memorandum of Understandings

- Resolution 96-4 Joint Agreement to Establish the 800 MHz Countywide Coordinated Communications Systems (CCCS), January 15, 1996, (SOPs Approved - Publication Date March 21, 2000).
- Protocol - Orange County Chiefs of Police and Sheriff's Association (OCCPSA), Jurisdictional Authority of Orange County Peace Officers, Notice of Consent, No. 101, June 1, 1994 (Authority Section 830.1 California Penal Code).
- Protocol - Orange County Chiefs of Police and Sheriff's Association (OCCPSA), Master Mutual Aid Plan, No. 122, November 1, 2000.
- Protocol - Orange County Chiefs of Police and Sheriff's Association (OCCPSA), Inter-City Police Assistance Plan, No. 102, November 1, 2000.
- Protocol - Orange County Chiefs of Police and Sheriff's Association (OCCPSA), Orange County Biological Threat Guidelines, No. 125, revised January 2, 2003.
- Resolution No. 90-59, Public Works Mutual Aid Agreement, adopted July 2, 1990.
- Automatic Aid Agreement (and M.O.U.) for Exchange of Fire, Rescue, and Emergency Medical Services with the Orange County Fire Authority adopted November 2002.
- Automatic Aid Agreement (and M.O.U.) for Exchange of Fire, Rescue, and Emergency Medical Services with the City of Santa Ana, adopted June 2003.
- Automatic Aid Agreement for Exchange of Fire, Rescue, and Emergency Medical Services with the City of Newport Beach, adopted September 2003.
- The Newport-Mesa Unified School District and the City of Costa Mesa Collaborative Agreement for Use of Facilities and Active Use Areas July 1, 2002.
- M.O.U., Orange County Chiefs' of Police and Sheriff's Association and the Orange County Sheriff's Department, - Consolidation of Sheriff's Dispatch with Control One, June 14, 1995.
- Contract Between the City of Costa Mesa and the Orange County Chapter American Red Cross, September 1998.

State of California Authorities

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

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations 2400-2450) and (Government Code Section 8607(a)).
- Standardized Emergency Management System (SEMS) Guidelines.
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) (Government Code 8660 - Good Samaritan Act).
 - Provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.
 - Section 8558: Defines a Local Emergency as the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within territorial limits. It further defines a State of Emergency or State of War Emergency as incidents of such magnitude as to require or appear to require the combined resources of a Mutual Aid region(s) to manage the emergency.
 - Section 8617: Provides that in emergency situations, which do not require or result in proclaimed emergencies, mutual aid may be provided. It is under this section that the Statewide Fire and Law Enforcement Mutual Aid plans are utilized, as needed, on a day-to-day basis.
 - Section 8630: States that a Local Emergency may be proclaimed only by the governing body or an official so designated by ordinance.
 - Section 8610: "Creation by Ordinance; Plan Development, cities and counties create disaster councils by ordinance. A disaster council shall develop plans for meeting any condition constituting a Local Emergency or State of Emergency."
- California Government Code 8607 (a).
- Government Code, Title I, Division 4, Chapter 8, Sections 3100-3109.
 - Declares all public employees to be disaster service workers; defines disaster service worker; defines public employees; and describes Loyalty Oath requirements.
- California Oil Spill Contingency Plan.
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).
- California Hazardous Materials Incident Contingency Plan.
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials.
- Water Code, Division 1, Chapter 2, Article I, Section 128 (California Department of Water Resources – Flood Fighting).
- Orders and Regulations that may be Selectively Promulgated by the Governor during a State of Emergency.

- Orders and Regulations Promulgated by the Governor to take effect upon the existence of a State of War Emergency.
- California Master Mutual Aid Agreement.
- California Fire Service and Rescue Emergency Mutual Aid Plan.
- California Law Enforcement Mutual Aid Plan.
- California Emergency Resources Management Plan.
- Disaster Assistance Procedure Manual.
- State of California Hazardous Materials Plan.
- OES Earthquake Recovery Manual for Local Governments (1993).
- Operational Area Satellite Information System (OASIS) Guidelines (1993).
- Orders and Regulations promulgated by the Governor during a State of Emergency.
- Orders and Regulations promulgated by the Governor to take effect upon the Existence of a State of War Emergency.

Federal Authorities

- Homeland Security Act of 2002.
- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents.
- Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003.
- Homeland Security Presidential Directive/HSPD 8, National Preparedness.
- Homeland Security Presidential Directive 8, Annex I, National Planning, February 2008.
- National Security Presidential Directive 51 / Homeland Security Presidential Directive 20, National Continuity Policy, May 4, 2007.
- United States Department of Homeland Security (DHS), NIMS.
- DHS, National Response Framework (NRF).
- Presidential Directives 39 and 62 (directing primary terrorism investigative authority to U.S. Department of Justice / FBI, authority reference in Terrorism Annex).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), 42 U.S.C. 5121, et seq., as amended.
- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Provides the basic elements to build an emergency management capability at the state and local levels. The City's EOP was developed in accordance with the state Local Emergency Planning Guide and the DHS directives.
- Federal Disaster Relief Act of 1974 (Public Law 93-288) - Section 406 Minimum Standards for Public and Private Structures.
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting).
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team).

- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009.
- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 11, 2000.
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 26, 2004.
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295.
- Disaster Mitigation Act of 2000, Public Law 106-390.

Planning Assumptions

- The United States Department of Homeland Security (USDHS) and the Federal Emergency Management Agency (FEMA) are responsible for ensuring the establishment and development of policies and programs for emergency management at the federal, state, and local levels. This includes the development of national capabilities to mitigate, prepare for, respond to, and recover from the full range of emergencies, including natural and technological disasters and national security emergencies, such as nuclear attack.
- State and local homeland security and emergency management programs are responsible for the development and maintenance of an effective emergency management response capability designed to mitigate and reduce the effects of civil emergencies upon life and property.
- The City of Costa Mesa is responsible for emergency response operations and may commit all available resources to save lives, minimize injury to persons, minimize damage to property, and protect the environment.
- The City of Costa Mesa will utilize the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in emergency response operations.
- The Director of Emergency Services will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Costa Mesa will participate in the Orange County Operational Area.
- The resources of the City of Costa Mesa may be made available to local agencies/organizations and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.
- Management of all departments is aware of the existence of this EOP and assigned responsibilities within.

- Appropriate City staff and other stakeholders should be properly trained on this EOP, assigned emergency roles and responsibilities, and should participate in exercises and drills.

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Costa Mesa Profile and Hazard Assessment

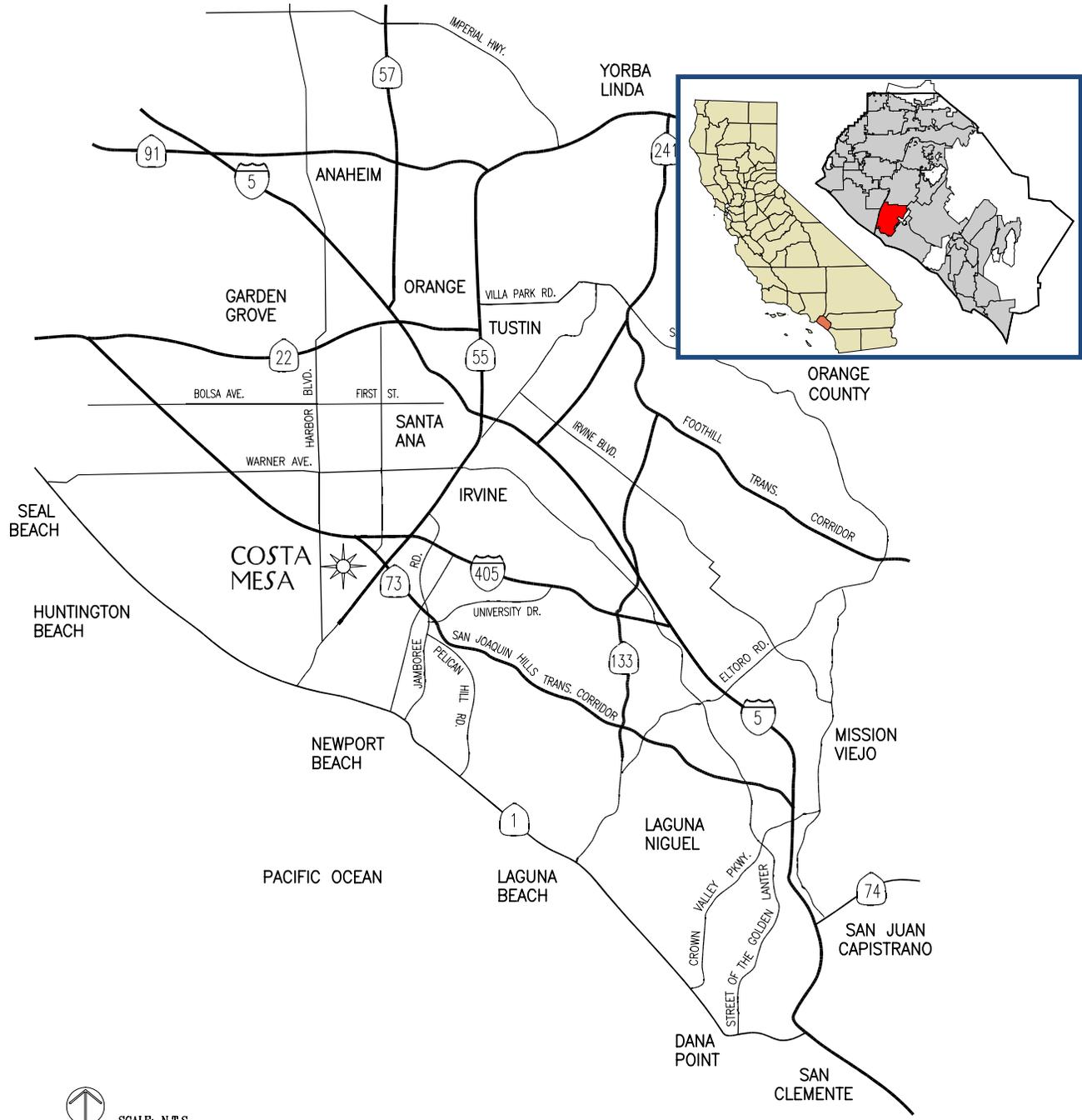
Profile

Located on the “coastal tableland” above Newport Bay, Costa Mesa encompasses 15.65 square miles and is located in central Orange County, California. It has a total population of 109,960 (U.S. Census, 2010). The City is approximately 426 miles south of Sacramento, 37 miles southeast of Los Angeles, and 88 miles north of San Diego. Bordering cities are Santa Ana, Irvine, Newport Beach, Huntington Beach, and Fountain Valley. Regional access is provided by several freeways including: the San Diego Freeway (I-405) which bisects the northerly portion of the City; the Costa Mesa Freeway (SR-55) which travels north to south through the easterly portion of the City; and the Corona del Mar Freeway (SR-73) which extends through the northern area of the City. The Orange County John Wayne Airport, located along the eastern edge of the City, provides additional access.

Costa Mesa is a major commercial and industrial center serving areas beyond Orange County. The dominant industries for the City are trade, services, manufacturing, finance/insurance and real estate. Points of interest within the City include South Coast Plaza, Orange County Fairgrounds (hosts the annual county fair each summer in July-August) and Segerstrom Center for the Arts. Costa Mesa also has 30 parks, a municipal golf course, 24 public schools, and two libraries. The City has a diverse land use mix with 48 percent designated residential use, 14 percent for commercial use, 13 percent for industrial uses, and 25 percent allocated for public and semi-public uses (City of Costa Mesa, 2000 General Plan)

Costa Mesa has a Council/CEO form of government with a combination of full-time, part-time, and contract employees. Costa Mesa is located within the Orange County Operational Area and California Emergency Management Agency Mutual Aid Region One and the Southern Administrative Region. The map below shows Costa Mesa within the region of neighboring Cities and on an Orange County and State of California map.

REGIONAL VICINITY



 SCALE: N.T.S.

Figure 1 - City of Costa Mesa 2000 General Plan

Population Statistics

According to the 2010 Census, Costa Mesa’s population is 109,960 with a total of 39,946 households. The age ranges, race/ethnicity and languages spoken at home are charted below. This statistical information is important in the development and delivery of disaster response and recovery services. Attention to these statistics and customization of available programs and services allows for the greatest number of Costa Mesa citizens to be served in the most efficient way possible.

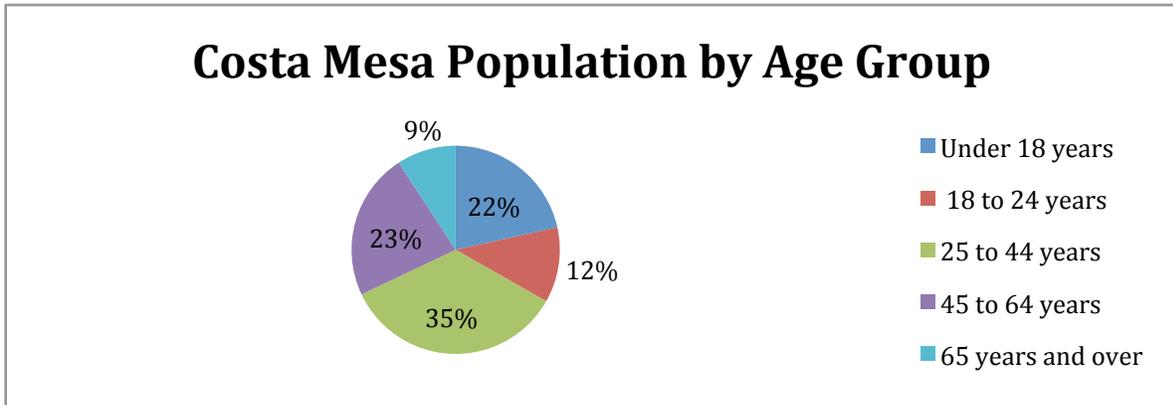


Figure 2 – U.S. Census, 2010

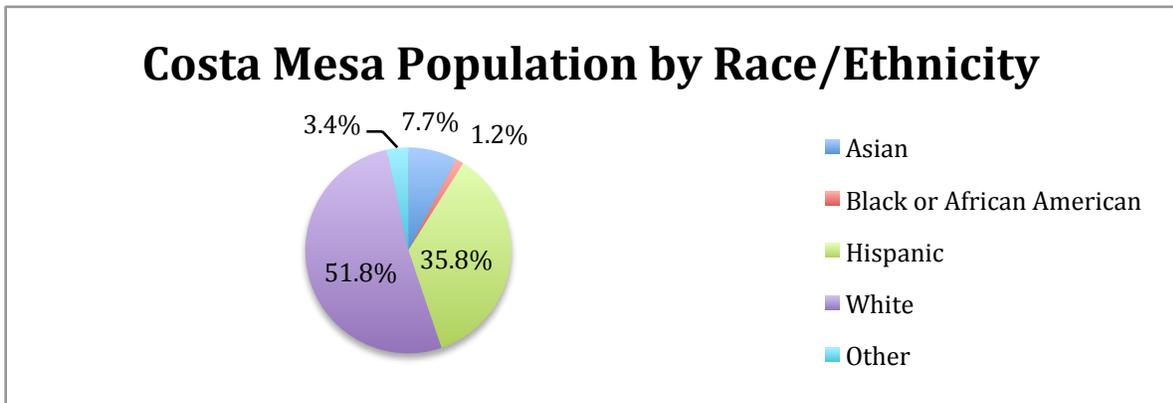


Figure 3 – U.S. Census, 2010

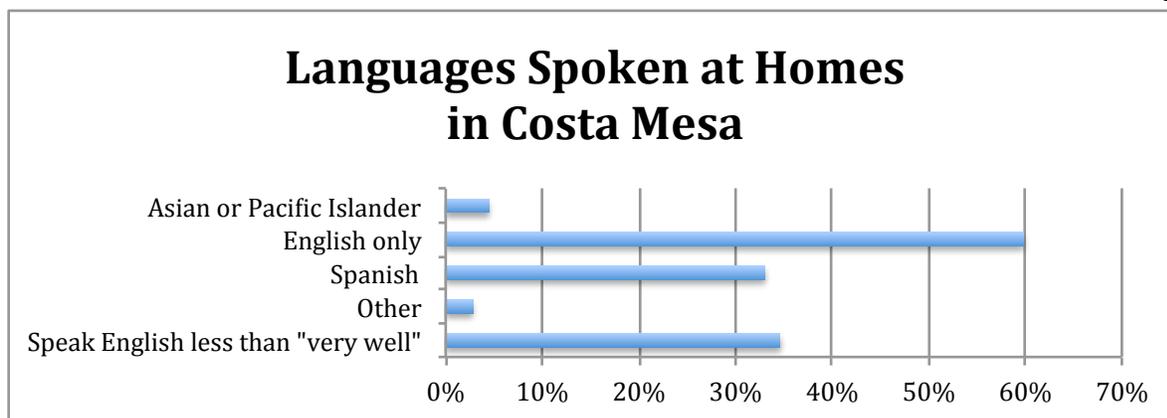


Figure 4 – U.S. Census, 2010, ACS 1-yr Estimate

In addition to the data charted above:

- 83 percent of the population in Costa Mesa is either Native Born or a Naturalized U.S. Citizen, while 17 percent are non U.S. Citizens (legal or illegal) [*U.S. Census, 2010, ACS 1-yr Estimate*].
- Based on the national average, 72 percent of households (equating to 28,761 households in Costa Mesa) will own at least one family pet (39 percent own at least one dog and 33 percent own at least one cat) [*Human Society of the United States via APPA 2011-2012 National Pet Owner Survey*].
- 7.6 percent of the population or 8,335 individuals in Costa Mesa report having an access or functional need. Reported access or functional needs include hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty or independent living difficulty. Within each age group, 3 percent (504) of 5 to 17 year olds, 5.1 percent (3,938) of 18 to 64 year olds and 41.7 percent (3,893) of 65 years and over report having an access or functional need. [*U.S. Census, 2010, ACS 1-yr Estimate (disability)*]. The chart below represents the incidence of reported access or function needs by type.

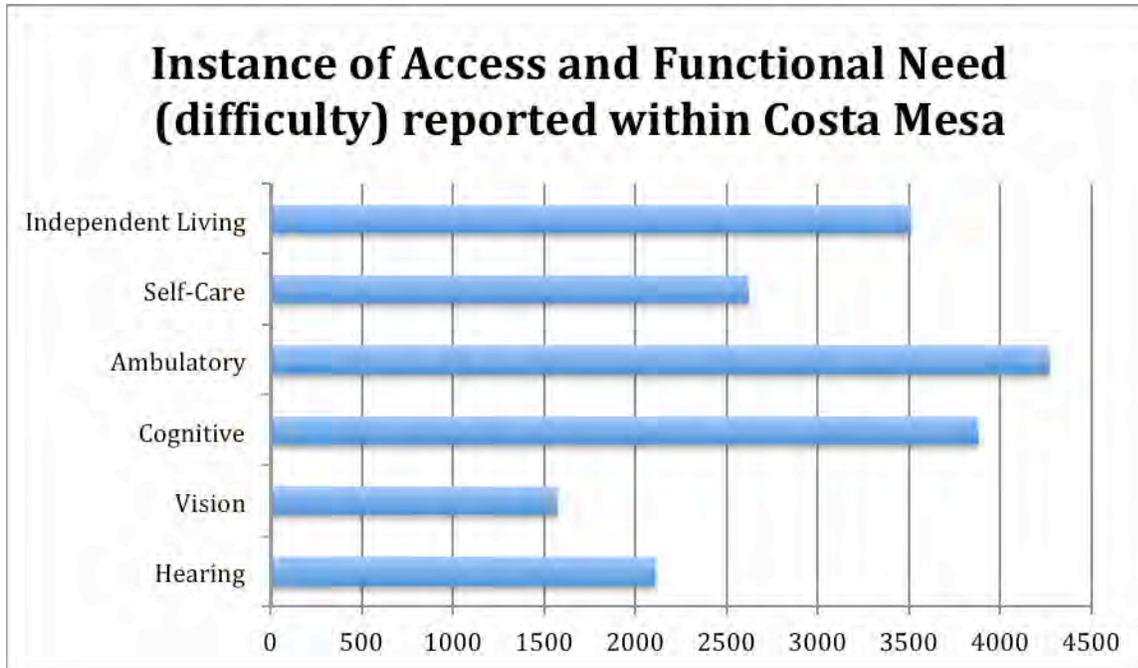


Figure 5 – U.S. Census, 2010, ACS 1-yr Estimate (multiple difficulties could be reported by one-individual)

Cultural and Historic Resources

The City of Costa Mesa, through provisions cited in the Municipal Code, has established procedures for preserving its designated historic and cultural resources. The provision relative to historic preservation is documented in the City's Historic Preservation Ordinance (Ordinance). The Ordinance was adopted on November 1, 1999 by the Costa Mesa City Council. The Ordinance encompasses significance criteria requirements, the obligations required of historic property ownership, and a broad range of incentives available to owners of historic properties. Each of these sites and resources are described in the 2000 General Plan, Chapter 11, Historic and Cultural Resources Element.

Cultural and Paleontological Resources

Costa Mesa is rich in archaeological resources. Indians first settled here prior to 1500 B.C. Over the years, discarded pottery and implements made of bone and stone found their way into the soil to await discovery hundreds or thousands of years later. Occasional burial sites have also been discovered. Seven previously recorded archaeological sites exist in Costa Mesa. These are primarily located on or near the bluffs overlooking the Santa Ana River or Upper Newport Bay. In addition, ten paleontologic localities have been identified within the City of Costa Mesa.

Historic Resources

There are 29 sites eligible for state and local listing, consisting of Religious, Residential, Agricultural, Commercial, Theater, Adobe, and Military property types. There is one government structure, 565-7 W. 18th St., Veteran's Hall and Police Station eligible for local register listing.

Specialized Transportation and Infrastructure Resources

- Helipads are located at:
 - Costa Mesa Police Department, City Civic Center, 99 Fair Dr..
 - Los Angeles Times building at 1375 Sunflower Ave.
 - Privately-held office building at 555 Anton Blvd.
 - Royal Aviation at 3000 Airway Ave..
- Buses: The Orange County Transportation Authority (OCTA) bus system, provides fourteen separate routes within the city.
- Railroads: The City of Costa Mesa does not have any urban rail lines within its boundaries. Less than one mile of freight line enters from the City of Santa Ana into Costa Mesa for newspaper deliveries.
- Petroleum/Crude Oil Pipelines: On the southwest border of Costa Mesa in Newport Beach, is the West Newport Oil Field (also known as the Newport Beach Oil Field), under the authority of the California Division of Oil, Gas and Geothermal Resources. It is largely abandoned, but still produces a relatively low quality crude oil.
- Water Supply: Costa Mesa is served by two water supply agencies: Mesa Consolidated Water District (MCWD) and Irvine Ranch Water District (IRWD). MCWD and IRWD are affiliated with the Municipal Water District of Orange County (MWDOC) and Coastal Municipal Water District (CMWD), who are member agencies of the Metropolitan Water District of Southern California (MWD). MWD receives its primary water source from the Colorado River Aqueduct System, the second from the State Water Project (SWP), which eventually feeds into the Diemer Filtration Plant for its distribution into Orange County.

- MCWD provides water service to more than 100,000 customers in an 18-square mile area including the City of Costa Mesa, parts of Newport Beach and unincorporated Orange County, including the John Wayne Airport. Approximately 75 percent of MCWD's water supply is pumped from groundwater and seven wells. The remaining 25 percent is imported from MWD. MCWD owns and operates two reservoirs. Reservoir No. 1 with a capacity of about 10 million gallons, and is located next to MCWD's office on Placentia Ave., and is partially underground. MCWD's Reservoir No. 2, the Karl Kemp Reservoir, has the capacity of about 18 million gallons. It is located underground, under the playing field at Lindbergh School.
- The IRWD is an independent special district serving Central Orange County, California. They provide drinking water, wastewater collection and treatment, recycled, and urban runoff treatment to more than 330,000 residents. Approximately 35 percent of IRWD's water is purchased from MWD. The remaining 65 percent comes from local groundwater wells called the Dyer Road Well Field Project.
- Sanitation: The Costa Mesa Sanitary District (CMSD), an independent district, is responsible for providing liquid waste and residential refuse (solid waste) collection and transport operations and management service for the City of Costa Mesa and portions of unincorporated Orange County and Newport Beach. The City, by contract, provides manpower and equipment to CMSD to manage day-to-day operations. CMSD main sewer lines (normally 8 inch diameter) flow into large (30 inch diameter) Orange County Sanitation District (OCSD) trunk lines for transport to one of two OCSD sewage processing facilities, located in Fountain Valley and Huntington Beach, for treatment and disposal. Large OCSD trunk lines also directly transport sewage from some areas of the District. The wastewater is processed at OCSD's treatment plants located in Fountain Valley and Huntington Beach. CMSD contracts with Costa Mesa Disposal to provide trash collection for single family and small multi-family residential dwellings, and transport said collection to CR Transfer's Materials Recover Facility (MRF) in Stanton, CA, where trash is sorted, recyclables are diverted and the remaining 50 percent of trash is disposed of in a landfill. Approximately seven City permitted waste haulers collect and transport waste for those multi-family, commercial, industrial and institutional uses (excluding school and state owned facilities) in Costa Mesa.

- **Land Fills** The Frank R. Bowerman, Olinda-Alpha and Prima Deshecha landfills, county owned and operated, are situated in Irvine, Brea and San Juan Capistrano respectively (the fourth, Santiago Canyon in Silverado, is closed). All three active landfills are permitted as Class III landfills. Class III landfills accept only non-hazardous municipal solid waste for disposal.
- **Household Hazardous Waste Collection Centers (HHWCC):** There are four that serve the county in Anaheim, Huntington Beach, Irvine and San Juan Capistrano. Costa Mesa relies most upon the Huntington Beach Regional HHWCC, which is a public-private partnership between Rainbow Disposal and the County of Orange, located at the Rainbow Disposal Facility.
- **Medical Facilities:** Costa Mesa does not have a major receiving, medical/trauma facility within its boundaries. The hospitals and critical medical facilities local near Costa Mesa include:
 - Hoag Memorial Hospital Presbyterian - Newport Beach (closest receiving medical facility).
 - Western Medical Center - Santa Ana (medical and trauma center).
 - Mission Hospital - Mission Viejo (medical and trauma center).
 - Fountain Valley Hospital - Fountain Valley (medical facility).
 - Orange Coast Memorial Medical Center - Fountain Valley (medical facility).
 - Irvine Regional Hospital and Medical Center - Irvine (medical facility).
 - UC Irvine Medical Center - Orange (medical and trauma center).
 - College Hospital Costa Mesa (non-receiving; critical facility).
 - Fairview Developmental Center - Costa Mesa (non-receiving; critical facility).

Landmarks

URBAN LANDMARKS

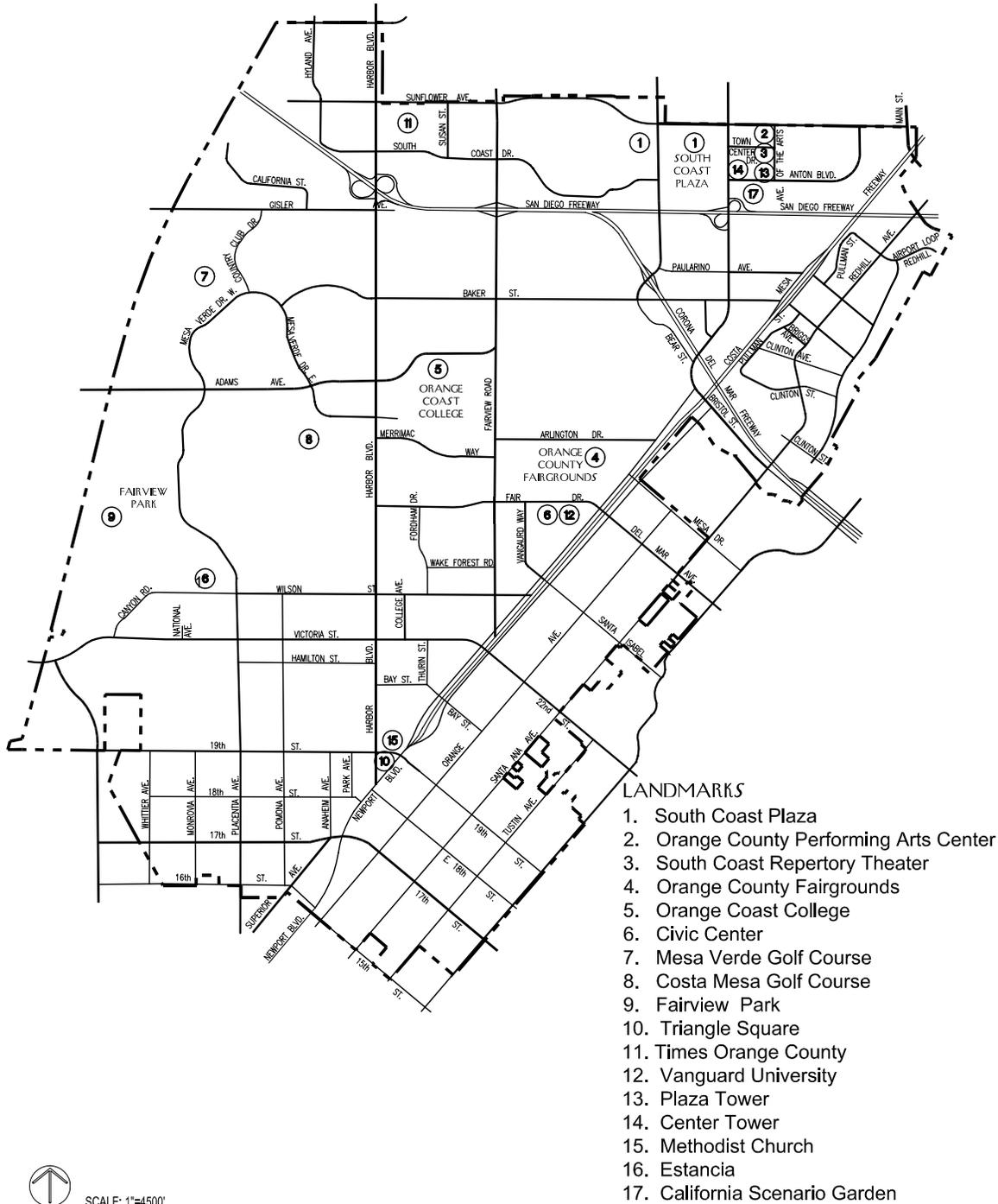


Figure 6 - City of Costa Mesa 2000 General Plan

Hazard Vulnerability Assessment

The City of Costa Mesa recognizes the importance of planning for all hazards, natural, technological or man-made, that could impact the jurisdiction. This section summarizes these threats. Response activities specific to each of these hazards are presented in the Hazard – Specific Annexes.

The City of Costa Mesa Disaster Threat Assessment Summary Chart displays the Disaster Rating for each Treat/Disaster Situation. The disaster rating is based on an Orange County Operational Area calculation of Probability multiplied by Effect.

- Probability - Chance of Occurrence: Likely 10/ Possible 5/ Unlikely 1.
- Effect – Impact: High 10/ Average 5/ Low 1 (loss of life, property, damage and injuries).

The following table displays the Costa Mesa disaster rating along side the Orange County Operations Area disaster rating.

DISASTER THREAT	PROBABILITY OF OCCURRENCE			EFFECT			DISASTER RATING (Probability x Effect)	Orange County Operational Area Disaster Rating
	Likely 10	Possible 5	Unlikely 1	High 10	Average 5	Low 1		
Flood/Storm	X				X		50	50
Earthquake		X		X			50	50
Hazardous Materials		X			X		25	50
Civil Disturbance/Riot		X			X		25	25
Aircraft Incident		X			X		25	25
Urban Fire		X			X		25	5
SONGS			X	X			10	10
Dam Failure			X	X			10	10
Epidemic			X	X			10	10
High Wind (Santa Ana Winds)	X					X	10	10
Terrorism			X	X			10	10
Tsunami			X	X			10	1
Stage III Energy Failure		X				X	5	5
Vector Control (Pests)		X				X	5	5
Tornado		X				X	5	5
Mud/Landslide			X			X	1	5
Oil Spill			X			X	1	25
Train Accident			X			X	1	25
Wild Land Fire			X			X	1	50

From the Disaster Threat Assessment Summary Chart, similar threats have been combined and summarized in order to address like-items together. To follow will be the hazard assessments (in alphabetic order) for:

- Aircraft Incident.
- Earthquake.
- Energy Failure (Stage III).
- Fire (Urban and Wildland-Mutual Aid).
- Flooding (Dam Failure, Mud/Landslide, Tsunami/Hurricane).
- Hazardous Materials.
- Health Emergency (i.e., Epidemic/Pandemic).
- High Winds/Tornados.
- San Onofre Nuclear Generating Station (SONGS).
- Terrorism (War, Civil Disturbance/Riots).

Aircraft Incident

General Situation

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions resulting in intense fires. The resulting explosions and fires have the potential to cause injuries, fatalities, and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured.

Since Southern California has some of the nation's most crowded airspaces, aircraft incidents are no longer a probability but a reality. Air crash incidents are not limited to large commercial planes; even small planes can cause major problems. The use of aircraft as a weapon of mass destruction (WMD) must always be considered. The events of September 11, 2001, make it clear that any size aircraft becomes a potential weapon in the hands of terrorists.

Additionally, with the number of flights traveling over Orange County on a daily basis, the potential for a terrorist incident involving an aircraft (shooting down or compromised from within), needs to be considered in all planning scenarios. The area with a high potential for such a terrorist-related incident would be on the approach to or departure from John Wayne Airport (JWA)/SNA where the aircraft are at a low altitude and slower speed.

Specific Situation

The City of Costa Mesa lies beneath all eight arrival and departure flight patterns of the John Wayne Airport. The City is comprised of residential, commercial and industrial areas. With a 90 percent build out of city land use, a major air crash that occurs anywhere in the City could result in considerable loss of life and property. John Wayne Airport is ranked 46th nationally in terms of air traffic (2011 Airport Council International, 2011 North American Airport Traffic Summary [Top 50 Airports – Passengers]).

Major arterial surface routes surrounding the airport include Airway Ave. to the northwest, San Diego I-405 Freeway to the north-northeast, MacArthur Blvd. to the south and Campus Dr. to the southwest, and the Corona del Mar SR-73 to the west. Costa Mesa forms the western airport boundary. Immediately from the connector to the southbound I-405 Freeway is a separate exit specifically to the airport. The most frequently used access to the airport is via the San Diego I-405 Freeway exit MacArthur Blvd.

General Aviation aircraft are permitted to operate 24 hours a day, however strict noise abatement guidelines must be followed for daytime and nighttime use (violations will be issued for aircraft that exceeds the General Aviation Noise Limits). The John Wayne Airport spans 500 acres and two runways serve commercial and private aircraft: a 5,700-foot main runway (150' wide) and a 2,887-foot general aviation runway (75' wide) each with a hard surfaced runway with adjoining taxiways. Ten commercial, two commuter and two all-cargo airlines operate at John Wayne Airport. The Airport serves almost 9 million passengers and handles more than 15,000 tons of cargo each year. Approximately 600 general aviation aircraft are based at the Airport and are supported by facilities offering aircraft fueling, hangar space, maintenance services, aircraft sales, charter flights and flight instruction. SNA is the three letter designator assigned by the Federal Aviation Administration (FAA). (<http://www.ocair.com/aboutjwa/>)

General Aviation handles small, single-engine propeller airplanes, medium size twin props and turboprop, and Business/Corporate Jets. The airport provides JET A for turbine-powered aircraft and AVGAS (100LL) for aircraft with reciprocating engines.

As mentioned, portions of Costa Mesa lie beneath both the arrival or departure patterns of John Wayne Airport. It has four arriving flight paths: (NE) Irvine Lake and EAST; (SE) Dana Point and Laguna Beach; (SW) Huntington Pier and (WEST) clockwise to Chino Hills. It has four departure routes: (SE) "El Toro" flying heading 110°, (S) "Newport"

flying heading 150°; (SW) "Mesa" flying heading 220° and (NW) "Orange" flying heading 330°.

Strict curfew limits remain in effect to restrict departures to the hours of 7 a.m. to 10 p.m., Monday through Saturday, and 8 a.m. to 10 p.m. on Sundays. Arrivals are allowed until 11 p.m., Monday through Sunday. The only portion of the departure profile that is hand flown is the power cutback for noise abatement, known as the Maximum Performance Takeoff. This is the part of the departure known by commercial pilots as one of the more difficult US airport maneuvers to accomplish.

John Wayne Airport has two fuel storage areas, one at Paularino Ave. adjacent to the Costa Mesa easterly city limit, and one near Quail St. at Campus Dr., adjacent to Newport Beach. Numerous fuel loads are delivered throughout the day at these locations. Prior to entering the area, all trucks are inspected for safety by Operations and the Sheriff's Department.

Total size (not to exceed limits): Terminal 337,900 sq. ft.; interior floor space 271,000 sq. ft.; number of loading bridges 14, and parking spaces 8,400 in four (4) four-level parking structures and remote parking off of Main St. across the 405 Freeway with regular shuttle service to the Terminal.

John Wayne Airport hosts several tenants on its premises and a host of aircraft hangers and aviation related businesses that are leased to private individuals. The John Wayne Airport is financed and operated on a self-supporting basis, similar to a private business. No taxpayer funds are used to operate or pay for the Airport's financial obligations. The Airport contributes more than 3.5 billion to Orange County's economy and provides over 57,000 jobs annually.

The nearest airports that have any flight patterns over Costa Mesa other than John Wayne Airport (SNA) are the Long Beach Airport (LGB) and Los Angeles Airport (LAX). The Long Beach Airport is ranked 94th in air traffic. Elevation: 57 feet. The Los Angeles Airport is ranked 3rd nationally in air traffic. It occupies 3,425 acres within the City of Los Angeles. Elevation is 125.55 feet. Neither of these airports has any low flight patterns crossing over the City of Costa Mesa.

Aircraft flying over Costa Mesa are located on Los Angeles Sectional, L3-L4, and Terminal Control Area Charts (TCA). The TCA is airspace restricted to large, commercial airliners. Each TCA has an established maximum and minimum altitude in which a large aircraft must travel. Smaller aircraft desiring to transit the TCA may do so by obtaining Air Traffic Control clearance. The aircraft may then proceed to transit

when traffic conditions permit. Aircraft departing from other than LAX, whose route of flight would penetrate the TCA, are required to give this information to Air Traffic Control on appropriate frequencies. Pilots operating small aircraft often rely on geographical landmarks, rather than charts, to indicate their locations. If a pilot is unfamiliar with the geographical landmarks of the Southern California basin, he/she may misinterpret a particular landmark and inadvertently enter the restricted Class B surface area. Inadvertent entry from uncontrolled to controlled airspace can result in mid-air collisions.

The *highest probability* of an air crash incident is between two (2) light aircraft or helicopters in a mid-air crash. The probability is higher along the 405 Freeway because of the training flights taking place between Long Beach and John Wayne airports. Such an incident would result in minimal ground damage.

A *worst-case scenario* would be a mid-air collision, at night, between two (2) commercial airliners over a densely populated area of Costa Mesa. The aspects of the worst-case scenario have to do with the amount of damage from the impact of the crash and the resulting fires from the volatile jet fuel. For example, if the accident involved a passenger airliner laden with fuel and passengers, the ground impact would result in a large area being damaged. A major conflagration could result from burning jet fuel. An even larger area could be affected by falling debris from both aircraft.

Complications

This scenario could be further complicated if a "Santa Ana Winds" condition existed which would make the fire suppression operations more involved. If the aircraft hit an industrial area with hazardous chemicals, the chemicals would have to be dealt with. Should the crash affect the I-405 or SR-55 Freeways, it would result in traffic congestion and difficult scene access.

Aircraft accident is listed on the City of Costa Mesa Hazard Analysis as having a low Chance of Occurrence, but a higher than average effect to life and property. Such an incident also would have a significant impact on the City's response capabilities. Mutual Aid would most likely be required for law enforcement, coroner, fire suppression, and medical operations.

Earthquake

General Situation

Earthquakes are considered a major threat to the area due to the proximity of several fault zones. A recent Southern California Earthquake Center (SCEC) report indicated that the probability of an earthquake of magnitude (M) 7 or larger in southern California before the year 2024 is 80 to 90 percent. A significant earthquake along one of the major faults could cause substantial casualties, extensive damage to buildings, roads, and bridges, fires, and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire and dam failure. A major earthquake could be catastrophic in its affect on the population and could exceed the response capability of the local communities and even the state. See Modified Mercalli Intensity (MMI) Scale (Richter, 1958), below.

Modified Mercalli Intensity (MMI) Scale (Richter, 1958)

Legend:

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

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

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

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

Value	Description
I	Not felt.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt indoors. Hanging objects swing. Vibration like passing of heavy trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, and open. Shutters and pictures move. Pendulum clocks stop, start, and change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, and glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall off walls. Furniture moved or overturned. Weak

Value	Description
	plaster and masonry D cracked. Small bells ring (church, school). Trees and bushes shaken (visibly, or heard to rustle).
VII	Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimney broken at roof line. Fall of plaster, loose bricks, stones, tiles, and cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of motor cars affected. Damage to masonry C, partial collapse. Some damage to masonry B, none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, and elevated tanks. Frame houses moved on foundations if not bolted down, loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General panic. Masonry D destroyed. Masonry C heavily damaged, sometimes with complete collapse. Masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluvial areas sand and mud ejected, earthquake fountains, and sand craters.
X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, and embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into air.

Following a major earthquake event, extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Mass evacuation may be essential to save lives, particularly in areas below dams. Many families could be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services. In the event of a truly catastrophic earthquake,

identification and burial of the dead would pose difficult problems. In general, the population is less at risk when at home, as wood-frame structures are relatively less vulnerable to major structural damage than the typical commercial and industrial buildings.

Extensive federal assistance could be required and continue for an extended period. Efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

Specific Situation

The City of Costa Mesa is in the vicinity of several known active and potentially active earthquake faults including most notably the Newport-Inglewood Fault Zone and the San Joaquin Hills Fault Zone. Other faults such as the San Andreas, Whittier, Elsinore, Palos Verdes and Puente Hills Faults are predicted to impact Costa Mesa with strong shaking, but light damage. An irruption of these faults may have more indirect impacts such as the need to provide mutual aid, an infusion of those seeking housing and other mass care or sheltering services.

The time of day an earthquake occurs will have a profound effect on the direct and indirect impacts. An irruption during work hours will compound the need for government services and intervention as many families will be separated with children at school and parents or care givers at work or home. In addition to the mental anguish this will initiate, the need for re-unification or just getting everyone back home will present challenges with transportation, communication and potentially child care or care giving. Transportation problems are intensified if residents commute to work a long distance from home.

Newport-Inglewood Fault: Type– right-lateral; local reverse slip associated with fault steps; Length approx. 47 miles (75km); Nearby communities: Culver City, Inglewood, Gardena Compton, Signal Hill, Long Beach, Seal Beach, Huntington Beach, Newport Beach, and Costa Mesa; Most recent major rupture: March 10, 1933 Long Beach Earthquake Mw6.4; no surface rupture. Probable magnitude: Mw6.0-7.4. Slip rate: 0.6mm/yr. It roughly parallels the coastline from the Santa Monica Mountains until just south of Newport Bay, where it heads offshore and becomes the Newport-Inglewood - Rose Canyon Fault Zone. This fault is considered the most active fault on California. Its structural zone is approximately 3.5 miles wide within the City of Costa Mesa. Five northwest trending traces (refer to Exhibit SAF-3, Regional Fault Map) have been

projected through the City based primarily on subsurface data. The main trace, classified on the basis of seismic activity, lies 0.3 miles south of the City limits. A United States Geological Survey scenario shakemap for a hypothetical M6.9 earthquake is shared below for your reference.

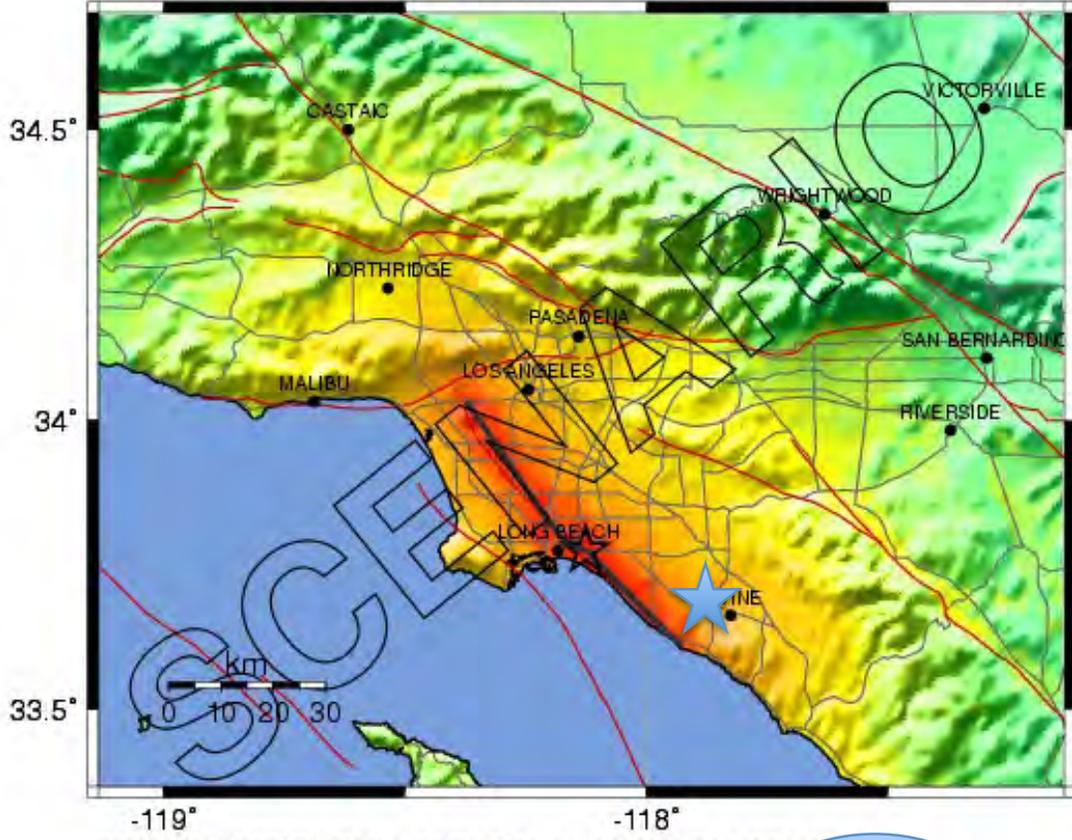
San Joaquin Hills Fault: This fault is a recently discovered southwest-dipping blind thrust fault originating near the southern end of the Newport-Inglewood Fault near Huntington Beach at the western margins of the San Joaquin Hills. Rupture of the entire area of this blind thrust fault could generate an earthquake as large as M 7.3. In addition, a minimum average recurrence interval of between about 1650 and 3100 years has been estimated for moderate-sized earthquakes on this fault (Grant and others, 1999). A United States Geological Survey scenario shakemap for a hypothetical M6.6 earthquake is shared below for your reference.

San Andreas Fault Zone: Type: right-lateral strike-slip; Length: approx. 745 miles (1200km); Nearby communities: Parkfield, Frazier Park, Palmdale, Wrightwood, San Bernardino, Banning, Indio; Largest major rupture: January 9, 1857 (Fort Tejon Earthquake, 8.3± M estimated, lasting 1 minute, possibly 2-3); slip rate: about 20 to 35 mm/yr.; Probable magnitude Mw 6.8-8.0. Its closest approach to Costa Mesa is 48 miles, lying on the northeastern flank of the San Bernardino Mountains, and is considered one of the most active faults in the world today. In the Fort Tejon earthquake, the San Andreas Fault broke surface continuously for at least 220 miles, with an average slip of 15 feet, and a maximum displacement of about 30 feet. Some rivers were tossed out of their beds while the Kern River began flowing upstream; natural spring wells dried up at the same time as new ones appeared. It was noted another fault nearby might have slipped simultaneously during this quake, thus, the idea that future movements along the San Andreas Fault zone might produce simultaneous ruptures or "double earthquakes". Scientifically it's been determined that a major earthquake on this fault has occurred approximately every 145 years, marking that threshold in 2002. A United States Geological Survey scenario shakemap for a M7.8 earthquake is shared for your reference.

ShakeMap for a M 6.9 Earthquake on the Newport-Inglewood Fault (USGS, 2001)

-- Earthquake Planning Scenario --

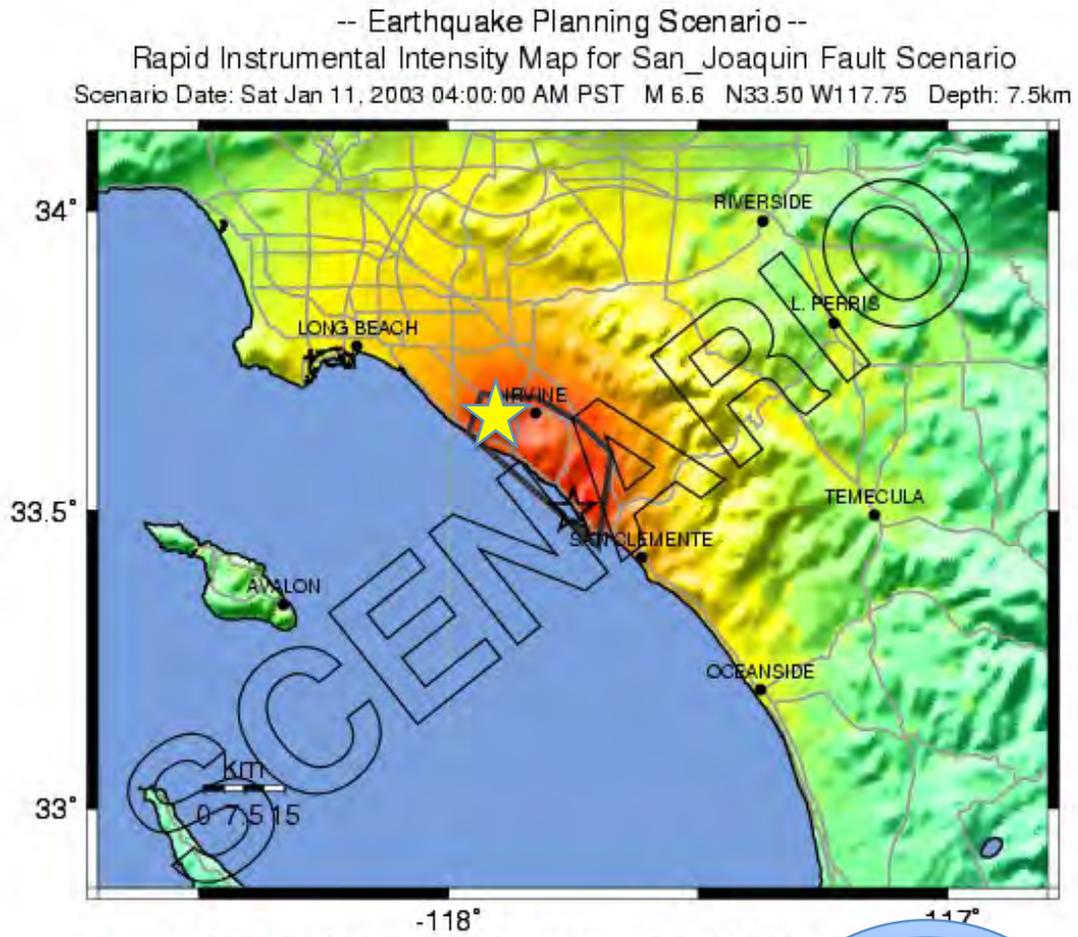
Rapid Instrumental Intensity Map for Newport-Inglewood M6.9 Scenario
 Scenario Date: Fri Aug 3, 2001 05:00:00 AM PDT M 6.9 N33.78 W118.13 Depth: 6.0km



PLANNING SCENARIO ONLY -- PROCESSED: Tue Jul 30, 2002 02:01:27 PM PDT

PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PEAK ACC (%g)	<.17	.17-1.4	1.4-3.9	3.9-9.2	9.2-18	18-34	34-65	65-124	>124
PEAK VEL (cm/s)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X

ShakeMap for a M 6.6 Earthquake on the San Joaquin Hills Fault (USGS, 2003)

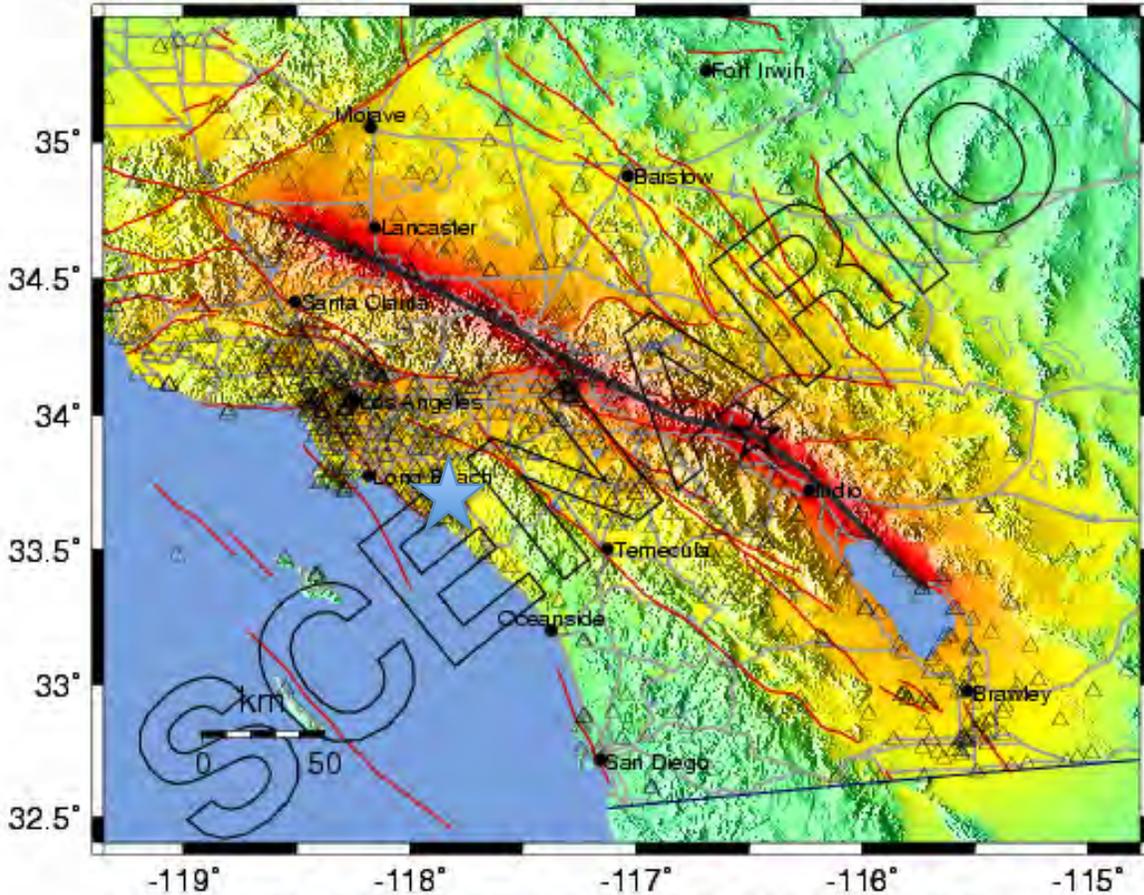


PLANNING SCENARIO ONLY -- PROCESSED: Sat Jan 25, 2003 07:12:13 PM

PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PEAK ACC.(%g)	<.17	.17-1.4	1.4-3.9	3.9-9.2	9.2-18	18-34	34-65	65-124	>124
PEAK VEL.(cm/s)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+

ShakeMap for a M 7.8 Earthquake on the Southern San Andreas Fault (USGS, 2007)

-- Earthquake Planning Scenario --
 ShakeMap for Saf South7.8 Scenario
 Scenario Date: Thu Aug 3, 2006 05:00:00 AM PDT M 7.8 N33.92 W116.47 Depth: 10.0km



PLANNING SCENARIO ONLY -- Map Version 1.5 -- Thu Feb 8, 2007 11:47:37 AM PST

PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PEAK ACC.(%g)	<.17	.17-1.4	1.4-3.1	3.9-9.2	9.2-18	18-34	34-65	65-124	>124
PEAK VEL.(cm/s)	<0.1	0.1-1.1	1.1-3.1	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+

GROUND SHAKING

Ground shaking is the movement of the earth's surface in response to a seismic event, and the most significant in terms of potential structural damage and loss of life. The severity of ground shaking at any particular site depends primarily upon the distance, duration and magnitude of the source to the City's location and soil and/or rock conditions of the site. A strong earthquake over 40 miles away would primarily affect flexible structures (high-rise building over three stories), while shorter distances would damage low-rise rigid structures (less than three stories).

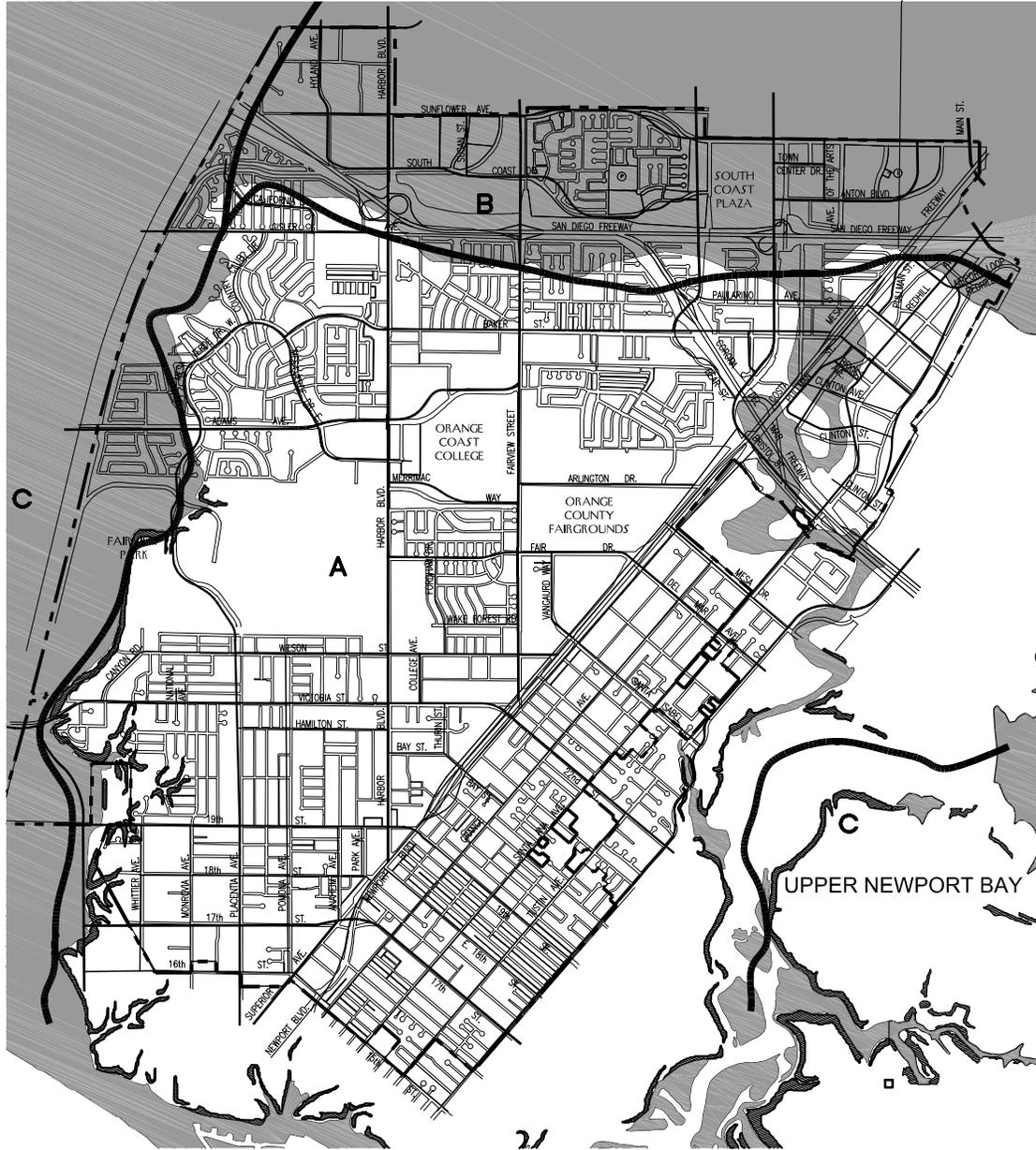
The privately owned Bethel Tower, a non-retrofitted, non-sprinkler building, is the first 18-story building constructed in Orange County in 1968. It is now a senior citizens building, posing a significant seismic risk in a major earthquake. The City has recently mitigated several of its key government buildings with seismic retrofitting in an effort to reduce risks to life and property in a major earthquake.

LIQUEFACTION

Liquefaction of surface or subsurface materials is the result of strong ground shaking of water-saturated, loose to moderately dense sand and silty sand occurring in the soil during or shortly after a large earthquake. Liquefaction can result in shifting of foundations, settling of roadways, and rupture of cables. Pipelines passing through liquefaction materials typically sustain a relatively large number of breaks in an earthquake. Buildings and other objects on the ground surface can settle, tilt, and collapse as the foundations beneath them lose support, and lightweight buried structures may rise to the surface. The potential exists for liquefaction in localized sections within the northwest and western portions of the City.

Ground lurching may also occur in those regions that have a high potential for liquefaction. The potential for differential settlement and ground cracking exists in areas of the City that have a moderate to high potential for liquefaction and in regions with soft saturated cohesive soils on known peat deposits. Lateral spreading (a form of land sliding) is referred to as limited displacement ground failure, often associated with liquefaction. Lack of adequate subsurface data prohibits delineating areas in Costa Mesa prone to shallow land sliding. Such a hazard may be present where conditions conducive to shallow liquefaction exist or where soils exist along the bluffs adjacent to the Santa Ana River or Newport Bay. See liquefaction map below from Costa Mesa General Plan, Safety Element.

LIQUEFACTION



LIQUEFACTION POTENTIAL

- A Low
- B Moderate
- C High



SCALE: 1"=4500'

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EXHIBIT SAF-4

Figure 7 - City of Costa Mesa 2000 General Plan

Earthquake Damage to Vital Public Services, Systems and Facilities

Communications

Telephone Systems: Telephone systems, including the primary EOC lines, could be affected by system failure, loss of electrical power and failure of alternate power systems, rendering them partially or completely inoperative for the first few days. Such failures, coupled with saturation overloads on what was available, could disable up to 80 percent of the telephone system for the first few days.

Radio Systems: Radio systems will generally operate at 40 percent effectiveness for the first 12 hours after the earthquake, increase to 50 percent for the second 12 hours, and then begin a slow decline to approximately 40 percent within 36 hours. The long-term implications are that individual systems gradually will become less useful to the overall recovery effort when supplanted by systems relocated from outside the disaster area. Public safety radio systems could increase and become saturated with non-critical communications from mobile units, particularly when remote base station and repeater failures would tend to limit the number of redundant channels available. After the first 12 hours the number of operable units will have declined (because of exhaustion of emergency power fuel) and because recovery efforts will have restored some order, the radio traffic density problem will ease.

Commercial Broadcasters: Many radio and TV facilities are expected to be out of operation in Los Angeles/Orange County for up to 24 hours due to power supply, transmission line or other in-house problems. Elsewhere in the area, 1/3 of the facilities are also expected to be out of service for 24 hours. After 24 hours, 50 percent of the entire area facilities are expected to be in operation.

Electric Power

It is reasonable to assume that, during the first 72-hours virtually all areas would experience some temporary loss of power. Major power plants and their ancillary facilities in the affected area can be expected to reduce generating capacity by 60 percent immediately following the initial shock. According to representatives of Southern California Edison Company (SCE) electrical power will not be rerouted and will be lost for an undefined period of time. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days; damaged areas with underground distribution may require a longer time. Immediate concerns will focus on repairs necessary to restore power to areas of greatest need. Major restoration problems include repairs necessary to route power through the major substations,

restoration of damaged and collapsed transmission line towers, reactivation of equipment at local substations, and replacement of fallen poles, burned transformers, etc. All critical facilities should require standby generating equipment and emergency fuel supplies.

Water Supply

Water supply lines can be expected to sustain minor to major damage and/or ruptures causing temporary interruptions to being completely out of service for several months requiring alternative solutions be implemented on a temporary basis. Of the three major aqueducts supplying water to Southern California (Colorado, California and Los Angeles), only the Colorado River Aqueduct is expected to remain in service. Water wells may be disabled by loss of electricity and the lack of backup power sources, and leave some inoperative for an indefinite period of time. Major reservoirs in the Southern California region are expected to provide ample storage to meet demands of the City during the time required for repairs. Local reservoirs, if not affected, would be utilized. However, water availability and pressure will be affected if damage is sustained to the pumping plants and the local distribution system. The absence of electrical power for extended periods will, in some areas, preclude water deliveries where pumping is necessary, even though conveyance facilities may be intact. Many areas could be dependent on tanker trucks to provide their basic water needs. Safe drinking water is always a priority of the City and will be made an even higher priority during a major incident.

Sanitation System

Sewage collection systems may sustain substantial damage. The City's sewage treatment facilities are located in structurally poor ground (Fountain Valley and Huntington Beach, both having high liquefaction ratings), and are at high-risk for damage. A sustained loss of electrical power may result in discharge of raw sewage into the area. Also, the wastewater treatment plants have limited storage; if the treatment chain cannot be restored before storage is exceeded, the wastewater will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains causing the danger of excessive collection of explosive gas in sewer mains. Many house sewer connections will break and plug.

Natural Gas

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems. Transmission pipelines serving the general

basin area are most vulnerable to damage. Many leaks in the distribution system can affect a major portion of the urban areas, resulting in a loss of service for extended periods. Some fires should be expected at the sites of these ruptures and breaks in the distribution system.

Petroleum / Crude Oil Pipelines

Most major pipelines cross the San Andreas Fault, and pipeline breakage is expected. Older pipelines are most venerable. On the southwest boarder of Costa Mesa in Newport Beach, lay the West Newport Oil Field (also known as the Newport Beach Oil Field). It is largely abandoned, but still produces a relatively low quality crude oil. Ruptures due to earthquakes on the Newport-Inglewood Fault Zone are most likely to affect operations. There is a possibility of fire where pipeline and connection failures occur.

Highways and Bridges

Interstate Freeways (I-405 San Diego) and State Routes (SR-55 Costa Mesa and SR-73 Corona del Mar) and major over crossings may be closed due to road damage, freeway and overpass collapses, accidents, etc. A major portion of surface streets in the vicinity of freeways would be blocked. Due to the limited access in and out of the City, emergency and inner surface transportation routes could be subject to major delays and costly detours. Many surface streets in the older central business districts could be blocked by debris from buildings, falling electrical wires and pavement damage.

Bed Loss in Hospitals

There are 26 paramedic receiving center hospitals in Orange County with a total capacity of approximately 6,750 beds. Several of the acute care hospitals in Orange County are expected to be lost due to structural damage. This will impair the number of beds available and create the need for several field hospitals. Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid (like Federal Disaster Medical Aid Teams or DMAT) and/or exporting some of the seriously injured to out-of-county facilities, possibly even out of state. Public service agencies and volunteer personnel would be used to assist in the care of the injured. Hospitals would farm out their critical patients to sister-hospitals in non-affected areas. Most of the subscribing hospitals to the Orange County Health Care Agency (OCHCA) will be controlled by the Agency as to the availability of beds and transfer of patients.

Dam and Flood Control Channels

If the Prado, Villa Park and/or Santiago Dams were to break and/or overflow, catastrophic flooding would result, overwhelming local resources. The portions of the City that would be subject to flash flooding would be the west side of the City as its bordered by the Santa Ana River Channel, and southwesterly and southward of the I-405 San Diego Freeway just to the SR-55 Freeway crossing (nearest the Santa Ana River Channel). If dam and flood control channels suffered significant damage, flooding to these areas is possible, and may be compounded if there is storm drain failure. Pumping stations in coastal communities may fail due to liquefaction and infrastructure breakdown.

However, because of the current design, construction practices, ongoing program reviews and modifications, a catastrophic dam failure is considered unlikely. Improvements to the Santa Ana River Channel, which is a significant portion of the City's 100-Year flood area, is no longer seriously threatened.

Other Issues

Homeless Households: Homeless households are those who cannot be allowed to re-occupy their dwelling units (not the normal association of homeless people, though that is of concern as well). These people may require mass care sheltering if they cannot first find temporary shelter with relatives, friends, etc. There are 42,120 housing units in Costa Mesa as of the 2010 Census. It is unknown what percentage of these would be damaged as the result of an earthquake.

Mobile Homes: Earthquake damage to mobile homes is expected to be very severe. Following the Northridge Earthquake of 1994, all new mobile homes are required to be earthquake secured. Mobile homes can fall off their pedestals onto the axles, also penetrating the coach floor causing injury and significant damage. Rigid utility lines can sever as well, causing fires. There are twenty-one mobile home parks within the City's limits (total of 1158 units). Six of them are senior parks (total of 432 units) making escapes from damaged mobile homes potentially more resource intensive and more difficult.

Energy Failure

General Situation

Energy Failures can occur for a number of reasons both natural, intentional or accidental. Power disruption can be caused by the destruction or damage to distribution or transmission lines or demand that exceeds supply.

Natural Disasters or Terrorism of a severe nature frequently result in power disruption. Earthquakes, high winds, tornadoes or accidents destroy distribution lines, both underground and surface, which result in hours or days of service outages. Damage to transmission lines will have an even longer and more widespread effect. Damage to power generating plants can have an even more profound effect on supply.

Supply and demand impacts have varying effect. Stage 3 Emergency is called when power reserves fall below 3 percent. To reduce its load, power companies initiate plans for controlled rotating outages or "rolling blackouts," throughout the service territory. The controlled outages will last approximately one hour, but could be shorter or longer depending upon circumstances. Power suppliers may or may not be able to avoid power outages for "essential-use customers," which includes hospitals, police and fire departments and vital government service departments.

Transmission Emergencies are called when any event threatens, harms or limits capabilities of any element of the transmission grid and threatens grid reliability. Power may need to be cut as necessary to all customers.

Specific Situation

Southern California Edison remains the primary electrical power supplier for the City of Costa Mesa. Southern California Edison has a total service area of 50,000 square miles with a population of over 10 million. Costa Mesa constitutes just less than one percent of the population serviced by Edison.

Loss of energy is normally associated with an incident other than the power loss itself, e.g., a car accident, equipment accidents (by the utility or other), malfunction or equipment failure, vandalism, or weather such as ice/snow, lightning, wind, earthquake, flood, broken tree limbs, wildfires, etc. These situations are dealt with on a case-by-case basis.

When in a "supply and demand" crisis, the California Independent System Operator (Cal-ISO) carefully monitors the state's electric system. Cal-ISO is a nonprofit agency

that controls 75 percent of the state's transmission grid and secures power supplies for most of the state's consumers. When a significant imbalance between the supply and demand for electricity occurs, Cal-ISO may issue a Flex Alert, Warning or a Stage 1, 2, or 3 Emergency, which may result in "rolling blackouts".

The California Independent System Operator controls the power grid and determines if, and when, a rotating power outage will occur. Notification will be made based on the Grid information provided by the utilities to designated personnel by the city (e.g., city administrator, police chiefs, etc.). Those receiving the information are expected to share it with those who need it. The power grid system status can be checked anytime at <http://www.caiso.com> under "system status". Direct notification is also possible through the local utility companies. CAL-ISO notifications include utilities, government and the general public.

48 and 24-Hour Forecasts: Probability of Firm Load Interruption (STAGE 3)

Flex Alert: Issued when current systems conditions and forecasted demand indicate immediate conservation is needed. Users are asked to immediately conserve electricity and to shift demand to off-peak hours (after 6 p.m.).

Warning: Issued an hour ahead of a forecasted shortfall in energy reserves. Load reduction programs may be activated.

Stage 1 Emergency: Called when power reserves of less than 7 percent exist or shortfalls are forecasted to occur within the next two hours. Load reduction programs may be activated. All users are strongly encouraged to reduce power usage. Prepare for *potential* interruption.

Stage 2 Emergency: Called when power reserves fall under 5 percent. It is critical that all users conserve power immediately.

Stage 3 Emergency: Called when power reserves fall below 3 percent. Controlled service interruptions (approx. 1 hour, possibly shorter or longer as needed) are rotated among the service territory. Power outages may be able to be avoided for "essential-use customers." If a Stage 3 is likely, SCE will contact cities and counties through an auto dialer, email message and by Region Managers.

- SCE will provide as much advance notice as possible.
- SCE will only issue an advisory based on Cal-ISO information.
- Cities and counties who signed the non-disclosure agreement will receive information on which groups are expected to be impacted by a rotating outage.

- Emergencies may not be declared despite Cal-ISO prediction.
- Emergencies could be declared without earlier prediction.

SCE may have as few as 10 minutes after a Stage 3 Emergency is declared before rotating outages begin. This is because Cal-ISO supply and demand forecasts depend on the season (summer – air conditioning), equipment failures, and hourly purchases of power. A power outage at a Substation Level does not exempt “essential use customers”. However, an outage at the Circuit Level does exempt them, and outages are geographically dispersed.

Essential Use Customers:

- Government and other agencies providing essential fire, police, prison services, and government agencies essential to the national defense.
- Hospitals.
- Communication utilities, as they relate to public health, welfare and security, including telephone utilities.
- Navigation facilities for commercial air and sea operations.
- Rail and Rapid Transit Systems as necessary to protect public safety.
- Customers served at transmission voltages that are supplying power to the grid in excess of their load.
- Radio and television broadcasting stations used for broadcasting emergency messages.
- Electric utility networks, facilities and supporting fuel related services critical to the continuity of electric system operation.
- Water and sewage treatment utilities may request partial or complete exemption in times of emergency requiring their service, such as firefighting.
- Customers participating in the Optional Binding Mandatory Curtailment (OBMC) Program.

Fire (Urban and Wildland-Mutual Aid only)

Costa Mesa is only subject to an urban fire hazard. The City does not reside within either the "Substantial Forest Fire Risks/Hazards" or "Very High Fire Hazard Severity Zone" according to the Orange County Natural Hazard Disclosure Area. The City has only one large natural area, Fairview Park, but due to its limited size and development it would not be considered a wildland area. The Costa Mesa Fire Department may support wildland fire fighting, through mutual aid, in other jurisdictions, but is not subject to the hazard within its boundaries.

General Situation

Per the Orange County Fire Authority, Safety Element of the County's General Plan, the threat of fire to urban areas is a challenge resulting from many factors. Some of the most difficult fire protection problems in the urban area are:

- Multiple story, wood frame, high-density apartment developments.
- Large contiguous built up areas with combustible roof covering materials.
- Transportation of hazardous materials by air, rail, road, water, and pipeline.
- Storage, handling and use of hazardous materials on site.
- Natural disasters.

The character of the existing built-up area and land use determines an areas fire hazard. Features of structural conditions that affect fire control are:

- Type of construction and use of buildings.
- Area of building (ground floor area).
- Number of stories.
- Type of roof covering material.
- Exposures to the building.

Specific Situation

A variety of fire protection challenges exist within Costa Mesa. Among these are high-density residential areas, industrial complexes, high-rise buildings, university/college campuses, a large shopping complex, and location adjacent to the sixth busiest airport in the United States. The City has a diverse land use mix with 48 percent designated residential use, 14 percent for commercial use, 13 percent for industrial uses, and 25 percent allocated for public and semi-public uses (City of Costa Mesa, 2000 General Plan).

Within the City's 16 square miles, the maximum height of a structure is 21 stories with the majority of the buildings less than 15 stories. Construction within the City follows the uniform California Building Code (CBC), as well as electrical, fire and mechanical codes. With the exception of Bethel Towers, a privately owned structure (built in 1968, now a senior citizens home), all buildings over 55 feet tall are equipped with automatic sprinklers, which should contain all fires while they are small. In the event the system is shut down, the small fire could grow unabated, resulting in a major fire.

Twenty-seven percent of the land in the City is committed to commercial or industrial uses. Due to the large amount of square footage that makes up most industrial and commercial buildings, combined with machinery, large inventories, and larger quantities of potentially hazardous materials, fire hazards in these establishments are greater or more aggressive. As with high-rise structures, most commercial and industrial buildings are equipped with automatic sprinklers. In the event of a system shutdown, fire may spread quickly and become large in a matter of minutes.

Flooding (Dam Failure, Mud/Landslide, Tsunami/Hurricane)

General Situation

The City of Costa Mesa is primarily located on flat to gently sloping terrain (generally less than one percent), the potential for landslide, rock fall, mudslide, and avalanche type hazards are remote. Due to the absence of any large bodies of water within Costa Mesa, and the location of high bluffs adjacent to Newport Bay, this also precludes the possibility of damage from seiche effects. Only a small portion of the City of Costa Mesa is located within this area, limited to the area closest to Newport Bay.

The potential for tsunami effects within most of the City is negligible. However, within areas near the Santa Ana River, where low elevations occur, the potential exists for tsunami effects. No known tsunami has ever hit the Orange County coast, though following the 1964 Alaska 8.2 Earthquake tidal surges of approximately 4 feet to 5 feet hit the Huntington Harbor area causing moderate damage.

Waterspouts are tornados over water. Hurricanes, though occurring occasionally, are not common to the Southern California area. The City has not historically been vulnerable to either of these directly, nor storm surge inundation associated with hurricanes or tropical storms. The National Weather Service will issue special marine warnings when waterspouts are likely or have been sighted over coastal waters, or tornado warnings when waterspouts can move onshore.

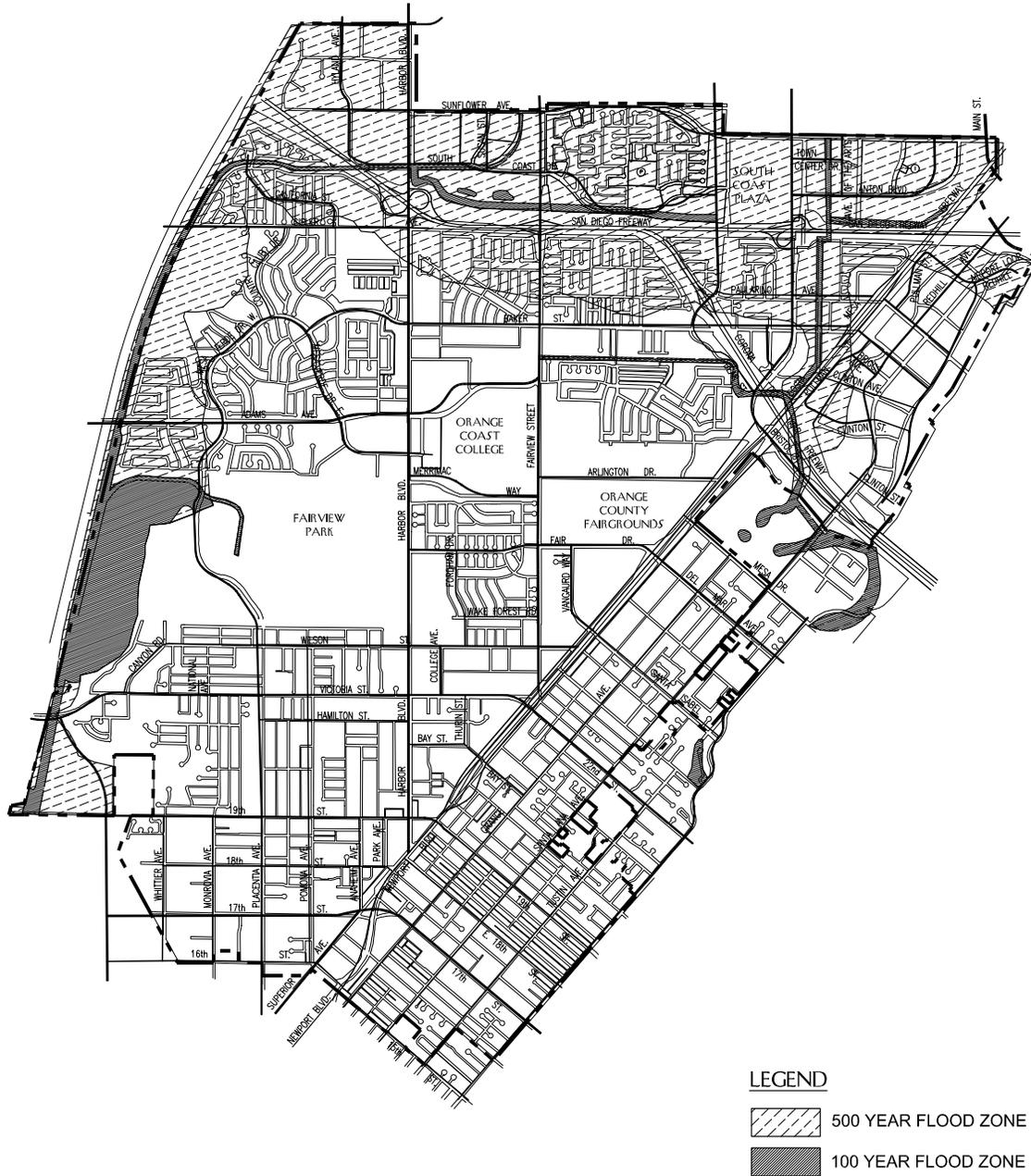
Dam and Reservoir failures causing local inundation can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper siting, rapidly rising floodwaters and structural/design flaws. Seismically caused waves within the dammed area can cause inundation by overtopping the dam without causing dam failure. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

Specific Situation

The City of Costa Mesa's greatest threat is from the failure of the Prado, Santiago and/or Villa Park Dams, various feeder channels on the Santa Ana River, and urban flooding. The rainfall range in Costa Mesa is between 0.02-2.78 inches per month, with 11.65 yearly average precipitation (Weather.com, 2012). Urban flooding does occur seasonally within the City, particularly the low-lying areas, depending upon prevailing weather conditions.

Costa Mesa is located adjacent to the Santa Ana River, along the City's westerly boundary. Its basin area encompasses a total of approximately 3,200 sq. miles and includes portions of San Bernardino, Riverside and Orange Counties. It is part of the 153.2 sq. miles Santa Ana River Watershed, the largest in Orange County. The Santiago Creek is its largest tributary, with the Greenville-Banning Channel and the Santa Ana Delhi Channel adding water from an area over 130 sq. miles to the Channel as well. See Flood Hazard Area map below from Costa Mesa General Plan, Safety Element.

FLOOD HAZARD AREA



SOURCE: FLOOD INSURANCE RATE MAP, PANEL 37 OF 81, MAP # 06059C0037 F, JUN 14, 2000
PANEL 38 OF 81, MAP # 06059C0038 F, JUN 14, 2000
PANEL 46 OF 81, MAP # 06059C0046 F, JUN 14, 2000
PANEL 54 OF 81, MAP # 06059C0054 F, JUN 14, 2000
PANEL 47 OF 81, MAP # 06059C0047 E, SEPT. 15, 1989
PANEL 55 OF 81, MAP # 06059C0055 F, SEPT. 15, 1989



SCALE: 1"=4500'

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EXHIBIT SAF-6

Figure 8 - City of Costa Mesa 2000 General Plan

The Prado Dam Reservoir is located approximately 30 miles northeast of Costa Mesa in Riverside County, on the Santa Ana River. The dam is owned and operated by the U.S. Army Corps of Engineers, Los Angeles District. The Prado Dam has been designed to protect against a 100-year flood (or one percent chance event). During any 100-year period, a 39 percent risk exists that one or more floods will occur that exceed the design level. Prado Dam is normally empty except during or immediately after periods of significant runoff. Four times it has reached being half-full, its highest recorded level ever.

In June 2000, FEMA's National Flood Insurance Program (NFIP) Flood Insurance Rate Map (FIRM) re-classified this area down, due to the Santa Ana River Mainstem Project of channel and bridge widening, and the construction of the Seven Oaks Dam (Nov 1999) located 40 miles upstream of the Prado Dam on the Santa Ana River. The City of Costa Mesa, along with the cities of Anaheim, Buena Park, Cerritos, Cypress, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, Long Beach, Newport Beach, Orange, Placentia, Santa Ana, Seal Beach, Stanton, Westminster, and Yorba Linda are located within the dam inundation area of Prado Dam. Only a small portion of the City of Costa Mesa is located within the dam inundation area, and that portion is limited to the area closest to Newport Bay. No other areas of the City are located within the dam inundation area of Prado Dam.

The Santiago Dam, also known as Santiago Creek Dam, is an earth fill dam with a height of 136 feet. It was built in 1933. Its reservoir (Irvine Lake) is 810 feet high and has a storage capacity of 25,000 acre-feet. It is jointly owned and operated by the Serrano Water District and the Irvine Ranch Water District. It receives natural run off from the west side of the Santa Ana Mountains. Water from the Santiago Dam flows through the Santiago Creek into the Villa Park Dam. Flow from the Villa Park Dam would travel through parts of Orange (Hart Park) before reaching the main Santa Ana River Channel. Non-storm season produces little to no threat of overspill. During storm seasons, it has had three overspills in the last twenty years. During the 1998 El Nino season both dams were managed without incident. During storms, the County of Orange, Public Works Department, is responsible for operating the Villa Park Dam and Santiago Dam, deciding gate operations based on waters levels within. During non-flood periods, the County operates the Santiago and Villa Park Dams in accordance with agreement with Irvine Ranch Water District and Serrano Water Districts.

Drainage

The natural slope and topography of the City greatly assists in its drainage patterns. In two places in the City, water may actually drain in four different directions. The advantages of these conditions relate to the ability to install short storm drain systems due to the small drainage areas. This means that uncontrolled runoff is not as hazardous because of the lower water concentrations. Channels on the north, east and west sides of the City are primarily dominated by runoff that originates from neighboring jurisdictions, which is transported through or adjacent to the City. Local drainage facilities are designed to provide a measure of control for storm water generated within Costa Mesa for a ten-year storm, capable of handling of 25-year or 100-year storm runoff. Minor flooding will occur when local flows exceed the system's capacity or if inlets plug with trash and debris.

Hazardous Materials

General Situation

The significance of the problems to the environment, property, or human health is dependent on the type, location, and quantity of hazardous material released. Releases of explosive, caustic and flammable materials can cause injuries and deaths and necessitate large-scale evacuations. Toxic chemicals in gaseous and liquid form can cause injuries among emergency response personnel as well as passersby. When toxic materials enter either surface, ground or reservoir water supplies, serious health effects can result. Releases of hazardous chemicals can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials haulers.

Hazardous material incidents differ from other emergency response situations because of the wide diversity of causative factors and the pervasiveness of the potential threat. Circumstances such as the prevailing wind and geographic features in the vicinity of emergency incidents are relevant factors. Hazardous materials incidents may occur along land, water or air transportation routes, due to vessel mishaps, aircraft accidents, misuse of agricultural chemicals and illegal dumping, and may occur in unpredictable areas, relatively inaccessible by ground transportation. Substances that might be encountered in a hazardous material incident include, but are not necessarily limited to: flammable gases, liquids or solids, nonflammable gases, corrosives, poisons, Class A and B, oxidizers, organic peroxides, radioactive materials, or etiologic agents.

Specific Situation

Roadway Transportation Accidents

The greatest probability of a hazardous materials incident is from a transportation accident. Costa Mesa has several trucking routes throughout the City, carrying many different types of hazardous materials every day. Also, there are thousands of trucks carrying hundreds of types of hazardous materials every day via the I-405, SR-55 and SR-73 Freeways. If a major truck incident occurs in a heavily populated industrial area or residential area it can result in considerable loss of life and property.

Potential hazards include overturned tank trailers on inner streets or highways, direct impact into residential or industrial buildings, or head-on collisions with oncoming traffic. The threat of out-of-control conflagrations, spills into storm drains, or plumes require additional pre-cautionary and quick-acting measures to minimize first responder casualties and environmental impacts in responding to such incidents.

Fixed Facility Accidents

The second most likely serious hazmat threat exists from an accidental spill and/or incident at one of the known facilities that manufacture, warehouse, and process toxic chemicals and/or generate hazardous waste materials within or next to City boundaries. Although there are numerous facilities involved with hazardous materials, today they are less of a threat due to required plant site-specific emergency response contingency and evacuation plans.

Currently, only one business in Costa Mesa qualifies for the Restricted Materials Program (RMP), however, it virtually sits on the Newport-Inglewood Fault Zone. It manufactures and repairs aircraft fueling components, with the test slab area being the focus of the RMP. The facility handles liquefied petroleum gas (LPG) and liquefied natural gas (LNG) and sometimes butane, with the LPG sometimes at above threshold quantities. LPG or LNG is received by tanker truck and stored in three separate storage tanks: LPG in an 8,000-gallon tank, LNG in one of two 12,500-gallon tanks. Access to the site is restricted to authorized employees, management personnel and contractors. It was constructed in the 1950's and redesigned in the 70's in compliance with NFPA 58 (1980) California Administrative Code, Title 8. No reportable accidents have been recorded in the last five years. Major hazards identified for this facility are fire, explosion, equipment failure and earthquake. The off site consequence analysis of flammables for RMP and Seismic Assessment Plan is on file with the Costa Mesa Fire Department.

The City is also home to a number of smaller chemical users such as school laboratories, industrial facilities and auto repair businesses.

Air Transportation Accidents

The Orange County John Wayne Airport (JWA)/SNA is contiguous of Costa Mesa and handles large commercial passenger, freight, and small, single-engine propeller airplanes, air carrier aircraft, medium size twin props and turboprop, and business/corporate jets. Numerous fuel loads are delivered throughout the day to the fuel storage areas. While commercial airliners en route to John Wayne Airport flying over the city pose a potential hazardous materials threat, the combination of an aircraft and hazardous materials incident is unlikely.

SNA has immediate access to County fire and police first responders, equipped and trained in hazardous materials incidents. SNA Operations and the Sheriff's Department inspect all trucks for safety prior to entering the Airport Operations Area (AOA). SNA is under and adheres to the procedures and policies of the Orange County Fire Authority's Hazardous Materials Area Plan 2008.

Pipeline Accidents

The only underground lines are for natural gas. The Public Services Department, Engineering Division, would coordinate with the Southern California Gas Company in an emergency or major disaster. The Public Services Department maintains current maps and all underground pipelines within the City's boundaries.

Clandestine Dumping

Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property or through the storm drains system (Reference the National Pollutant Discharge Elimination System (NPDES) program). As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal

Health Emergency (i.e., Epidemic/Pandemic)

Costa Mesa does not have a health department and is supported by the Orange County Health Care Agency (OCHCA) for support for health emergencies. Direction and control will reside at the County and OA level for these emergencies. Costa Mesa will participate and support care and public information as directed. Event response should follow the OA Pandemic Influenza Annex.

General Situation

Certain communicable diseases are required to be reported to the local health department according to the State of California Code of Regulations. Epidemiology and Assessment (E&A) unit's medical director, public health nurses, and epidemiologists investigate individual cases and outbreaks of reported communicable diseases. See <http://www.ochealthinfo.com/docs/public/epi/diseases.pdf> for the list of reportable diseases.

Bioterrorism is a significant concern that falls in this category. The intentional release of smallpox or other highly communicable diseases would tax all available medical resources and require direction and support from the County. Such an incident could cause a significant impact to life, safety and the economy.

Specific Situation

The current list of diseases of concern for epidemic tracked by the OCHCA changes on a regular basis. In past years, concerns have included influenza, monkeypox, Severe Acute Respiratory Syndrome (SARS), and West Nile Virus (WNV).

An influenza pandemic is one of the primary public health concerns of the 21st century. It is likely to occur in "waves" of infection, each lasting approximately 8 to 12 weeks and separated by weeks of inactivity. In total, it could last from 18 months to several years. An influenza pandemic is likely to affect everyone not only in Costa Mesa, but also throughout Orange County and possibly the region. A pandemic can greatly impact "business as usual" in any sector of society or government and will place a great strain on existing health care resources and may exceed health care resources. Personnel, supplies, equipment, and pharmaceutical responses (e.g., vaccination and antivirals) may be in short supply and/or unavailable and non-pharmaceutical responses (e.g., strict adherence to respiratory hygiene, hand washing, self isolation, and social distancing) will be the most effective strategies to limit transmission. This will make it difficult to pre-treat potentially exposed individuals and will limit treatment options once infection sets in. Outbreaks are expected to occur simultaneously throughout much

of the county and the state, which may limit the availability of mutual aid assistance and resources from other areas.

An additional public health threat that has epidemic/pandemic potential is the WNV. The WNV is a potentially serious illness that is most commonly spread by the bite of an infected mosquito. Experts believe the virus is established as a seasonal epidemic in North America that flares up in the summer and continues into the fall. WNV affects the central nervous system and symptoms vary. The threat and impact of WNV varies from year to year and is determined mostly by the severity of the winter months and heat and humidity of the summer months. Approximately 80 percent of people who are infected with WNV will not show any symptoms at all. Up to 20 percent of the people who become infected will display mild symptoms, including fever, headache, body aches, nausea, vomiting, and sometimes swollen lymph glands or a skin rash on the chest, stomach, and back. Symptoms typically last a few days. About one in 150 people infected with WNV will develop severe illness. The severe symptoms can include high fever, headache, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, vision loss, numbness, and paralysis. These symptoms may last several weeks and neurological effects may be permanent.

High Winds/Tornados

General Situation

Santa Ana Winds

Santa Ana winds are generally defined as warm, dry winds that blow from the east or northeast (offshore). These winds occur below the passes and canyons of the coastal ranges of southern California and in the Los Angeles basin.

Santa Ana winds often blow with exceptional speed in the Santa Ana Canyon (the canyon from which it derives its name). Forecasters at the National Weather Service (NWS) in Oxnard and San Diego use the term "Santa Ana Winds" for winds greater than 25 knots.

The complex topography of southern California combined with various atmospheric conditions creates numerous scenarios that may cause widespread or isolated Santa Ana events. Commonly, Santa Ana winds develop when a region of high pressure builds over the Great Basin (the high plateau east of the Sierra Mountains and west of the Rocky Mountains including most of Nevada and Utah). Clockwise circulation around the center of this high pressure area forces air downslope from the high plateau. The air warms as it descends toward the California coast at the rate of 5 degrees Fahrenheit per

1000 feet due to compressional heating. Thus, compressional heating provides the primary source of warming. The air is dry since it originated in the desert, and it dries out even more as it is heated (San Diego National Weather Service and Orange County Operational Area, Emergency Operations Plan).

Tornados

Tornadoes come in all shapes and sizes and can occur anywhere in the U.S. at any time of the year. In the southern states, peak tornado season is March through May, while peak months in the northern states are during the summer. A tornado's intensity is measured by the Fujita Scale. It rates the intensity of a tornado by examining the damage caused by the tornado after it has passed over a man-made structure. The scale measures tornadoes F0 to F6.

Specific Situation

Santa Ana winds commonly occur between October and February with December having the highest frequency of events. Summer events are rare. Wind speeds are typically north to east at 35 knots through and below passes and canyons with gusts to 50 knots. Stronger Santa Ana winds can have gusts greater than 60 knots over widespread areas and gusts greater than 100 knots in favored areas. Frequently, the strongest winds in the basin occur during the night and morning hours due to the absence of a sea breeze. The sea breeze, which typically blows onshore daily, can moderate the Santa Ana winds during the late morning and afternoon hours. Santa Ana winds are an important forecast challenge because of the high risk of fire associated with them. Also, unusually high surf conditions on the northeast side of the Channel Islands normally accompany a Santa Ana event. Other hazards include: wind damage to property, turbulence and low-level wind shear for aircraft, and high wind dangers for boaters.

Large tornadoes are not common in Costa Mesa or in Orange County in general. Orange County does have a higher occurrence of small to medium tornadoes per square mile compared to the rest of the United States according to FEMA. The vast majority of tornado events had Fujita Scale readings of F0, however a few events reached F2. No deaths and only a small number of injuries have been attributed to these events.

San Onofre Nuclear Generating Station (SONGS)

The County of Orange, Nuclear Power Plant Emergency Plan, prepared by the Orange County Emergency Management Office has for full details of the County's emergency response plan in a San Onofre Nuclear Generating Station event. This document should be read in its entirety to fully understand the overall emergency response in this type of event. Excerpts have been taken from this plan to assist in addressing this threat assessment.

General Situation

The San Onofre Nuclear Generating Station (SONGS) site is located on the coast of Southern California in San Diego County, approximately 62 miles southeast of Los Angeles, 51 miles northwest of San Diego, and approximately three miles from the southern boundary of Orange County. The site is located entirely within the boundaries of the United States Marine Corps Base, Camp Pendleton, San Diego, California, near the northwest end on the 18-mile shoreline. The site is approximately 4500 feet long and 800 feet wide, comprising 83.63 acres. The inland boundary of the site is adjacent to Interstate 5 (I-5), an AT&SF railway line, and an access roadway to the San Onofre State Beach (formerly US 101). Normal access to the site is via the Basilone Rd. off ramp from the freeway.

Wind direction determines the path to be taken by a radioactive plume and the wind speed determines the time of arrival at downwind points. Since wind direction and speed are influenced by both local and large-scale factors, protective actions necessary will be conducted with the assistance of professional meteorologists. For emergency planning purposes, survey data on the different wind directions and speeds provide information used to establish permanent monitoring sectors and identify potentially necessary protective actions such as sheltering, evacuation, and relocation routes with alternates.

Planning Zones

The Nuclear Regulatory Commission and Federal Emergency Management Agency (NRC/FEMA) define a 10-mile radius for the plume exposure pathway as the Emergency Planning Zone (EPZ). The County of Orange (County) recognizes the EPZ as defined for planning purposes; however, the County extended the zone to approximately twelve miles in some areas due to jurisdictional boundaries and topographical considerations.

The jurisdictions within the EPZ are: the Cities of Dana Point, San Clemente and San Juan Capistrano; Rancho Mission Viejo of unincorporated Orange County; San Diego County; Capistrano Unified School District; the State Parks and Recreation Department for Doheny

State Beach, San Clemente State Beach and San Mateo Campground; Camp Pendleton Marine Corps Base and the United States Coast Guard.

A 50-mile radius limit for the Ingestion Pathway Zone (IPZ) includes all of Orange County (including Costa Mesa), and portions of the Counties of San Bernardino, San Diego, Riverside and Los Angeles. See 10-Mile EPZ and 50-Mile IPZ Map below.



General Situation

The plant is designed to use slightly enriched uranium dioxide (UO₂) as a fuel. This fuel poses no major concern in its un-irradiated form since it is of very low radioactivity. However, after being in the core during operation of the reactor (fission process), the fuel becomes extremely radioactive by the production of fission by-products. These highly radioactive by-products, if released to the environment, could represent a potential health hazard to the public and is the concern in a nuclear power plant accident.

Among the possible causes of a nuclear incident are earthquakes, transportation accidents, civil disturbances including terrorism, and problems within a nuclear facility. A nuclear incident may trigger one or more secondary events, including blasts, explosions, radioactive fallout, fires, power failures, dam failures, flash floods, transportation disruptions, accidents, overpass failures, building collapse, fuel shortages, food and/or water supply contamination, or disruption of distribution systems.

A radioactive release would most likely be to the atmosphere, although surface discharge of radioactive liquid is possible. The liquid would be expected to run into the ocean or be absorbed into the ground. An atmospheric release (called a "plume") would be dispersed by prevailing winds, which can result in a direct radiation exposure to those persons in its path, and may contaminate environmental surfaces by fallout. Such contamination may enter the food chain by involvement with pastureland, livestock, water supplies, or agricultural products.

Specific Situation

Emergency conditions at SONGS are classified into four categories in increasing levels of severity. Based on these classifications, operators at SONGS will notify offsite jurisdictions within fifteen minutes when any of these classifications are declared at the plant. The notification point for the County of Orange will be OCSD Communications (Control One).

- Unusual Event - A minor occurrence takes place which does not affect offsite jurisdictions but might have the potential to increase in intensity. These range from small fires to major non-nuclear events.
- Alert - When the unusual event escalates beyond certain technical specifications, the Alert level is reached. There is still no major impact on offsite agencies, except that

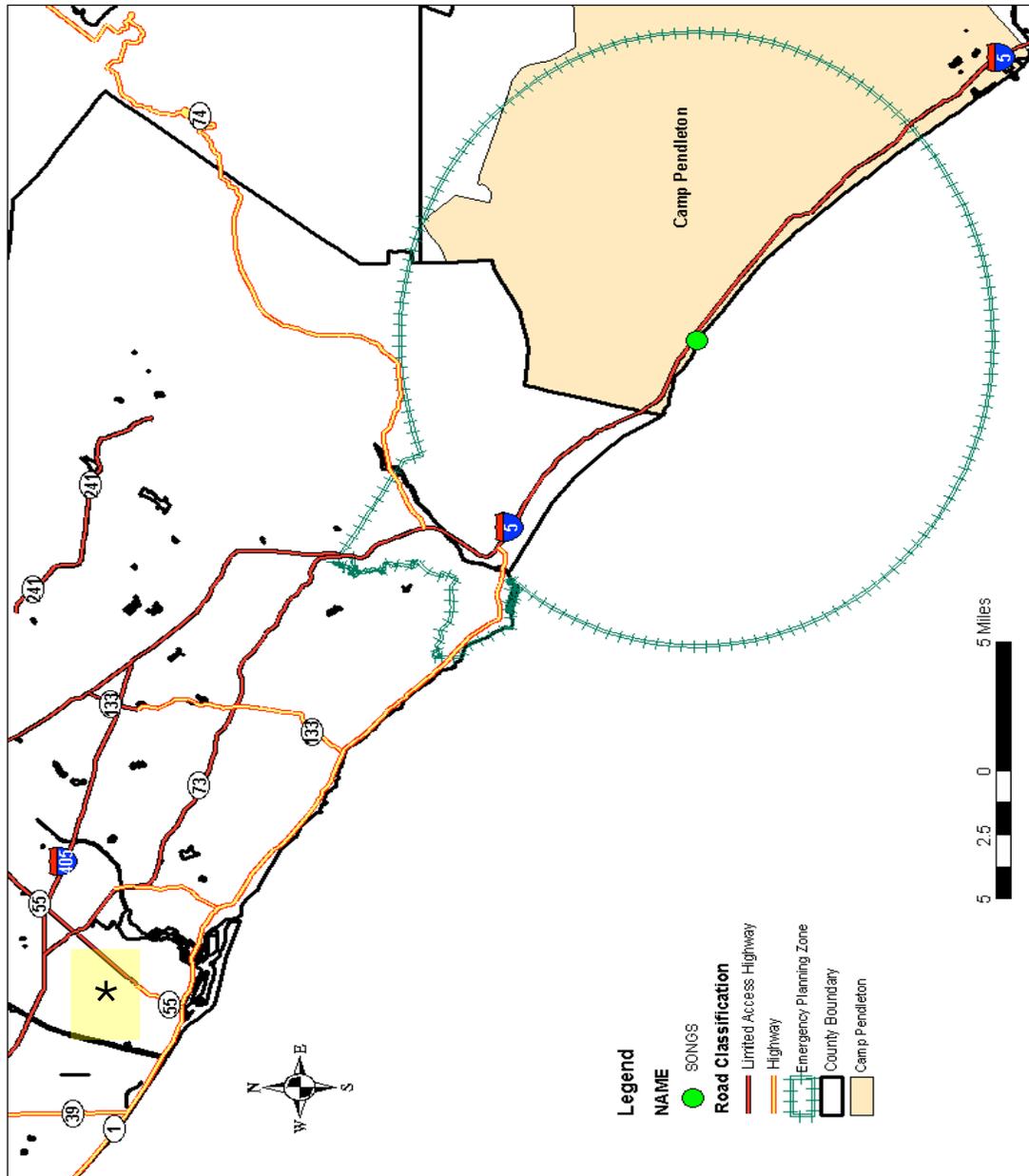
EOCs (including the OA EOC) are staffed and response personnel are put on standby.

- Site Area Emergency - This stage of a nuclear incident may have minor impact on offsite areas but will have major impact on the onsite areas.
- General Emergency - The situation escalates to a full nuclear accident that would affect an area of up to ten miles directly and up to fifty miles for ingestion pathway effects.

In the event of a SONGS evacuation of the ten mile EPZ, one or more Reception and (Auxiliary) Decontamination Centers may be activated to receive an estimated 20 percent of the EPZ population for reception and care as they find alternative living arrangements. Orange Coast College lies within in the boundaries of the City of Costa Mesa, and is one of five designated Reception and Auxiliary Decontamination Centers (Reception Centers) in the SONGS Plan. Reception Centers provide a location for people within the EPZ to evacuate to; for registration; and for transitory housing prior to being relocated to temporary shelters. Self-evacuation "to the Centers" is voluntary; those evacuated by emergency response personnel will be transported to the designated Centers. Contamination monitoring and preliminary decontamination efforts may also be required if a radiological release preceded the evacuation.

In the event of a SONGS release that impacts the Ingestion Pathway Zone (IPZ), Costa Mesa is within the fifty mile IPZ. The state has primary responsibilities for the Ingestion Pathway Zone planning and implementation, with the state Department of Health Services having the lead role. The Orange County Health Care Agency (OCHCA) will initiate monitoring, sampling and surveying of the probable and actual route of radioactive material until state resources assume this task. The exposure in this pathway would be from ingestion of contaminated water or foods such as milk, fresh vegetables, or aquatic foodstuffs. The duration of the exposure could range from hours to months. For the ingestion exposure pathway, the planning effort involves the identification of major exposure pathways from contaminated food and water, and the associated control and interdiction points and methods.

SONGS 10- mile Emergency Planning Zone (*-Costa Mesa)



Terrorism (War, Civil Disturbance/Riots)

General Situation

Terrorism

Terrorism includes the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorism affects us through fear, physical injuries, economic losses, psychological trauma, and erosion of faith in government. Terrorism is not an ideology; it is a strategy used by individuals or groups to achieve their political goals.

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

Weapons of Mass Destruction (WMD) are: any destructive device as defined in section 921 of Title 18 U.S.C., an explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; poison gas; any weapon involving a disaster organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. WMDs are generally categorized as: Chemical, Biological, Radiological, Nuclear, or high-yield Explosive (CBRNE).

- There are a multitude of chemicals that terrorists can obtain that would incapacitate and/or kill segments of the population. Chlorine gas or ammonia could cause respiratory difficulties and possible death; nerve agents such as Sarin will cause large number of casualties and death over a small area.
- Most any infectious biological agent has the potential for being used as a terrorist weapon. Smallpox and anthrax are examples of biological agents that could cause

significant health and clean up problems. Anthrax was released in the mail in Florida and Washington, D.C. in 2001.

- Radiological events are those in which radiation is spread contaminating a fixed area, for example, a "dirty bomb." Dirty bombs are explosive devices (non-nuclear) that spread radioactive materials as a result of the explosion of conventional explosives such as dynamite, nitro glycerin, or plastic explosives. The type of radiation released from such a device would depend on the radioactive materials used. The results of such an event would be a large number of casualties within a specific area with significant costs for clean up.
- A nuclear event refers to a nuclear explosions resulting from a nuclear reaction. An example of such an event would be the detonation of a nuclear device that terrorists had obtained or developed. The results would be widespread casualties (depending on the explosive size of the device) with considerable radioactive contamination for an extended period of time.
- The final weapons to be considered are conventional high explosives. These could be either standard explosive materials such as dynamite or plastic explosives, or it could be manufactured materials with a chemical reaction causing an explosion (e.g., mixing fertilizer and kerosene). Such weapons can be used in a number of applications from suicide bombers, to car bombs, to devices hidden around and in specific facilities.

Civil Unrest

Civil unrest is defined as the spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature. Civil unrest can be spurred by specific events, such as criminal trials or the result of long-term disfavor with government and public safety authorities. In recent times, even sporting events have ignited such behavior as rioting and burning of cars. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired.

Civil unrest can happen anywhere, at anytime, with or without reasonable cause. In such a case, the City's residential, industrial and commercial properties would be vulnerable to its effects. The threat to law enforcement and safety personnel can be severe and bold in nature. Looting and fires can take place as a result of perceived or actual non-intervention by authorities. Transportation routes used for normal traffic movements (streets, freeways, rail, etc.) are vulnerable and can also facilitate the movement of potential rioters. Securing of essential facilities and services would be crucial.

Specific Situation

The threat of both domestic and international terrorism has increased over the past decade. At the same time, the potential of a terrorist attack utilizing a WMD has increased. The degree of response will be dependent upon the nature and magnitude of the incident as well as the method of weapon detonation, type of WMD/CBRNE device, number and disposition of the affected population and climatic condition. Experience with recent incidents demonstrates that there are no longer physical targets or victim groups "off limits" to terrorists. There is no limit to the number of potential targets. A broad approach has been taken against terrorism rather than developing specific plans for each potential target.

The threat of civil unrest has also increased and been demonstrated over recent years. Similar to the terrorist scenario noted above, a broad approach to preparedness has been instituted to deal with the unknown nature and magnitude of the potential for disruption of everyday life of the residents of Costa Mesa.

Costa Mesa will use mutual aid and the general City response structure as a backbone for preparing to coordinate, communicate, and cooperate between jurisdictions and share resources in response to these events with unknown disruptions to social structures, material and economic losses, as well as the resulting psychological impact.

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Concept of Operations

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies and departments assigned specific emergency functions.

Operations during emergencies involve a full spectrum of response levels. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan, commitment of resources and follow through with disaster recovery. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid.

Emergency Phases and Coordination Levels

Emergency Phases

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases: Preparedness, Response, Recovery and Mitigation; though not every disaster necessarily includes all phases.

Preparedness Phase

The Preparedness Phase involves activities taken in advance of an emergency. These activities shape the framework for operational capabilities and create effective responses to disasters on the basis of knowledge necessary to complete a task or mission. Preparedness and capability maintenance and building activities include:

- Developing and maintaining emergency plans and procedures.
- Maintaining EOC rosters and notification information.
- Maintaining Standard Operating Procedures (SOPs) and checklists.
- Conducting general and specialized training.
- Conducting exercises.
- Developing and maintaining mutual aid agreements.

- Developing and maintaining emergency public education and warning systems.
- Implementing hazard mitigation projects.
- Developing hazard analyses.
- Assessing, developing and maintaining City resources inventories.
- Developing and maintaining relationships with local organizations and other sources to meet anticipated resource "shortfalls."

Increased Readiness

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

- Briefing of DES and other key officials.
- Review EOC activation guidelines.
- Review emergency plans, SOPs, and checklists.
- Review emergency notification procedures.
- Verify emergency contact information and resources listings.
- Prepare the EOC for activation (update and/or replenish forms, maps, logs, supplies, guides, lists, etc.).
- Ensure necessary reference materials are available.
- Disseminate accurate and timely emergency public information.
- Accelerate training of permanent and auxiliary personnel.
- Inspect critical facilities.
- Inspect emergency supplies and replenish as needed.
- Alert city staff, Disaster Services Workers, volunteers and other auxiliary and reserve personnel.
- Test warning and all communications systems/equipment for operational readiness.
- Continuously monitor situation for updates and important information.

Response Phase

The Response Phase includes initial, emergency, and sustained response activities.

Initial Response

The City's initial response activities are primarily performed at the field level. Precautionary actions emphasize saving lives and minimizing the effects of the emergency or disaster. Typical responses might be:

- EOC activation.
- Notify EOC personnel.
- Notify the Orange County Operational Area.
- Notify EOC partners and liaison officers (American Red Cross, Salvation Army, and other involved agencies).
- Prepare for or initiate local emergency proclamations, as appropriate.
- Disseminate warnings, emergency public information, and instructions to citizens.
- Conduct evacuations and/or rescue operations, as necessary.
- Prepare to care for displaced persons.
- Prepare for and conduct initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Developing and implementing Initial Action Plans.
- Activate resources and supplies.

Emergency Response

During an emergency response, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished in the City of Costa Mesa by deployment of local government agencies. The emergency management organization will give *priority* to the following operations:

- Dissemination of accurate and timely information and warning to the public.
- Access and perimeter control.
- Situation analysis.
- Resource allocation, control and tracking.
- Evacuation and rescue operations.
- Mass care and shelter facilities/operations.
- Accommodation of those with access and functional needs in service provision.
- Supporting medical care operations.
- Supporting public health operations.

- Restoration of vital services and utilities.
- Emergency debris removal.

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Orange County Operational Area (OA) with the exception of fire and law enforcement departments, which will request or render mutual aid directly through established channels. Any action that involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the DES and City Council.

Depending on the severity of the emergency, the Orange County Operational Area Emergency Operating Center (OAEOC) may be activated. A Local Emergency may be proclaimed at the city and county levels. The California Emergency Management Agency (Cal EMA) Director may request a gubernatorial proclamation of a State of Emergency. When a State of Emergency is proclaimed, state agencies will respond, to the extent possible, to requests for assistance. State agencies' response will be coordinated with the Cal EMA Director. If required, Cal EMA may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

The state Regional EOC (REOC) located in Los Alamitos, or an alternate location, may be activated to coordinate state support through the Operational Area(s) to all locally impacted jurisdiction(s). Cal EMA may activate the State Operations Center (SOC) in Sacramento to support Cal EMA Regions (REOCs), and other state agencies and entities in the affected areas and to ensure the effectiveness of the state's emergency response.

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

Sustained Response

In addition to continuing in the emergency response phase, (life and property protection operations), mass care, relocation, registration of displaced persons, and additional safety/damage assessment operations will be continued and/or initiated until demobilization. *Additional* sustained response activities include:

- Preparing detailed damage assessments and documenting situation status.
- Organizing and procuring required resources to sustain operations.
- Organizing documentation for potential financial reimbursement purposes.
- Coordinating via the operational area with county, state and federal agencies working within the jurisdiction.

Recovery Phase

Recovery Phase activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

As soon as possible, the Cal EMA Director, operating through the SCO, will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross and possibly the Citizens Corps program, to coordinate the implementation of assistance programs and establishment of support priorities. Local Assistance Centers (LACs) may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance to disaster victims. The recovery phase's major objectives are:

- Resumption of City of Costa Mesa services.
- Restoring of essential public services and utilities.
- Coordinate temporary and permanent housing solutions.
- Restoration of private and public property.
- Waste/debris disposal and cleanup.
- Identification of residual hazards and conducting hazard mitigation analyses.
- Develop plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.
- Applying for state and federal assistance programs.

Mitigation Phase

Mitigation Phase efforts occur both before and following disaster events. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that are a threat to life and property which exist within the City of Costa Mesa. Mitigation tools include:

- Amending local ordinances and statutes (zoning ordinance, building codes, enforcement, etc.)
- Initiating structural retrofitting measures.
- Assessing tax levee or abatements.
- Emphasizing public information and community relations.
- Assessing and altering land use planning.
- Professional training.

Emergency Coordination Levels

Operations within the City of Costa Mesa will be executed in compliance with the principals of SEMS, NIMS and ICS. Operations in this way allow for the integration of other jurisdictions and levels of government in a seamless and efficient way. SEMS, NIMS and ICS cover all types of incidents that may occur within the City of Costa Mesa from single-agency responsibility/involvement to multi-jurisdiction responsibility with multi-agency involvement.

The components of SEMS/NIMS/ICS are designed to provide for:

- **Common Terminology.** Common terminology refers to the establishment of common titles for organizational functions, resources, and facilities within SEMS/NIMS/ICS.
- **Modular Organization.** Modular organization is the method by which the SEMS/NIMS/ICS organizational structure, based upon the type and size of an incident, develops. The NIMS/SEMS/ICS organization staff builds from the top down as the incident grows, with responsibility and performance placed with the Incident Commander.

NIMS/SEMS/ICS is made up of five functions: Management, Operations, Planning/Intelligence, Logistics, and Finance & Administration. These functions may, as the incident grows, be organized and staffed into Sections. Initially, the EOC Director may be performing all five functions. Then, as the incident grows, each

function may be established as a Section with several Units under each Section. Only those functional elements that are required to meet current objectives will be activated. Those functions, which are needed but not staffed, will be the responsibility of the next higher element in the organization.

- **Unified Command Structure.** Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
- **Consolidated Action Plan.** Consolidated action plans identify objectives and strategy determinations made by the EOC Director for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated action plan documents the tactical and support activities that will be implemented during an operational period.
- **Manageable Span-of-Control.** Manageable span-of-control within SEMS/NIMS/ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The position title "Section Chief" refers to the lead person of each functional element of the EOC. The type of incident, the nature of the response or task, distance and safety will influence the span-of-control range. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one function element. Every individual will have a supervisor and each supervisor should be responsible for no more than seven employees with the ideal span-of-control being three to five persons.
- **Multi-Agency or Inter-Agency Coordination.** Multi-agency or inter-agency coordination is important for:
 - Establishing priorities for response.
 - Allocating critical resources.
 - Developing strategies for handling multi-agency response problems.
 - Sharing information.
 - Facilitating communications.

SEMS and ICS is flexible and structured so that:

- The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond.
- The system will be applicable and acceptable to all user agencies.
- The system is readily adaptable to new technology.
- The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decreases.
- The system has basic common components in organization, terminology, and procedures.

Costa Mesa's Relationship to the System

Fully activated, the SEMS consists of five levels: Field Response, Local Government, Operational Area (countywide), Regional, and State level. Adding the federal level completes the government roles in an emergency or disaster event.

Direction/Control/Coordination

In an emergency the City of Costa Mesa EOC may be activated to coordinate the overall jurisdiction response while field responders (using the Incident Command System) manage the specific incident response. Incident Commanders may choose to manage their incident from a Department Operations Center (DOC). The fire department would utilize Station 5, while the police department would utilize the Watch Commander Office at the police facility. Each DOC will coordinate directly with the City EOC – usually to their counterparts in the Operations Section. All other field components will communicate directly with their counterparts in the Operations Section of the City EOC. The nature and scope of the incident will determine the applicable level of EOC activation.

Field Response Level (City of Costa Mesa Departments)

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/NIMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are command, operations, planning/intelligence, logistics, and finance/administration.

Local Government Level (City of Costa Mesa)

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

Local governments are required to use SEMS/NIMS when their Emergency Operations Center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS/NIMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function and complexity. Local governmental levels shall provide management, operations, planning/intelligence, logistics, and finance/administration functions. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618).

Operational Area Level (Orange County Operational Area)

Operational Area (OA) means an intermediate level of the state's emergency services organization that encompasses the county and all political subdivisions within the county including special districts. SEMS regulations specify that all local governments within a county geographic area be organized into a single OA and that the county board of supervisors is responsible for its establishment. The OA 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 regional level. Activation of the Operational Area during a state of emergency or a local emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have proclaimed a local emergency.
- The county and one or more cities have proclaimed a local emergency.
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.

- The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.
- The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.

Regional Level (Cal EMA Southern Region – Los Alamitos, Mutual Aid Region One)

Due to size and geography, the state has been divided into six mutual aid regions to provide for a more effective application and coordination of mutual aid and other emergency related activities. The Region Level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. If an Operational Area EOC is activated, the Cal EMA Regional Emergency Operations Center (REOC) will be activated to the level necessary to coordinate emergency operations and respond to requests for resources and mutual aid.

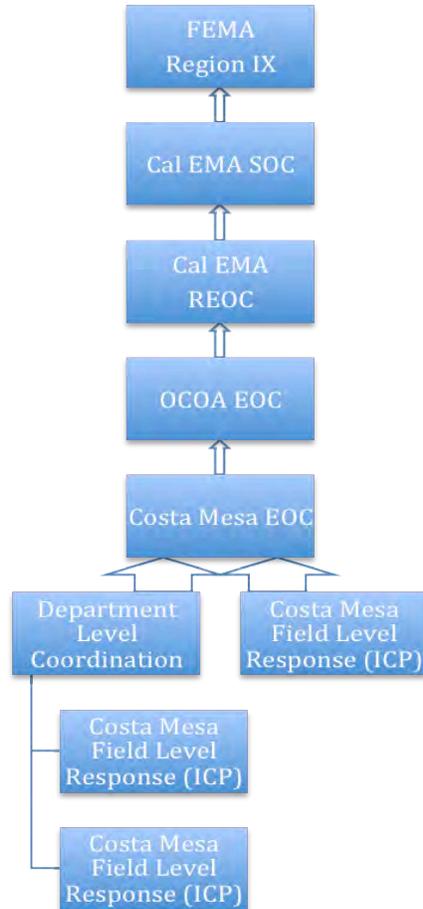
State Level (Cal EMA)

This level manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the regions and between the regional level and state level. It serves as the coordination and communication link between the state and the federal disaster response system. When and Cal EMA Regional Administrator activates a REOC, the State Operations Center (SOC) at Cal EMA headquarters will also be activated to support the region with state agency resources. If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO).

Federal Level (Federal Emergency Management Agency, Region IX)

When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance. If the President declares a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a Federal Coordinating Officer (FCO). The FCO will work with the SCO to will coordinate and control state and federal recovery efforts in supporting local operations. The National Response Plan provides the mechanism for coordinating delivery of federal assistance and resource to augment efforts of state and local governments overwhelmed by a major disaster or emergency.

Government Emergency Response Levels (including SEMS components) Specific to the City of Costa Mesa



Costa Mesa Emergency Organization, Roles and Responsibilities

The City of Costa Mesa's response to an emergency or disaster will be dictated by the type and magnitude of the event. Costa Mesa has established an Emergency Operations Center (EOC) and roles and responsibilities for City departments to facilitate the City's response.

Activation Levels

The extent to which the EOC is activated depends on the emergency situation, its potential for escalation, its geographic extent and other factors. The emergency management organization can be mobilized as required to cope with the specific situation based on the Activation Level and Authorities as charted below.

EOC Activation Authority	
Activation Level	Activation Authority*
ONE	<ul style="list-style-type: none"> ✓ Director of Emergency Services/CEO ✓ Watch Commander/Battalion Chief ✓ Department Head⁺
TWO	<ul style="list-style-type: none"> ✓ Director of Emergency Services/CEO ✓ Department Head⁺
THREE	<ul style="list-style-type: none"> ✓ Director of Emergency Services/CEO ✓ Department Head⁺
<p>* Consultation with DES required in all cases. ⁺ Police Chief, Fire Chief, Assistant CEO, Development Services Director, Finance & IT Director, Public Services Director and individuals authorized to act on their behalf</p>	

Once the decision has been made to activate the EOC, the responsible authority should initiate or ensure notification to the Police Department Communications Center and Office of Emergency Management to initiate EOC set-up and staff notification as outlined in the EOC Operations Section. The activation authority should stipulate the following:

- Identify themselves to verify authority to activate the EOC.
- Briefly describe the situation requiring EOC activation.
- Request a Level ONE, Level TWO or Level THREE EOC activation.
- Indicate is activation is immediate (report immediately) or if additional instructions will follow from the Costa Mesa Office of Emergency Management (alert as to source of additional information- Emergency Notification Voicemail or radio announcements).
- Identify any additional staffing required beyond the EOC Activation Minimum Functional requirements outlined in the EOC Activation Guidelines below.
- Indicate if the Primary or Alternate EOC will be used.

Costa Mesa EOC Activation Guidelines		
Event/Situation ¹	Activation Level	Minimum Functions ²
<ul style="list-style-type: none"> ➤ Severe Weather Advisory ➤ Earthquake Advisory ➤ Flood Watch ➤ Scheduled Special Event ➤ Small incident involving two or more departments 	ONE	<ul style="list-style-type: none"> ✓ EOC Director ✓ Planning Section Chief ✓ EOC Coordinator
<ul style="list-style-type: none"> ➤ Imminent Earthquake alert ➤ Major Scheduled Event (World Cup, Olympics) ➤ Disaster with moderate impact (moderate earthquake, wind or rain storm) 	TWO	<ul style="list-style-type: none"> ✓ EOC Director ✓ Command Staff ✓ All Sections Chiefs ✓ Branches and Units, as appropriate ✓ Liaison Officers, as appropriate ✓ EOC Coordinator
<ul style="list-style-type: none"> ➤ Major city or regional emergency ➤ Incident with multiple departments with heavy resource involvement 	THREE	<ul style="list-style-type: none"> ✓ All EOC Functions
<p>¹Event/Situations are given as an example. The extent of activation depends on the type of emergency situation, its potential for escalation, its geographic extent and level of city resource involvement.</p> <p>²Minimum staffing may vary with the actual situation</p>		

Deactivation

The EOC will be deactivated when resource support and communication needs are no longer present. The authority to deactivate the EOC mirrors that of the authority to activate and is represented in the table above.

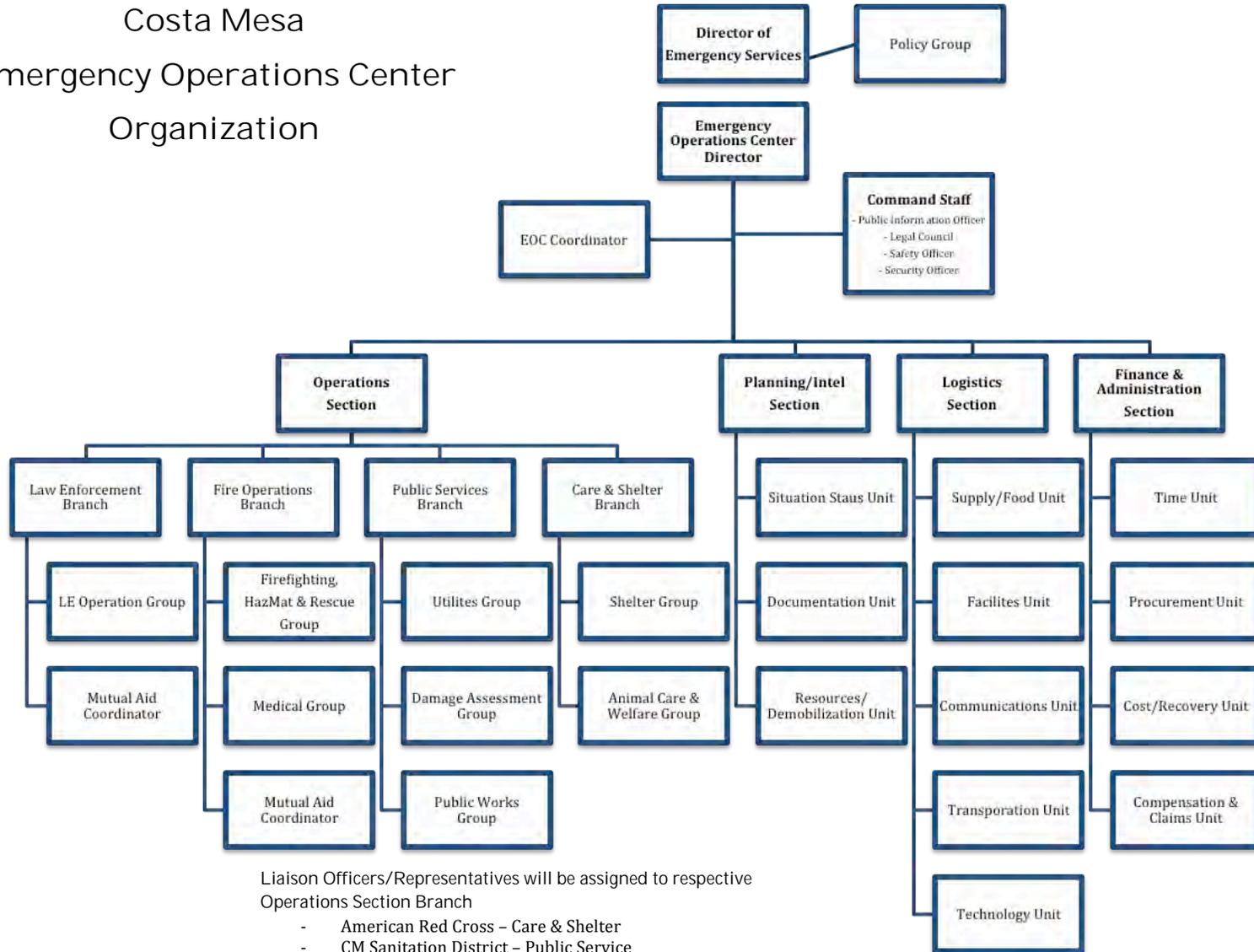
Emergency Management Organization – EOC Structure

The emergency management organization is arranged by functional responsibility. The functional responsibilities are grouped according to ICS format to show the various duties and reporting relationships in each different ICS section. The emergency management organization contains the five basic SEMS functions: Management, Operations, Planning/Intelligence, Logistics, and Finance & Administration.

It is important to note that the organization structure described in this section outlines the most expected level of staffing for a significant event. Because of the flexible, modular nature of ICS, every position and organizational element identified in this section need not be staffed simultaneously for a smaller event, i.e., one element of the organization can manage the responsibilities of those elements under it. Conversely, for a much larger event, additional functions and positions can be added. The incident will define which elements need to be staffed.

This section includes the assignment of roles and explains the basic responsibilities of each EOC function. Detailed tasks for each function can be found within the position checklists in Appendix One.

Costa Mesa Emergency Operations Center Organization



Liaison Officers/Representatives will be assigned to respective Operations Section Branch

- American Red Cross – Care & Shelter
- CM Sanitation District – Public Service
- Newport-Mesa USD – Care & Shelter
- Mesa Consolidated Water District – Public Service

EOC Position Responsibility/Assignment Matrix

July 2013

	Management Section						Operations Section																	
	DES	Policy Group	EOC Director	EOC Coordinator	Legal Council	Safety Officer	Public Information Officer	Security Officer	Operations Section	Fire Operations Branch	Firefighting Group	Medical Group	Mutual Aid Coordinator	Law Enforcement Branch	LE Operations Group	Mutual Aid Coordinator	Public Service Branch	Utilities Group	Damage Assessment Group	Public Works Group	Care & Shelter Branch	Shelter Group	Animal Care & Welfare Group	
P = Primary Responsibility S = Supporting Role C = Contingent (to be decided upon activation)																								
City Council		P																						
Chief Executive Officer	P	P																						
City Attorney		P			P																			
CEO's Office																								
CEO/City Clerk's Office																								
CEO/Communications & Marketing						C																		
CEO/Community Affairs																					S	S		
CEO/Human Resources																								
Fire Department		P	C			C	C		C	P	P	P	P						S					
Police Department		P	C	P		C	C	P	C					P	P	P			S			S	P	
Public Services		P															P			P				
PS/Transportation Services																								
PS/Engineering																		P	S					
PS/Maintenance Services																							S	
PS/Recreation																					P	P	S	
Development Services Dept.		P																						
DS/Planning Division																								
DS/Housing & Community Development																					S			
DS/Building Division																			P					
Finance & IT Department		P																						
F&IT/I.T. Division																								
F&IT/Treasury-Accounting																								
F&IT/Budget-Purchasing																								

	Planning & Intelligence Section				Logistics Section					Finance & Admin Section					
	Planning & Intelligence Section	Situation Status Unit	Documentation Unit	Resources/ Demobilization Unit	Logistics Section	Supply/Food Unit	Facilities Unit	Communications Unit	Transportation Unit	Technology Unit	Finance & Admin. Section	Time Unit	Procurement Unit	Cost/Recovery Unit	Compensation & Claims Unit
P = Primary Responsibility S = Supporting Role C = Contingent (to be decided upon activation)															
City Council															
Chief Executive Officer															
City Attorney															
CEO's Office	P											S	S		
CEO/City Clerk's Office			P												
CEO/Communications & Marketing			S						S						
CEO/Community Affairs															
CEO/Human Resources		S		S							S				P
Fire Department															
Police Department								P							
Public Services					P										
PS/Transportation Services									P						
PS/Engineering															
PS/Maintenance Services							P								
PS/Recreation															
Development Services Dept.	S														
DS/Planning Division		P													
DS/Housing & Community Development															
DS/Building Division															
Finance & IT Department										P					
F&IT/I.T. Division									P						
F&IT/Treasury-Accounting											P		P		
F&IT/Budget-Purchasing				P		P	S					P			

EOC Functional Position Responsibilities. Below is a synopsis of each functional position designated in the Emergency Operations Center and the primary City department assigned responsibility for it. Detailed position checklists are in Appendix One.

MANAGEMENT SECTION

Director of Emergency Services (Chief Executive Officer) - Responsible for the City's overall emergency management policy and coordination. The DES ensures the City Council is kept informed and brings all major policy issues to the Council for review and resolution.

Policy Group (DES, City Council, Department Heads [Chiefs and Directors]) - Responsible for resolution of all policy issues, issuing emergency declarations, making requests to higher levels of government, and supporting a unified message to the public.

EOC Director (Fire or Police Department, Contingent) - Responsible for providing overall leadership to the Emergency Operations Center and the Management Section. Responsible for overall emergency management operations and coordination through the joint efforts of City departments, other governmental agencies and the private sector.

Public Information Officer (Contingent) - Responsible for providing incident-related information to the public and media. Responsible for coordination of all news/press releases. Ensures information released is consistent, accurate, timely and appropriate. Participates as the lead for the City's Joint Information Centers or a member of Operational Area JIC.

Safety Officer (Contingent) - Responsible for identifying and mitigating safety hazards and situations of potential City liability and ensuring a safe working environment in the EOC.

Security Officer (Police Department) - Responsible for the security of the EOC facility and controlling personnel access.

Legal Council (City Attorney) - Provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

EOC Coordinator (PD/OEM) - Responsible for ensuring the EOC maintains a state of readiness. Facilitates the overall setup and functioning of the EOC, coordinates with other departments and agencies for staffing.

OPERATIONS SECTION

Operations Section Chief (Fire or Police Department, contingent upon hazard) - A member of the General Staff and EOC Management Team; oversees the Operations Section and reports to the EOC Director. Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan, working closely with the Field Level ICP, and for coordinating all requests for mutual aid and other operational resources.

Fire Operations Branch (Fire Department) - Responsible for coordinating personnel, equipment and resources committed to firefighting, emergency medical services, search and rescue, and hazardous materials response including radiological monitoring. Via the Medical Group, coordinates with Orange County Health Care Agency (HCA) and Operational Area (OCA) as needed for appropriate medical/health response.

Law Enforcement Branch (Police Department) - Responsible for coordinating evacuations, enforcing laws and emergency orders, animal control, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of a Orange County Coroner (Orange County Sheriff's Department).

Public Services Branch (Public Services Department) - Responsible for damage assessment, street and route recovery, debris removal, sanitation, temporary facilities constructions, and water and utilities coordination.

Care and Shelter Branch (Public Services Department/Recreation Division) - Responsible for ensuring care (emergency food and water) and shelter for disaster victims is provided. Coordinates with OCA, American Red Cross and other volunteer agencies.

As Needed:

Liaison Officers (TBD) - Representatives from adjacent jurisdictions, operational area, state and/or federal emergency officials located the EOC to aid in the response effort to ensure all involved organizations and agencies are working together, maximizing the effectiveness of available resources while reducing duplication and waste of resources.

PLANNING/INTELLIGENCE SECTION

Planning/Intelligence Section Chief (TBD) - A member of the General Staff and EOC Management Team; oversees the Planning/Intel Section and reports to the EOC Director. Responsible for the collection and analysis of information, dissemination and use of information about the development of the incident, facilitates action-planning meetings, prepares Incident/EOC Action Plan for each operational period, develops and updates and displays EOC information, maps and the status of resources.

Situation Status Unit (TBD) - Responsible for collecting and organizing incident status and situation information and the evaluation, analysis and display of information for use by EOC staff. Responsible for Event/Incident and Situation Reports to Operational Area Level.

Documentation Unit (TBD) - Responsible for compiling and publishing the Incident/EOC Action Plan and maintaining the files and records that are developed as part of the overall IAP; providing photocopying, messaging, and plotting support to the EOC staff, and preserving incident files for legal, analytical and historical purposes. Prepares the City's After-Action Reports.

Resources/Demobilization Unit (TBD) - Responsible for maintaining a system to track the current location and status of all assigned resources and maintaining a master list of all resources committed to the incident operation. Responsible for preparing a Demobilization Plan, if required, to ensure an orderly, safe and cost-effective release of personnel and equipment.

As Needed:

Advanced Planning Unit (TBD) - Responsible for preparing the EOC organization for transition to recovery operations or other future planning requirements.

Technical Specialist (TBD) - Technical Specialists are advisors, from inside or outside the City organization, with special skills needed to support a field or function not addressed elsewhere or by any other discipline.

LOGISTICS SECTION

Logistics Section Chief (Fire or Police Department, contingent upon hazard) - A member of the General Staff and EOC Management Team; oversees the Logistics Section and reports to the EOC Director. Responsible for providing all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

Supply/Food Unit (Finance & IT Department/Budget-Purchasing) - Responsible for ordering, receiving, processing, storing, and distributing all incident- related resources and supplies. Also responsible for ordering tactical and support resources and expendable and nonexpendable supplies required for incident support, including food and hydration requirements of the responders/EOC staff/personnel.

Facilities Unit (Public Services Department/Maintenance Services) - Responsible for ensuring adequate facilities are provided for the response effort, including security, furniture, supplies and materials necessary to configure the facility in a manner to adequately fulfill the mission request.

Communications Unit (Police Department) - Responsible for managing all radio and telephone assets of the EOC and for the overall emergency communications systems. Responsible for developing the Communications Plan, to coordinate communications equipment and facilities assigned to the incident, including radio nets, interagency frequency assignments, and ensuring interoperability.

Transportation Unit (Public Services Department) - Responsible for maintaining and servicing vehicles and mobile equipment (including fuel), maintaining a transportation pool of vehicles (e.g., staff cars, buses, or pickups) that are suitable for transporting personnel, equipment and supplies. Coordinating the identification of traffic routes available for emergency use.

Technology Unit (F&IT/I.T. Division) - Responsible for operating, maintaining and supporting the use of all computers, audiovisual, and technology needs of the EOC.

As Needed:

Personnel Unit (Fire Department/CERT) - Responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

FINANCE & ADMINISTRATION SECTION

Finance & Administration Section Chief (Finance & IT Department) - A member of the General Staff and EOC Management Team; oversees the Finance & Admin Section and reports to the EOC Director. Responsible for the fiscal management and support of response and recovery operations including payroll, purchasing and activating the Disaster Accounting System.

Time Unit (Finance & IT Department/Treasury-Accounting) - Responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.

Procurement Unit (Finance & IT Department/Budget-Purchasing) - Responsible for administering all financial matters pertaining to purchasing, vendor contracts, leases, fiscal agreements and tracking expenditures; responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.

Cost & Recovery Unit (Finance & IT Department/Treasury-Accounting) - Responsible for maintaining the disaster accounting and developing procedures to capture and document costs relating to a disaster/emergency operation in coordination with other sections and departments; coordinating with the disaster assistance agencies and managing the recovery of costs as allowed by law.

Compensation & Claims Unit (CEO/Human Resources) - Responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out the emergency/disaster operation, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Emergency Personnel Assignments

The EOC Position Responsibility/Assignment Roster is maintained by the Costa Mesa Office of Emergency Management (OEM). Rosters will be updated on a quarterly bases or as needed to accommodate staffing changes. Department Directors are responsible for responding and updating the EOC Position Responsibility/Assignment Roster as requested by the OEM. For each EOC Position assigned to a specific department, Department Directors will be asked to providing current notification contact information for three employees per position, if possible. Department Directors should communicate these assignments to each assigned personnel so they are aware of the assignment and can review checklists, EOC materials and internal standard operating procedures (SOPs).

Department Directors are to assign employees to one of the three emergency categories: Essential, Back-up, or Stand-by.

Essential EOC Personnel - Essential EOC personnel are those employees who are needed to fill EOC positions. These employees will be the first employees asked to report to the EOC for their position. Essential EOC personnel should be aware of their assignment and the level of EOC activation that would necessitate the staffing of their position. These employees should report to the EOC immediately upon activation.

Back-up EOC Personnel - Back-up EOC personnel are those employees who are needed to fill EOC positions should Essential EOC personnel be unable to report to duty. Back-up EOC personnel will also be the second shift should 24-hour or sustained EOC activation be required. Back-up EOC personnel should be aware of their assignment and the level of EOC activation that would necessitate the staffing of their position. These employees should report to the EOC immediately upon activation.

Stand-By EOC Personnel - Stand-by EOC personnel are those employees who are needed to fill EOC positions should Essential EOC or Back-up EOC personnel be unable to report to duty. Stand-by EOC personnel will also serve as relief or additional-shift support should 24-hour or sustained EOC activation be required. Stand-by EOC personnel should be aware of their assignment and the level of EOC Activation that would necessitate the staffing of their position. These employees should report to the EOC immediately upon activation.

Operational Priorities

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

- Dissemination of accurate and timely information and warning to the public.
- Access and perimeter control.
- Situation analysis.
- Resource allocation, control and tracking.
- Evacuation and rescue operations.
- Mass care and shelter facilities/operations.
- Accommodation of those with access and functional needs in service provision.
- Supporting medical care operations.
- Supporting public health operations.
- Restoration of vital services and utilities.
- Emergency debris removal.

American with Disabilities Act Compliance

Costa Mesa is committed to ensuring that considerations are given to people with access and functional needs (AFN) during every stage of the emergency management process. To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to Costa Mesa residents and visitors, the City adheres to the policy summarized below. In addition, considerations for AFN populations are built into the responsibilities of each member of the EOC organization.

- AFNs will not prevent accessibility to services or facilities provided by the City.
- The City will not exclude or deny benefits of any sort to AFN populations.
- The City will work to accommodate AFN populations in the most integrated setting appropriate to their needs.
- During emergency situations, the City will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- The City will follow and support the Orange County Operational Area and American Red Cross guidance for mass care shelters to support housing AFN populations with their families, friends, and/or neighbors, and never force housing at a specific shelter or take a particular action designed for their particular AFN.

Mutual Aid

Mutual aid is the voluntary provision of services, personnel, equipment, and facilities, including but not limited to fire, police, coroners, medical and health, emergency management, transportation, public works, and utilities. Mutual aid is intended to

provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The foundation of California's emergency planning and response is a 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 Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the State, all 58 counties, and most incorporated cities in California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State. Unless otherwise provided by agreement, the responsible local official in whose jurisdiction(s) an incident requiring mutual aid has occurred remains in charge and retains overall direction of personnel and equipment provided through mutual aid (as provided in Government Code Section 8618). California governments are obligated to provide available resources to assist other jurisdictions in emergencies.

Costa Mesa must be prepared to respond promptly and effectively to emergencies and has provisions for mutual aid prepared if the emergency response effort requires resources beyond those available to the City.

Note: This section provides an overview of the mutual aid system. For more specific details on mutual aid coordination by the City, see the individual mutual aid agreements with each discipline. Copies of all agreements are maintained by the City Clerk.

Mutual Aid System

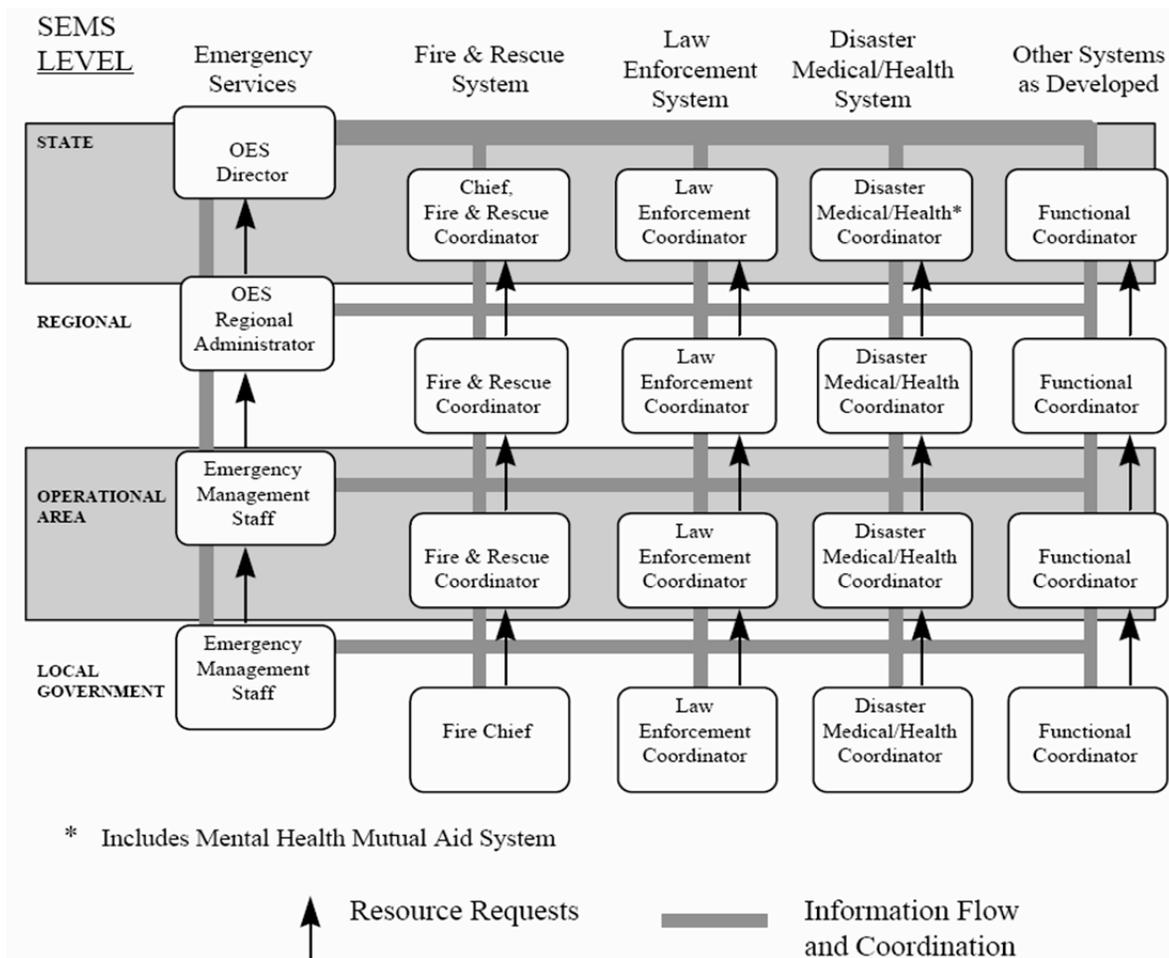
A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and the State with the intent to provide requesting agencies with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

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, medical/health, emergency management, and public works. These systems work through local government, operational areas, and regional and state levels consistent with the SEMS/NIMS. Mutual aid may also be

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

California's mutual aid regions are established under the Emergency Services Act by the Governor. Six mutual aid regions numbered I-VI have been established within California. Costa Mesa (within the Orange County OA) is within Region I. Region I is in the Southern Administrative Region.

Discipline-Specific Mutual Aid System



Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the city, OA, regional, and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of

resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the City EOC, and if necessary on to the OA, regional and/or state levels. The flow of resource requests and information amongst mutual aid coordinators is also illustrated in the Discipline-Specific Mutual Aid System Chart above.

The city-level mutual aid coordinators may function from the EOC, from their normal departmental location, or from other locations depending on the circumstances. Some incidents may require mutual aid, but do not necessitate activation of the EOC because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When the EOC is activated, all activated discipline-specific mutual aid coordinators must work within the Operations Section to ensure their activities complement the overall incident response objectives.

The City has identified mutual aid coordinators by discipline. Costa Mesa Fire, Police and Public Service Departments have Mutual Aid Agreements under the State of California Mutual Aid Plan. Costa Mesa participates in the following additional mutual aid programs:

Law Enforcement and Coroner Mutual Aid - Police Department is the lead department. Costa Mesa is a participant in local mutual aid agreements under the Orange County Chiefs' of Police and Sheriff's Association. The Orange County Sheriff-Coroner Department provides coroner services for the Costa Mesa. See Law Enforcement and Coroner Mutual Aid Region map below. Costa Mesa is in Mutual Aid Region I.

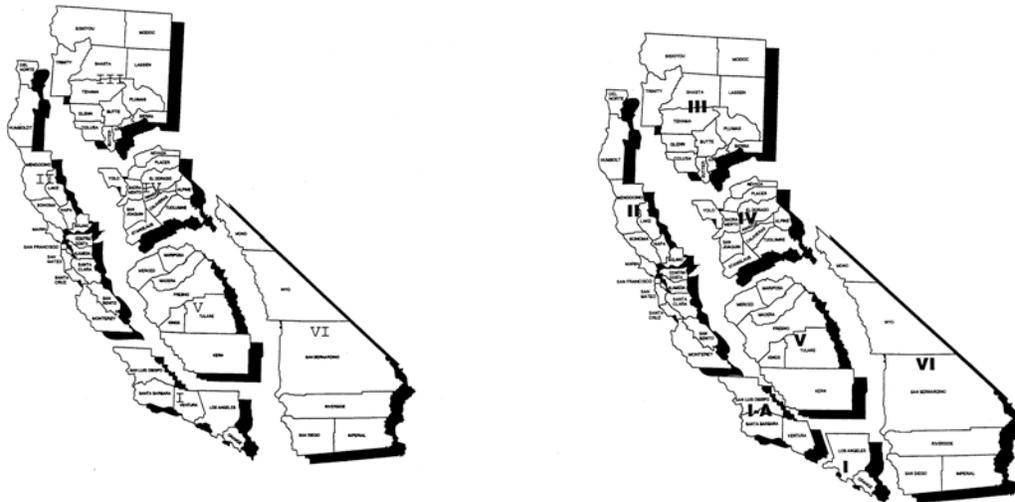
The Law Enforcement Mutual Aid system is further boosted by Section 830.1 of the Penal Code, which states that whenever a State of Emergency exists within a region or area, the following personnel within the region or area, or who may be assigned to duty therein, have full peace officer powers and duties:

- All members of the California Highway Patrol.
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.
- The State Forester and the staff of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
- All members of the California State Police.

- Peace officers who are state employees within the provisions of Section 830.5 of the Penal Code.

Fire and Rescue Mutual Aid - Fire Department is the lead department. Costa Mesa is a participant in Metro Net, an automatic aid system (for fire and Emergency Medical Services) with the surrounding Cities of Newport Beach, Fountain Valley, and Huntington Beach and the Orange County Fire Authority. Under this system, the closest emergency response unit will be dispatched to the emergency, regardless of city boundaries. See Fire and Rescue Mutual Aid Region map below. Costa Mesa is in Mutual Aid Region I.

Fire and Rescue Mutual Aid Regions (Left) and Law Enforcement and Coroner Mutual Aid Regions (Right)



Public Works Mutual Aid - Public Works Department is the lead department. Costa Mesa is a participant in mutual aid agreements with the League of California Cities, the County Supervisors Association of California and the American Public Works Association. The OA Coordinator needs to be contacted to activate these agreements.

Shelter Mutual Aid - The OA has the lead. The Care and Shelter Branch in the EOC will coordinate with the OA. Mutual Aid operates according to the State Master Mutual Aid Agreement. The Care and Shelter Coordinator at the OA EOC is represented by Social Services Agency and has the responsibility for coordinating Operational Area Care and Shelter resources, requesting mutual aid assets, and coordinating with overall management, logistical, and administrative support, ensuring coordination with local,

state and private agencies/organizations. The Care and Shelter function coordinates provision of services to the community and affected individuals during emergencies, as well as clientele served by County Agencies and Departments countywide. The Operational Area Care and Shelter function is cooperatively supported by County Agencies, the Orange County Chapter of the American Red Cross (ARC), and the Orange County Department of Education.

Emergency Management Mutual Aid (EMMA) - The Orange County Sheriff-Coroner Department/Emergency Management Bureau has the lead. The Logistics Section (Personnel Unit) in the EOC will coordinate with the OA. The EMMA system is composed of emergency personnel from local jurisdictions. Assistance is provided to local government, OA and regional EOCs as well as disaster or local assistance centers.

Health/Medical Mutual Aid - The HCA coordinates the Health/Medical Mutual Aid System during emergencies for the entire OA and serves as the OA Disaster Medical Health Coordinator. The Operations Section (Medical Group) in the EOC will coordinate with the OA. The Health/Medical Mutual Aid Coordinator is responsible for organizing and coordinating with other health and medical resources and agencies of OA Members (like Costa Mesa) in the dispatch of resources from within the OA to support other OA members or a regional resource.

Mutual Aid Activation

When there are not enough resources within the City to respond effectively to an emergency, the City Mutual Aid Coordinator or lead department in coordination with the OA Coordinator will be responsible for coordinating the securing of resources through mutual aid. Such coordination and acquisition of resources does not require an activation of the City or OA EOC. When resources are required from outside of the local area, the Mutual Aid Coordinators will provide relevant information and submit requests for support to the OA who will then work with the OES REOC, as necessary.

Resource requests submitted to the OA from Costa Mesa should specify, at a minimum:

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

Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact (EMAC) is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement. California is a member of EMAC. Requests for resources from other states must be submitted to the OA who will then coordinate with the Southern REOC, which will follow appropriate channels to obtain interstate resources.

Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the mutual aid system along with other governmental departments/agencies. Volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. The EOC may request American Red Cross and Salvation Army liaisons to be present. The Mesa Emergency Services Amateur Communications (MESAC) is an organization that provides emergency communications and support and have liaisons assigned to the EOC.

The private sector, business and industry, own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental organizations (NGOS) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, many electric and gas utilities have mutual aid agreements within their industry and have established procedures for coordinating with governmental EOCs. The City will take advantage of both governmental and private agencies to acquire the resources necessary to effectively respond to incidents in the City. Volunteer and private sector representatives may be available during EOC activation for facilitate mutual aid.

Other EOC Partners

Special Districts

Special Districts include schools, utilities including sanitation, water, etc. In SEMS, School and Special Districts, have a direct reporting relationship with the Operational

Area, for resource requests, activation notification, etc. To ensure appropriate information is shared during a major disaster, and to avoid duplication of emergency response efforts, School District EOCs, and Special District EOCs and the City EOC will establish communication with each other by any means available. When necessary to facilitate communications, School and Special District representation will be invited to the City EOC.

School Districts

In the EOC, coordination of school districts will be a function of the Shelter Group within the Care & Shelter Branch under the Operations Section. The following are school districts within Costa Mesa.

The Orange County Department of Education (DOE) is located at 200 Kalmus Dr., Costa Mesa. The Orange County Department of Education's Crisis Response Network provides a cadre of counseling responders and resources to serve disaster victims in schools in the event of an emergency. The DOE also has an emergency preparedness website designed for parents, schools and districts in preparing for, or reacting to, emergencies.

The Newport-Mesa Unified School District (NMUSD) is located at 2985 A Bear St., Costa Mesa. NMUSD is the City's only public school district for elementary, secondary, adult and preschool education. See Appendix Four – Resource Directory for list of schools within this district located in Costa Mesa. It includes contact information, school safety plan overview and some site information.

Coast Community College District is located at 1370 Adams Ave., Costa Mesa. The District supports campuses and educational sites with an overall umbrella plan of emergency preparedness, with campuses and sites having more of an operational place specific to their location(s).

Utility Districts

In the EOC, coordination of utility districts will be a function of the Utilities Group within the Public Services Branch under the Operations Section. The following are utility districts within Costa Mesa. Details about these districts can be found in the Costa Mesa profile.

- Mesa Consolidated Water District (major – 75 %).
- Irvine Ranch Water District (minor – 25 %).
- Costa Mesa Sanitary District (major).
- County Sanitation District of Orange County (minor).

Other utility resources are provided by private sector entities. Costa Mesa electric service is provided by Southern California Edison and natural gas service provided by Southern California Gas Company. All major cable, telephone and cellular phone providers serve the City.

Volunteers

The City of Costa Mesa recognizes the value and importance of volunteers to support emergency response and recovery functions. Costa Mesa uses preparedness programs to pre-register and train volunteers. In the EOC, coordination of volunteers will be a function of the Personnel Unit under the Logistics Section. The City will not attempt to utilize any of its volunteer services as a replacement of any existing function of the City; only to assist where and when needed by or within the City.

In advance of an emergency, all individuals who volunteer to work within Costa Mesa will be coordinated through the Costa Mesa Fire Department, Fire Prevention, Citizens Corps/Community Emergency Response Team (CERT) Program in partnership with the Police and Human Resources Departments. All trained volunteers are pre-registered as Disaster Service Workers. Just-in-time or spontaneous volunteers will be registered as Disaster Service Workers during intake. When a Local Emergency is proclaimed and during official training events, volunteers are covered under State of California Workers Compensation Insurance. Preparedness programs within Costa Mesa that coordinate, train and use volunteers are listed below.

- The Citizens Corps Council is composed of 32 members including local government, special districts, hospitals, volunteer, retired military organizations, local businesses, and churches. It supports programs that involve partnerships with first responders, law enforcement agencies, and community-serving institutions. The four components of Costa Mesa's Citizens Corps are: Neighborhood Watch, Police Volunteers, Community Emergency Response Team (CERT), and the Medical Reserve Corps.
- The CERT Program offers a comprehensive training program to volunteers in disaster preparedness, disaster fire suppression, disaster medical operations, light search and rescue, disaster psychology and team organization and a newly added component of terrorism awareness. It is designed to prepare people to help themselves, their families, and neighbors in a major disaster. It covers the basic skills to know what to do when normal emergency services are not available. CERT includes Neighborhood Safety & Preparedness Program.

- The Medical Reserves Corps enlists practicing and retired medically trained professional volunteers to augment the emergency medical response community by rendering medical assistance in large-scale emergencies. They may also play a productive role in meeting pressing, but non-emergency, public health needs of the community. Volunteers would be used to conduct basic search and rescues, triaging patients, applying basic first aid skills, packaging patients, and transporting patients to safe areas of refuge or hospitals, and using a fire extinguisher as needed. The Medical Reserves Corps has established contacts with the Grossman Burn Center in Sherman Oaks and Hoag Presbyterian Hospital in Newport Beach that can supply the City with numerous contacts upon request.
- Neighborhood Watch, Police Volunteers, and Citizens on Patrol (COP) Programs operate in Costa Mesa everyday. In a major disaster, these programs may supplement the city's warning systems of door-to-door notifications; patrolling neighborhoods for flooded areas; providing low-risk security support at locations such as reception centers, shelters, and the EOC, and other in-house support functions.
- Costa Mesa City Volunteers support city administration and other divisions throughout the City of Costa Mesa.
- Mesa Emergency Services Amateur Communications (MESAC) members can respond to EOC activations involving communications emergencies, when it is apparent that an unusual occurrence has impacted the City causing significant damage or disruption, and/or City officials have requested a MESAC response. While MESAC is able to offer a wide variety of support to the City, their primary focus is providing emergency communications functions in personnel, equipment and technical support. MESAC's skills include, but are not limited to, ham radio operations, amateur television (ATV) transmissions, slow-scan television (SSTV), and forward looking infrared (FLIR) camera capabilities. These abilities can be used to transmit information from the field level to the local level, i.e., from the Incident Command Post, battalion chiefs' vehicles, the police watch commander, or helicopter down links to the City's EOC. MESAC can also perform installation and repair of all the aforementioned communication and video equipment.

MESAC maintains and operates a radio base station within the primary EOC to provide field to local level communications, monitor City FSR radios, and communicate with other volunteer organizations and agencies involved in the incident. The radio room contains the necessary radio equipment to communicate

with the amateur radio community and interface with the EOC. MESAC members will wear uniforms and identification cards at all times while in the EOC. Radio frequencies will be verified upon activation, however their primary repeater frequency is 147.060+. MESAC supports the Communications Unit of the EOC, and may assist with messaging, registration, and other general EOC support functions.

Volunteer Agencies

The City of Costa Mesa recognizes the value and importance of Community Based Organizations who perform services and have resources that support emergency response and recovery. Many organizations have already been identified through statewide information and referral networks and are trained in SEMS to maximize their efficiency and ability to become better integrated into the government response and recovery efforts.

American Red Cross (ARC)

The American Red Cross, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288, provides disaster relief in peacetime. They are the first non-City volunteer group to be called to provide primary sheltering operations. The American Red Cross acts cooperatively with state and local government and private sector relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for American Red Cross involvement in a State of War Emergency. However, by decision of Chapter Boards of Directors, the Red Cross Chapter Disaster Committees in California may, if incorporated into the civil defense plans of political subdivisions, serve as a component of civil defense to assist with emergency mass care operations. If the disaster is large enough, the affected American Red Cross Chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined. In providing their services, the ARC will attempt not to duplicate the programs of other public or private welfare agencies. Emergency mass care includes providing:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for Disaster Service Workers, if commercial feeding facilities are not available.
- Registration and inquiry service.
- First Aid.

City Owned/Operated Locations - The Orange County Chapter of the American Red Cross and the City of Costa Mesa's Agreement September 1998, serves as a basic

planning and coordination document for disaster services, setting forth the parties mutual interest and intent to cooperate in disaster preparedness, training, planning, operations, and related training exercise. City forces, MESAC and CERT volunteers support the American Red Cross. City facilities have been identified for use in the event ARC cannot provide its usual disaster shelter operations services for the first 72 hours. In the EOC, coordination of shelters will be a function of the Shelter Group under the Operations Section. All potential shelters will be inspected to ensure they meet the Americans with Disabilities Act (ADA) requirements.

The following facilities in Costa Mesa have been designated as an American Red Cross Congregate Care Centers. All are facilities of the Newport-Mesa Unified School District and should be verified though the ARC post-event.

- Costa Mesa High School, 2650 Fairview Rd., 92626.
- Estancia High School, 2323 Placentia Ave., 92627.
- Tewinkle (Charles W.) Middle School, 3224 California Ave., 92626.

Private Locations Additional pre-identified American Red Cross shelter sites in the City of Costa Mesa are on file with the American Red Cross. In some emergencies, church groups, community-based organizations, or community members may set up “spontaneous” shelter facilities without working through government or American Red Cross channels. If the American Red Cross and local government determine these shelters are inappropriate, they will be classified as “non-sanctioned” shelters.

Voluntary Organizations Active in Disaster (VOAD)

VOAD members include faith-based groups, non-profits, governmental departments and agencies and other non-governmental organizations that provide relief and recovery services in times of disaster. VOADs coordinate planning efforts of their member organizations to improve communication and reduce duplication of services to ultimately enhance disaster relief efforts. American Red Cross, Salvation Army, Catholic Charities USA and the Points of Light Foundation are examples of member organizations. Costa Mesa is serviced by the SoCal VOAD (an association of local VOADs in the ten southern-most counties in the state.) and the Collaborating Organizations Active in Disaster - Orange County (COAD-OC). During an Orange County disaster response, the COAD-OC and its member agencies will:

- Support the exchange of response and recovery information.
- Support response and recovery coordination of volunteer and material support resources.

- Provide knowledge of local, social, and community services to enhance client support and recovery.
- Assist with long-term recovery by identifying emerging and unmet needs of clients.

Following a disaster, volunteer agencies may continue to provide services for their constituents, as well as the governmental agencies if their services are still required.

Private Sector

The City works with the private sector in preparedness through Business Emergency Response Training (BERT) and in other ways on a day-to-day basis. The EOC can reach out to any private sector entity that may have a stake in or be able to support response operations in the City. The private sector can offer valuable resources to emergency management activities as well as a wealth of information and expertise. As the situation dictates, the EOC will contact private sector entities and coordinate with them, as appropriate.

Standard Operating Procedure (SOP) Development

This Emergency Operation Plan (EOP) is the primary document used by the City of Costa Mesa to describe the conduct of emergency management operations for the City. The EOP provides a conceptual framework for all emergency management planning. Departments that have responsibilities in this plan have prepared organizational and/or position-specific SOPs detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. EOC response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs in support of this EOP.

Resource Management

Costa Mesa and the rest of the Orange County emergency management community consider the development of a comprehensive resource management strategy important. The City has taken some steps to identify resources and type them in accordance with NIMS standards. The City has not yet completed a process to develop a comprehensive resource management plan that addresses the entire resource lifecycle and allows for real time status. Such a process may take a substantial amount of time to formalize. When completed, the City's resource management program will be in accordance with the NIMS.

Continuity of Government

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency services operations. In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government. The California Government Code, Article 15 - Preservation of Local Government, Sections 8635-8644, the State Constitution and the California Emergency Services Act provide legal authority for the continuity and preservation of state and local government in the event incumbents are unable to serve.

Lines of Succession

California Government Code, Article 15 – Preservation of Local Government, Sections 8635-8644 provide for the following directives related to succession to preserve law and order and the continuation or restoration of local services. All political subdivisions have the power to take the minimum precautions to furnish a means by which the continued functioning of the political subdivision is assured by:

- Authorizing political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorizing governing bodies to designate and appoint three standby officers for each member of the governing body and for the Chief Executive Officer, 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. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the governing body appointing them and may be removed and replaced at any time with or without cause.
- Requiring local governing bodies to convene as soon as possible whenever a Local Emergency or State of Emergency exists, and authorizing the meeting to be at a place outside the political subdivision. Authorizing that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:
 - By the Chairperson of the Board of the County in which the political subdivision is located, and if he is unavailable;

- By the Chairperson of the Board of any other County within 150 miles (nearest and most populated down to farthest and least populated), and if he/she is unavailable;
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Costa Mesa Lines of Succession

Should incumbents in these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the City will automatically serve as acting director/department head in the order shown. The individual who serves in acting positions shall have the authority and powers of the director or department head, and will serve until the incumbent is again able to serve, or until a successor has been appointed by the City Council for the Chief Executive Officer or Chief Executive Officer for department heads, as appropriate.

■ DIRECTOR OF EMERGENCY SERVICES

- Incumbent: Chief Executive Officer
- Standby Officer No. 1: Assistant Chief Executive Officer
- Standby Officer No. 2: Police Chief
- Standby Officer No. 3: Fire Chief
- Standby Officer No. 4: Deputy Chief Executive Officer

■ CITY EXECUTIVE

- Incumbent: Chief Executive Officer
- Standby Officer No. 1: Assistant Chief Executive Officer
- Standby Officer No. 2: Police Chief
- Standby Officer No. 3: Fire Chief
- Standby Officer No. 4: Deputy Chief Executive Officer

■ POLICE DEPARTMENT

- Incumbent: Police Chief
- Standby Officer No. 1: Captain of Field Operations
- Standby Officer No. 2: Captain of Support Services
- Standby Officer No. 3: Lieutenant

■ FIRE DEPARTMENT

- Incumbent: Fire Chief
- Standby Officer No. 1: Deputy Fire Chief
- Standby Officer No. 2: Battalion Chief
- Standby Officer No. 3: Battalion Chief
- Standby Officer No. 4: Battalion Chief

■ CITY ATTORNEY

- Incumbent: Designated representative* from Jones & Mayer
*Contract provides for alternates to be appointed as needed.

■ CITY CLERK

- Incumbent: City Clerk
- Standby Officer No. 1: Deputy City Clerk
- Standby Officer No. 2: Not Assigned
- Standby Officer No. 3: Not Assigned

■ PUBLIC INFORMATION OFFICER

- Incumbent: Chief Executive Officer
- Standby Officer No. 1: Fire Department Public Information Officer
- Standby Officer No. 2: Police Department Public Information Officer
- Standby Officer No. 3: Not Assigned

■ DEVELOPMENT SERVICES DEPARTMENT

- Incumbent: Development Services Director
- Standby Officer No. 1: Assistant Development Services Director
- Standby Officer No. 2: Building Official
- Standby Officer No. 3: Not Assigned

■ FINANCE & IT DEPARTMENT

- Incumbent: Finance & IT Director
- Standby Officer No. 1: Assistant Finance & IT Director
- Standby Officer No. 2: Budget & Research Officer
- Standby Officer No. 3: Purchasing Officer

■ PUBLIC SERVICES DEPARTMENT

- Incumbent: Public Services Director
- Standby Officer No. 1: City Engineer
- Standby Officer No. 2: Maintenance Services Manager
- Standby Officer No. 3: Transportation Services Manager
- Standby Officer No. 4: Recreation Manager

Alternate Seat of Government

In the event the primary location for government business, Costa Mesa City Hall, 77 Fair Dr., Costa Mesa, CA. 92626, is not usable because of emergency conditions, the alternate seat of government will be designated as follows:

- | | |
|----------------------------|--|
| 1 st Alternate: | Costa Mesa Corporation Yard
2310 Placentia Ave., Costa Mesa, CA 92626 |
| 2 nd Alternate: | Fire Station 3
1865 Park Ave., Costa Mesa, CA 92627 |

A resolution designating the alternate city seats will be filed with the Secretary of State. Additional sites may be designated subsequent to the original site designations if circumstances warrant, and other city owned and operated facility are deemed appropriate.

Vital Records Retention

In the City of Costa Mesa, the City Clerk is responsible for the preservation of vital records. Vital records are defined as those records that are essential to:

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

Vital records are stored in a vault at City Hall, 77 Fair Dr., Costa Mesa on the first floor, City Clerk's Office. Personnel records are maintained in a vault on the third floor of City Hall.

The City Clerk's office scans vital records for back up purposes (historical files are contained on microfilm). The City's Finance & IT Department, oversees all the City's computerized systems and incorporates a daily backup system on site, and stores additional back-up offsite in Los Angeles County.

Each department within the City is responsible for its own essential records. Regular department records are maintained within respective work areas. Daily computer system backup protects all files placed on common/network drives.

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Emergency Operations Center (EOC) Operations

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. The Emergency Operations Center (EOC) serves as the centralized location to manage overall city response to major disasters. EOC staff coordinates interdepartmental activities, implements city policy, determines the mission and priorities, engages in long range planning and coordination with outside agencies, and provides direction and authority to act. It is the link between the City and outside resources. The following functions are performed in the City of Costa Mesa's EOC:

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

EOC Staffing Notification

In accordance with the EOC Position Responsibility/Assignment Matrix, EOC Position Responsibility/Assignment Roster and the level of EOC activation (Level ONE, Level TWO or Level THREE), staff will be activated for EOC operations. EOC Position Responsibility/Assignment Roster is updated quarterly and maintained by the Costa

Mesa OEM and housed within that office with copies disseminated to the Police Department Communications Center and the Watch Commander.

Once an EOC activation is authorized, the Police Department Communications Center will activate the EOC personnel based on the EOC Position Responsibility/Assignment Roster, the level of EOC activation and the activation authority's instructions. The Communications Center should stipulate the following when activating an employee:

- The situation requiring EOC activation.
- Level ONE, Level TWO or Level THREE EOC activation.
- Instructions to report immediately or acquire additional instructions from the Employee Emergency Voicemail or radio announcements.
- Reporting location, Primary or Alternate EOC.

The Communications Center should:

- Document who was spoken to.
- Verify if the employee is able to report.
- Document employee's ETA to the EOC.

The Communications Center is responsible for initial notifications for each position required. The Communications Center should contact EOC Back-up or Stand-by personnel if Essential EOC Personnel is not reached. The Communications Center should record the information noted above for each position. The EOC Coordinator or designee in the EOC will collect this documentation and will initiate subsequent or additional follow-up staffing communications, as needed.

Activation Authority

According to Chapter 8, Division 4 of Title 1, Section 3100 of the California Government Code, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, the City Chief Executive Officer/Director of Emergency Services may require the emergency services of any city officer or employee and may requisition necessary personnel or materials of any city department or agency (Costa Mesa Municipal Code, Resolution 80-20).

Schedule Changes

Employees assigned to the EOC or requested to report for duty following a disaster may be assigned to work a twelve-hour schedule with twelve hours on duty and twelve hours off duty. Employees will be paid for overtime according to their MOU.

Employee Emergency Voicemail

An Employee Emergency Voicemail may be set up as necessary for employees to obtain emergency information for reporting procedures and EOC operations information. Employee Emergency Voicemail is on 714-754-4844.

Readiness, Logistics and Set-up

The EOC is located within the Costa Mesa Police Department, 99 Fair Dr., Costa Mesa, CA 92626. During non-emergency periods the room is used for meetings and training purposes. The EOC Coordinator is responsible for maintaining the EOC in a state of readiness.

EOC Statistics

- Size: EOC is approximately 1,300 sq. ft., with 84-person capacity.
- Additional Space:
 - Radio room for four-person operation, complete with radios, OA1 frequency access for communications with the OA/EOC.
 - Kitchen.
 - Storage room with radio, telephone and computer equipment.
 - Storage closet.
- Room Divider: Divides room in half with folding partitions.
- Power: Provided for lighting panels, wall circuits, telephones, and radios.
- Emergency Power Backup: Generator available.
- Supplies: Kept in the two storage rooms. Supplies are clearly identified, and kept in a state of readiness for rapid EOC facility setup. They include: maps, position guides, resource and telephone directories, street maps developed by the city; telephones and normal office supplies.
- EOC-dedicated computers.
- On-Site Services:
 - Restrooms.
 - Feeding: Take-out, catering and kitchens located on-site, Fire Station 5 or Communications Center building.
 - Limited sleeping quarters are available at the adjacent Fire Station 5, and emergency cots are available from the larger storage (bin) area.
 - Emergency food and water supply rations are available.

Alternate EOC Facilities

In the event the primary location for the EOC, Costa Mesa Police Department, 99 Fair Dr., Costa Mesa, CA 92626, is not usable because of emergency conditions, the alternate EOC will be designated as follows:

1 st Alternate:	Costa Mesa Corporation Yard 2310 Placentia Ave., Costa Mesa, CA 92626
2 nd Alternate:	Fire Station 3 1865 Park Ave., Costa Mesa, CA 92627

Additional sites may be designated subsequent to the original site designations if circumstances warrant, and other city owned and operated facility are deemed appropriate.

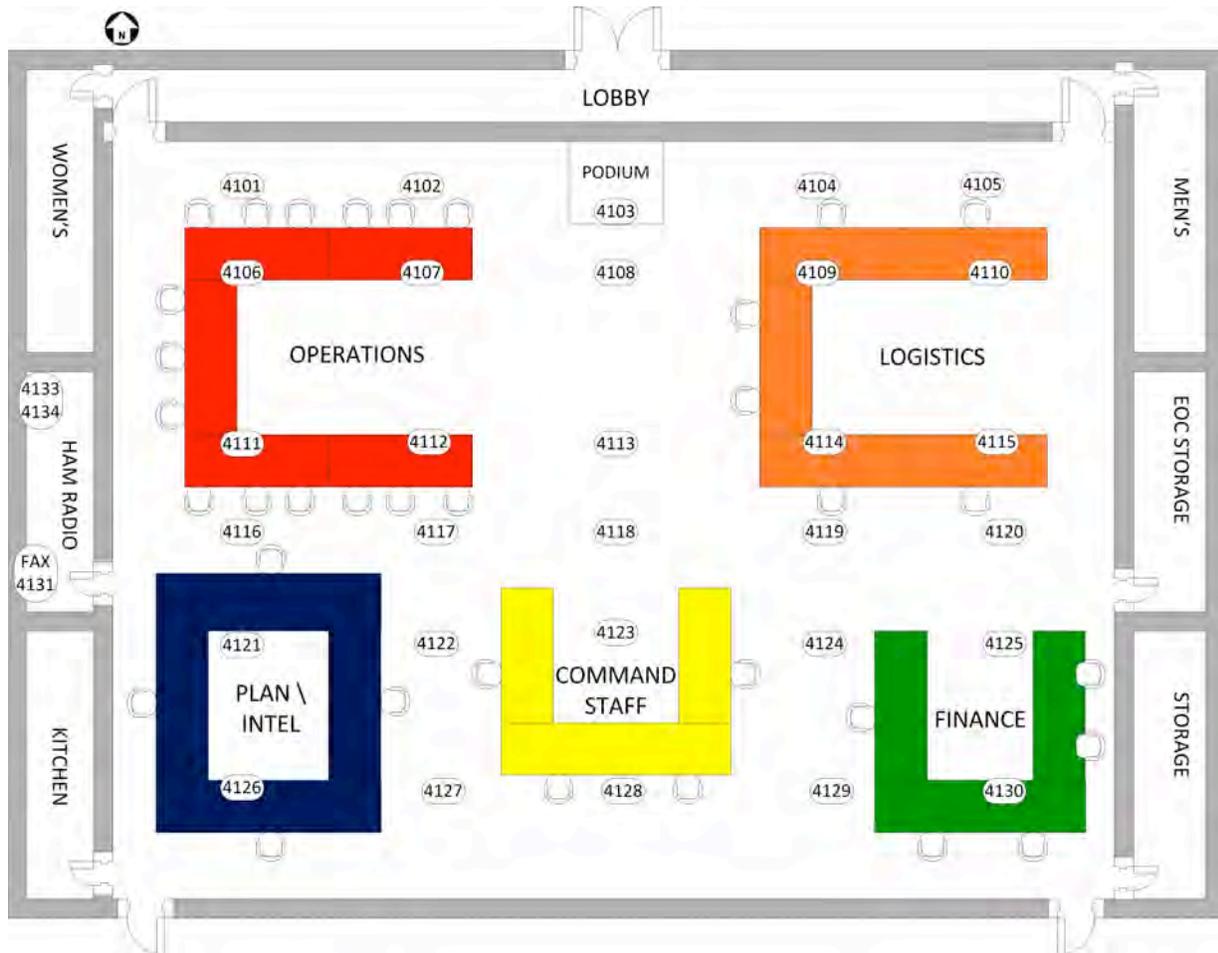
Administration and Logistics of the EOC

EOC SETUP Procedures

- EOC set-up supplies: Stored in the EOC radio and storage rooms within the EOC. Keys to open the radio room are at the Police Watch Commander's Office, Communications Center and Fire Station #5 Battalion Chief's Office.
- First person that arrives: Begin setting up the EOC.
- Tables: Arrange tables and chairs according to posted EOC Layout Diagram.
- Supplies: Take out section cabinets. These cabinets contain EOC position guides, office supplies, section specific forms, phones, etc. Set up status boards, charts, maps, etc. in appropriate sections.
- Telephones: Retrieve from the storage room. Phones not located in section specific portable cabinets will be located on shelf in EOC storage room. Activate phones by plugging into phone floor jacks identified for each section on the EOC Layout Diagram. Each floor IT drop location has a label identifying phone number associated to phone jack. These labels are to be placed on phones. Check for dial tone on all phones and test operability by dialing another EOC phone line. Ensure there is a ring, and voices are audible. Adjust volume accordingly. Secure phone-line surplus to avoid trip hazards.

- Copier(s) and fax machines: Ensure all are on and working properly. These items can be setup at any available IT drop location convenient for operations. After set-up, check and stock paper supplies.
- Computers: Retrieve from storage cabinet within EOC storage room. Distribute and set up available computers to each section.
- Set up the EOC Check-In: Locate near the entrance of the EOC with sign-in logs and writing instrument. Place signs on other doors into the EOC directing personnel to go to the check-in location before reporting. Ensure security is present.
- Obtain creature comforts: Begin process for obtaining coffee, food, water, etc. for anticipated arriving personnel.
- Verify and ensure key EOC personnel have been contacted: Review activation process to-date and follow-up as necessary.
- EOC radio room: Plug in all equipment and verify operability. EOC Coordinator may wait for MESAC volunteers to support radio set-up. Radio system includes:
 - City of Costa Mesa DCS Motorola portable radios.
 - DCS Kenwood Transceivers (2)
 - DCS Radio Base Station
 - Operational Area OA1 City EOC to County EOC Communications

EOC Layout



Communications/Alert and Warning

Alert and warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Emergency operations response success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using many different mechanisms dependent on the type of information, range of dissemination needed, speed of dissemination and devices/mechanisms available. Warning devices are normally activated from a point staffed 24 hours a day. Below is a description of the warning systems in place for emergency communications, notifications and public dissemination organized by the administrative entity, Federal, California, Orange County Operational Area and Costa Mesa. This section is followed by an easy to use reference organizing warning system by hazard.

FEDERAL ALERTING AND WARNING SYSTEMS

National Terrorism Advisory System

The National Terrorism Advisory System (NTAS) replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

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

Types of NTAS Alerts include:

- **Imminent Threat Alert:** Warns of a credible, specific, and impending terrorist threat against the United States.

- Elevated Threat Alert: Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

Emergency Alert System (EAS)

The Emergency Alert System (EAS) is one of several federally managed warning systems. The Federal Emergency Management Agency (FEMA) jointly administers EAS with the Federal Communications Commission (FCC), in cooperation with the National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS).

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state, operational area and local governments to communicate with the general public through commercial broadcast stations, such as AM and FM radio, broadcast television and cable television.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Presidential messages are required to be carried or the station must go off the air. State and local activations are not mandatory and messages may be transmitted on a voluntary basis. California has 23 EAS Local Areas with one primary station in each Local Area, designated Local Primary- 1 or LP-1. Alternate stations, LP-2, etc. also are designated. Many other stations beyond the LP stations participate in the EAS. These stations will re-transmit emergency messages initiated and first transmitted by LP-1. Costa Mesa is in the Orange County EAS. Orange County EAS stations and participating stations include:

- LP-1: KWVE, 107.9 FM.
- LP-2: Orange County Control One, using the County VHF System (39.840MHz).
- Participating AM Radio Stations: KLAA 830, KVNR 1480, KXXM 1190.

- Participating FM Radio Stations: KALI 106.3, KBPK 90.1, KDLE 103.1, KEBN 94.3, KFSH 95.9, KJLL 92.7, KSBR 88.5, KUCI 88.9, KWIZ 96.7, KWVE 107.9.
- Participating TV Stations: KDOC 56, KOCE 50, KTBN 40.
- Participating Cable Stations: AT&T U-Verse Channel 99, GRF Broadband Services, Time Warner Cable.
- Adjacent County LP Stations
 - Los Angeles: KFI AM 640, KNX AM 1070.
 - Riverside/San Bernardino: KFRG FM 95.1, KXFG FM 92.9.
 - San Diego: KOGO AM 600.

Activation of the OC EAS shall be for emergency events and conditions of concern to a significant segment of the population and those that meet the requirements identified in the OC EAS Plan. EAS requests are provided to the Orange County Sheriffs Countywide Coordinated Communications Center (Control One). Example Emergencies that warrant an EAS activation include immediate evacuations, flash flood warnings, severe thunderstorm warnings, tornado warnings and tsunami warnings. EAS activation can be authorized by the following city officials (a complete list of all officials is in the OC EAS Plan):

- Chief Executive Officer.
- Police Chief.
- Police Department Watch Commander.
- Fire Chief.
- Fire Department Battalion Chief.

The initial steps to activate the EAS System include (a complete list of steps are in the OC EAS Plan):

- Write the warning message on the OCOA EAS Activation Request Form (Appendix Three – Forms).
- Contact Control One:
 - By telephone at (714) 628-7008 or (714) 538-7787.
 - By fax (714) 628-7198 or (714) 628-7010.
 - Control One Landline System.
 - Public Safety Radio Systems.
- If Control One can not be contacted, contact LP-1:
 - By telephone at (714) 918-6213.
 - By fax (714) 979-4659.

- Use the following format to activate the EAS, "This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Orange County Area because of a (description of the emergency)."

National Warning System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between federal warning centers; state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

During major peacetime emergencies, state agencies may use portions of NAWAS augmented by state and local systems. Each state has a warning point that controls the NAWAS connection within the state. See CALWAS for more information.

NAWAS is tested three times daily at unscheduled times. The state warning point, OES Sacramento, acknowledges the test for California. If OES does not respond, the alternate, California Highway Patrol Sacramento, will acknowledge the test. Immediately following the national test, the state NAWAS test is conducted.

NOAA Weather Radio – All Hazards (NWR)

NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. The NWR transmits continuous weather information on 162.40, 162.425, 162.450, 162.475, 162.500, 162.525 and 162.550 MHz frequencies.

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

NWR alert broadcasts are preceded with a 1,050 MHz tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

CUBE Caltech/U.S. Geological Survey Broadcast of Earthquakes

The CUBE project is the product of a cooperative effort between the California Institute of Technology and the United States Geological Survey. Earthquake data is collected at Caltech Seismological Laboratory in Pasadena and is reduced to provide earthquake time, location and magnitude. This information is then transmitted to a commercial paging system where it is broadcast to government and private sector subscribers' paging units. These pagers may be carried by personnel or connected to a personal computer that receives the information and displays it on a map. The CUBE project offers the following capabilities to government:

- Automatically provides near real-time locations and magnitudes of earthquakes;
- Automatically provides estimates of the distribution of ground shaking following significant earthquakes, and;
- Warns of imminent ground shaking in the seconds following an earthquake, but before waves actually reach sites that may be damaged.

Subscribers within Orange County government include emergency management personnel from the following departments: CEO, Sheriff, Fire Authority and Public Works Department. Computers are located in each of the following locations: County/Operational Area EOC, Fire Authority and Public Works Departmental Operations Centers.

STATE Communications and ALERTING AND WARNING SYSTEMS

California Warning System (CALWAS)

CALWAS is the State portion of NAWAS that extends to communications centers throughout the state. The State Office of Emergency Services headquarters ties into the federal system through the Warning Center in Mather (Sacramento). Circuits then extend to county warning points. The California Highway Patrol (CHP) headquarters in Sacramento is the state's alternate warning point. Both state and federal circuits are monitored 24 hours a day at the Warning Center and the alternate point. Local warning points are to monitor the State circuit – The Orange County Countywide Coordination Communications Center (Control One) monitors CALWAS 24 hours a day and is the point of contact in Orange County.

Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test. On alternate Wednesdays, the alternate state warning point, CHP, conducts a test at 10:00 a.m. local time. Backup systems for CALWAS includes:

- CESRS California Emergency Services Radio System
- CLERS California Law Enforcement Radio System
- CLETS California Law Enforcement Telecommunications System
- OASIS Operational Areas Satellite Information System

California Emergency Services Radio System (CESRS)

CESRS serves as an emergency communications system for OES and county emergency services organizations. The system assists in the dissemination of warning information and to support disaster and emergency operations. The system may be used on a day-to-day basis for administrative emergency services business. Statewide communications are provided through a number of microwave interconnected mountain top relays. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services. The Orange County Countywide Coordination Communications Center (Control One) monitors CESRS 24 hours a day and functions as the point of contact for Orange County. (Reference California Emergency Services Radio System Plan and Licensing Guide for additional information)

California Law Enforcement Mutual Aid Radio System (CLEMARS)

CLEMARS was established to provide common police radio frequencies for use statewide by state and local law enforcement agencies during periods of man-made or natural disasters or other emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Office of Emergency Services.

Participation in CLEMARS is open to all California law enforcement agencies that are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service. The system establishes four priorities for use (1) emergency operations of law enforcement agencies, primarily mutual aid activities, (2) emergency or urgent operations of above, involving a single agency, (3) special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc. Drills, rehearsals, command post exercises and like activities shall be considered as Priority III activities; (4) when no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communication.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region. (Reference: California Law Enforcement Mutual Aid Radio System Plan- September 1991). The City of Costa Mesa participates in CLEMARS, and is licensed for mobile and base station communications.

California Law Enforcement Radio System (CLERS) (Intercity Radio)

CLERS is a microwave interconnected radio repeater system with statewide coverage. It may also have been referred to locally as Intercity Radio. This system was designed for use by law enforcement agencies for point-to-point communications and to provide a backup warning system to all counties in the state. OES provides and maintains the statewide repeater system and microwave network for use by law enforcement agencies. System users are responsible for providing their own base station equipment and obtaining proper licensing from the FCC. CLERS participation is voluntary, and many agencies no longer maintain the equipment. The Telecommunications Bureau of OES is the contact for CLERS. The equipment is located at the Orange County Countywide Coordination Communications Center (Control One) who monitors CLERS 24 hours a day. (Reference: California Law Enforcement Radio Systems Plan). The City of Costa Mesa participates in CLERS.

California Law Enforcement Telecommunications System (CLETS)

CLETS is a high-speed message switching system that provides law enforcement and criminal justice agencies access to various databases and the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada. Broadcast messages can be transmitted intrastate to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the FBI-NCIC, NLETS, DMV, Oregon and Nevada. The State provides the computer hardware, switching center personnel, administrative personnel, and the circuitry to one point in each county. The local agencies provide the circuitry and equipment, which link them to their county termination point. A number of agencies have message switching computer (MSC) systems and computer aided dispatch (CAD) systems, which directly connect to CLETS. Many of these systems have mobile data terminals (MDTs), which allow an officer in the field to inquire directly into various systems. The County of Orange provides the local interface, known as JDIC (Justice Data Interface Controller). Orange County Countywide Coordination Communications Center (Control One) monitors CLETS 24 hours a day and uses it for the distribution of EAS messages. (Reference: CLETS Information Manual) The City of Costa Mesa has a CLETS terminal located at the Police Department.

Emergency Digital Information System (EDIS)

The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System (EAS). The main purpose of EDIS is to distribute official information to the public during emergencies. However, a system that is not used day-to-day will not be used with confidence during an emergency. Therefore, certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions. EDIS may be used to transmit information in the following categories, listed in priority order:

- FLASH: Alerts and warning of immediate life-safety value to members of the public.
- NEWS: Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency.
- INFO: Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements and airspace restrictions.
- TEST: Transmissions to verify operation of equipment and for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS. The Orange County Countywide Coordination Communications Center (Control One) uses EDIS for the distribution of EAS messages. (Reference: Emergency Digital Information System Plan for additional information)

Electronic News Network (ENN)

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIC system. The digital message will be received by the media, schools, businesses and anyone who monitors the AQMD channels. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a JDIC Terminal. It allows for routine and test messages in addition to emergency messages.

Operational Area Satellite Information System (OASIS)

The OASIS communications system uses leased transponder space from commercial satellite operators to provide virtually uninterrupted communication between state, regional and operational area level EOCs. OASIS is a high frequency (HF) radio system

and a satellite communications network constructed to link all 58 counties with State OES and other state agencies for disaster communications as well as day-to-day traffic. OASIS is the primary back-up (voice and internet connectivity) in the case of a public switched telephone network failure to exchange disaster intelligence and transmit resource requests. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel. These sites were originally set up by OES and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud. The Orange County Countywide Coordination Communications Center (Control One) monitors OASIS 24 hours a day and tests the system on a regular basis. The Operational Area maintains six lines between Control One and the OA/County Emergency Operations Center.

Other communications channels:

“White” Fire Channels

A statewide communications network, available to all fire agencies. The available channels have been designated White -1 (154.2800 MHz), VFIRE 22 (previously White -2) (154.2650 MHz), VFIRE 23 (previously White -3) (154.2950 MHz), VFIRE 24 (154.2725 MHz), VFIRE 25 (154.2875MHz) and VFIRE 26 (154.3025 MHz). White-1 is authorized for base station, mobile and portable operations and is reserved for field unit-to-dispatch center communications, incident staging and dispatch center-to-dispatch center contact. The remaining channels are for mobile and portable use only and are intended for tactical on-scene operation involving more than one fire agency. The Orange County Countywide Coordination Communications Center (Control One) monitors Fire White-1 24 hours a day.

California On-Scene Emergency Coordination Channel

The California On-Scene Emergency Coordination Channel ("CALCORD," 156.0750 MHz) is specifically designated for inter-discipline use, and its use for such activities is encouraged. To obtain authorization to operate on, or for more information regarding CALCORD, contact the Cal EMA Telecommunications Branch (916-845-8600).

Response Information Management System (RIMS)

The California Governor's Office of Emergency Services (OES) developed RIMS, a software database program, for electronic sharing of disaster response information throughout the State of California. The system broadcasts entered data via the world-wide-web to all subscribers simultaneously. Under SEMS, all state agencies are required to use RIMS in all emergency/disaster responses. Template documents and

reports such as action plans, branch reports, event/incident, situation, initial damage estimates, resource request and allocations, mapping, etc. enables three levels of government, the operational area, region and state, to exchange information and see selected reports from each others' level at the same time. OES Administrative Regions maintain the systems on a 24/7 basis. A replication of the database was created for training all government levels. State OES requires the Operational Area to use four of their forms during an emergency as appropriate: the Event/Incident Report, Situation Report, Resource Request/Mission Tasking Report and the Initial Damage Estimate (IDE) Report. RIMS is only used by the Operational Area to coordinate with the State.

Operational Area Communications And Alerting And Warning Systems

ALERTOC

AlertOC is Orange County's regional public mass notification system designed to keep those who live or work in Orange County informed of important information during emergency events. The system is sponsored and lead by the County of Orange in partnership with many Orange County cities (including Costa Mesa).

Public mass notification systems have become a critical component of emergency preparation and response. With AlertOC, residents prepare to be notified of emergencies by providing their landline phones, cell phones and email addresses. Public safety officials respond by using the system to rapidly send out messages when there is a perceived, upcoming or imminent situation that may require community action.

Based on the severity of the event, AlertOC may be used to contact residents by one or all of the following methods:

- Home phone.
- Work phone.
- Cell phone.
- Email.
- Text message.

The legal authority (county or city) responsible for announcing emergency notifications depends on the nature and scale of the incident. With the AlertOC partnership between the County and Cities, residents and businesses only need to provide their contact information once to receive emergency messages from either the county or city in which they live or work. Costa Mesa is a partner and user of the AlertOC System.

EOC-TO-EOC RADIO

Orange County has EOC-to-EOC radio systems through frequencies known as OA1, OA2, WEROC, and County Administrative channel that are designed as an additional communications system between the county EOC, county departments/agencies and OA members (like Costa Mesa) with these radio capabilities. The Orange County Countywide Coordination Communications Center (Control One) monitors these frequencies 24 hours a day. Other partners are instructed to monitor EOC-to-EOC radios once the County EOC has been activated.

WEBEOC®

County of Orange currently uses WebEOC® as its crisis information management system for real-time information sharing. WebEOC® is a software program for electronically sharing disaster information within the county EOC, other departments/agencies and jurisdictions. WebEOC® is accessed through the internet and is thereby accessible from any computer with internet access (running Internet Explorer 6.0 or higher) as long as the user has an appropriate username and password. Between Orange County and Costa Mesa, the system is used for, but not limited to:

- Providing and sharing situational status information.
- Monitoring who is supporting the response.
- Providing status information on operational shelters (e.g., location, capacity, accessibility, significant events, and other special considerations).

Telephone, Messaging and Email

Telephone (land lines and cellular), text messages and email are the preferred method of communication with the County EOC. If the primary means of data or voice communications fail, then e-mail, telephone or texting should be considered a sufficient back-up for one another. Before using e-mail or text messaging, however, personnel should confirm that the intended recipient(s) has access to and is checking their systems. Critical information should never be sent over email or messaging unless confirmation exists that the intended recipient is receiving the messages.

Local Communications And Alerting And Warning Systems

Costa Mesa uses many of the communications and alert and warning systems as noted above. In addition, Costa Mesa independently has access to the following systems:

Cable TV

The City has an agreement with AT&T U-Verse Channel 99 and Time Warner Cable to provide the public with alerting and notification of various disaster situations. This

system includes break-in-alert to all users that are a part of the cable system. The City's Cable Channel will provide directions to the citizens via scrolled information. This includes a "leader" that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

Municipal Access Channel

CMTV 24 is the City of Costa Mesa's Municipal Access Channel, providing the citizens of Costa Mesa with governmental, informational, and special interest programming. CMTV 24 programming originates from City Hall, and is cablecast to the community via AT&T U-Verse Channel 99 and Time Warner Cable. Approximately 27,000 homes in Costa Mesa receive CMTV 24. During emergencies, emergency information can be disseminated to the public.

Mesa Emergency Services Amateur Communications (MESAC)

Mesa Emergency Services Amateur Communication (MESAC) is a volunteer organization that may provide supplementary radio communication services to the City of Costa Mesa upon request in the event of an emergency. The City may request activation of the MESAC group by contacting their advisor, who activates members. MESAC tests and maintains their equipment and updates their SOPs on a regular basis.

WEBEOC®

Costa Mesa currently uses WebEOC® as its crisis information management system for real-time information sharing. WebEOC® is a software program for electronically sharing disaster information within the City EOC. WebEOC® is accessed through the internet and is thereby accessible from any computer with internet access (running Internet Explorer 6.0 or higher) as long as the user has an appropriate username and password. The system is used for, but not limited to:

- Maintaining individual activity logs by each position in the EOC.
- Monitoring and posting significant events taking place in the City.
- Providing and sharing situational status information with all involved in the response.
- Monitoring who is supporting the response.
- Monitoring status information from OCOA on operational shelters (e.g., location, capacity, accessibility, significant events, and other special considerations).

Other

Other warning systems utilized by the City of Costa Mesa include mobile emergency vehicle sirens and loudspeakers, possibly electronic marquees (Orange Coast College

and the Orange County Fair Grounds), local TV and commercial radio and door-to-door notification by Neighborhood Watch Block Captains, Community Emergency Response Teams (CERT) volunteers, police volunteers, explorers and reserve deputies/officers.

Emergency Conditions And Warning Actions

Methods of warning state and local governments of specific emergency conditions are described below:

Earthquake

Earthquakes occur without warning. OES could receive notification of an earthquake as well as subsequent information, including damage reports, from various sources, such as:

- University of California Seismological Observatory, Berkeley.
- California Institute of Technology, Pasadena.
- Water Resources Department.
- OES Regional Offices.
- Local Governments.
- Federal/State Agencies.
- Honolulu Observatory.

This information may be received through NAWAS, EDIS, radio, teletype and/or telephone and would be further disseminated as appropriate using any or all of these means. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

Fire

The affected area normally issues initial warnings of major conflagrations to the OCOA who informs the OES Regional Fire Coordinator, using whatever means of communications is appropriate and available. Requests for mutual aid follow the same channels.

Flood

A flood emergency is normally preceded by a buildup period that permits marshaling of forces as required to combat the emergency. During the buildup period, OES cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information and river bulletins to local government officials in the affected areas. OES receives this information over selected circuits and relays it to

OES Regions through the OES private line teletype system, to law enforcement agencies via CLETS, and more globally through bulletins on EDIS.

Flood Stages and Bulletins

During periods of potential flooding, the National Weather Service Forecast Office – San Diego (for Costa Mesa), will issue the appropriate bulletins. After receiving these messages, the State Warning Center transmits these messages immediately on CLETS and EDIS to local governments in areas that are likely to be affected.

Hazardous Materials

Initial notifications of an incident are made by the responsible party or the responding agency to the California Warning Center in Sacramento at 800/852-7550 as soon as the incident occurs. The Warning Center then makes notifications to various state agencies and the regional duty officer.

Tsunami (Seismic Sea Wave)

NAWAS is an integral part of the tsunami alerting system. Reports of major earthquakes occurring at any point in the Pacific Basin, which may generate seismic sea waves, are transmitted to the Honolulu Observatory for evaluation. A Tsunami Watch Bulletin is issued if an earthquake has occurred in the Pacific Basin and could cause a tsunami. When a threat no longer exists, a Cancellation Bulletin is issued.

Should Bulletins be required, the Observatory staff relays the information over the NAWAS circuits to inform the West Coast states. The State NAWAS circuit is used to relay the information to local Warning Points in coastal counties. This information is also transmitted to local jurisdictions over appropriate radio systems, teletype and telephone circuits to ensure maximum dissemination.

Severe Weather Warning

These include severe weather bulletins and statements relating to special weather conditions. National Weather Service (NWS) offices in California issue bulletins when severe weather is imminent. By agreement, the NWS office issues the bulletin and transmits the information to the State Warning Center on the NWS teletype circuit. The Warning Center, in turn, relays the information to the affected areas. The NWS may also contact local jurisdictions for more information on potentially hazardous weather situations. The NWS may issue:

- Outlook - For events possible to develop in the extended period (extended definition depends on the type of event).
- Advisory - For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours).
- Watch - For the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours).
- Warning - The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours).
- Statements (or updates) - Issued as updates to the above products.

The National Weather Service also issues specific alerts:

- Urban and Small Stream Flood Advisory: Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This may be upgraded to a Flash Flood Warning if conditions worsen.
- Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).
- Flash Flood Warning: Flash Flooding is occurring or imminent.
- Flash Flood Statement: Updates any of the above three issuances.
- Tornado and Severe Thunderstorm Watches: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.
- Tornado and Severe Thunderstorm Warnings: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.
- Dense Fog Advisory: Issued when dense fog (visibility below one mile) is expected to last for three hours or longer.
- Dense Fog Warning: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Emergency Response in a Communications Failure

A disaster may result in the failure of telephone service, electrical power, and other utilities. These failures may break the communications link between the Costa Mesa, the OCOA EOC, neighboring jurisdictions and within Costa Mesa. The following options are available:

- Costa Mesa can activate MESAC volunteers, who respond to the EOC to facilitate voice and data communication.
- EOC-to-EOC radios with OA1 and OA2 radios frequencies for communications between the City EOC and the OA EOC.
- OASIS allowing voice and data communications with OES and the OCOA.
- The Orange County Countywide Coordination Communications Center (Control One) is a key link in the EAS and allows the EOC access to radio and television media announcements.
- Use Fire and Police radio systems.
- Monitors the California Law Enforcement Teletype System (CLETS).
- The Orange County Countywide Coordination Communications Center (Control One) has 800 MHz radios or mobile communications stations available through mutual aid.
- Landline telephones are very resilient. Consider “old fashion” non-electronic landline phones as back-up communications modes.
- Depending on the type of outage, mobile devices may continue to function for some period of time. Leverage cellular telephone, text messaging or mobile email- each of which works on a different system that may function while others are unavailable.

Public Notification/Information

Similar to alert and warning processes, the coordination and dissemination of public information during an emergency, whether it involves saving lives, protecting property, or addressing public concern, is one of the most important aspects of an effective emergency response. NOTE: This section is consistent with the Public Information policy of the City of Costa Mesa, but is only addressing situations where the EOC is activated.

The goal of emergency public information is to keep the public informed of the general progress of events and provide educational information, particularly in the realm of health and safety. The Press Information Officer (PIO) function is designed to disseminate a variety of information and instruction to the general public, government officials, and the news media through direct contact, news conferences, news releases and advisories, web sites and social media sites, and timely response to public and news media queries. Public information will be disseminated using all available media and technology methods, including, but not limited to: television, telephone, email, radio, newspapers, internet, social media, and wire services.

Whenever the EOC is activated to any degree, the public information function will be activated. An activation involves the staffing of a PIO and additional staffing as determined necessary. The City's CEO's Office, Police and Fire Departments each have PIO. The Lead PIO for an EOC activation or emergency event will be determined based on the disaster situation. Emergency public information activities will be coordinated and supported by all departments.

During disasters and/or emergencies involving more than one OA jurisdiction, Costa Mesa will participate in the Orange County Operational Area Joint Information System (JIS)/Joint Information Center (JIC), if activated. If the OCOA JIS/JIC is not activated, the EOC PIO should share all information with the OA. The OA's role in this situation is limited to facilitating communication amongst OA Members to ensure they do not contradict each other and to ensure the development of common messages (when possible) throughout the OA.

Action Planning

Using EOC Incident Action Plans (IAPs) will provide specific direction to EOC personnel by providing them with knowledge of the objectives to be achieved and the steps required for achievement. EOC Incident Action Plans not only provide direction, but also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves a process for identifying priorities and objectives for emergency response or recovery efforts and documentation of the priorities, objectives, associated tasks, and the personnel assigned to perform the tasks. The primary responsibility for preparing an EOC IAP is assigned to the Planning/Intelligence Section. All sections of the EOC will provide input to the EOC IAP.

Costa Mesa follows the NIMS incident planning process and standards. The IAP is a living document that is prepared based on the best available information at the time of

the planning meeting. EOC Incident Action Plans are developed for a specified operational period that may range from a few hours to 24 hours, but are usually 8 or 12 hours. Operational periods should not be confused with staffing patterns or shift change periods.

The EOC Incident Action Plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. For most incidents that span multiple operational periods, the plan will be developed in writing according to ICS procedures. All EOC IAPs should contain the following information:

- List of objectives to be accomplished (must be measurable).
- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives.
- Assignments and actions necessary to implement the strategy.
- Operational period designation (the time frame necessary to accomplish the actions).
- Organizational elements to be activated to support the assignments.
- Logistical or other technical support required.

The action planning process should involve the EOC Director, Command and General Staff along with other appropriate EOC elements, and other agency representatives, as needed. The Planning/Intelligence Section is responsible for development of the EOC Incident Action Plan and for facilitation of action planning meetings. Planning meetings must include adequate representation of key organizational components and representatives participating in the planning process must have the technical expertise and authority to commit to accomplishing the objectives. Planning meetings will not be delayed in anticipation of future information. During the planning meeting, the EOC Director, Section Chiefs, and other representatives (when appropriate) will develop the plan collectively. The planning process will begin upon the activation of the EOC and will consist of the following steps:

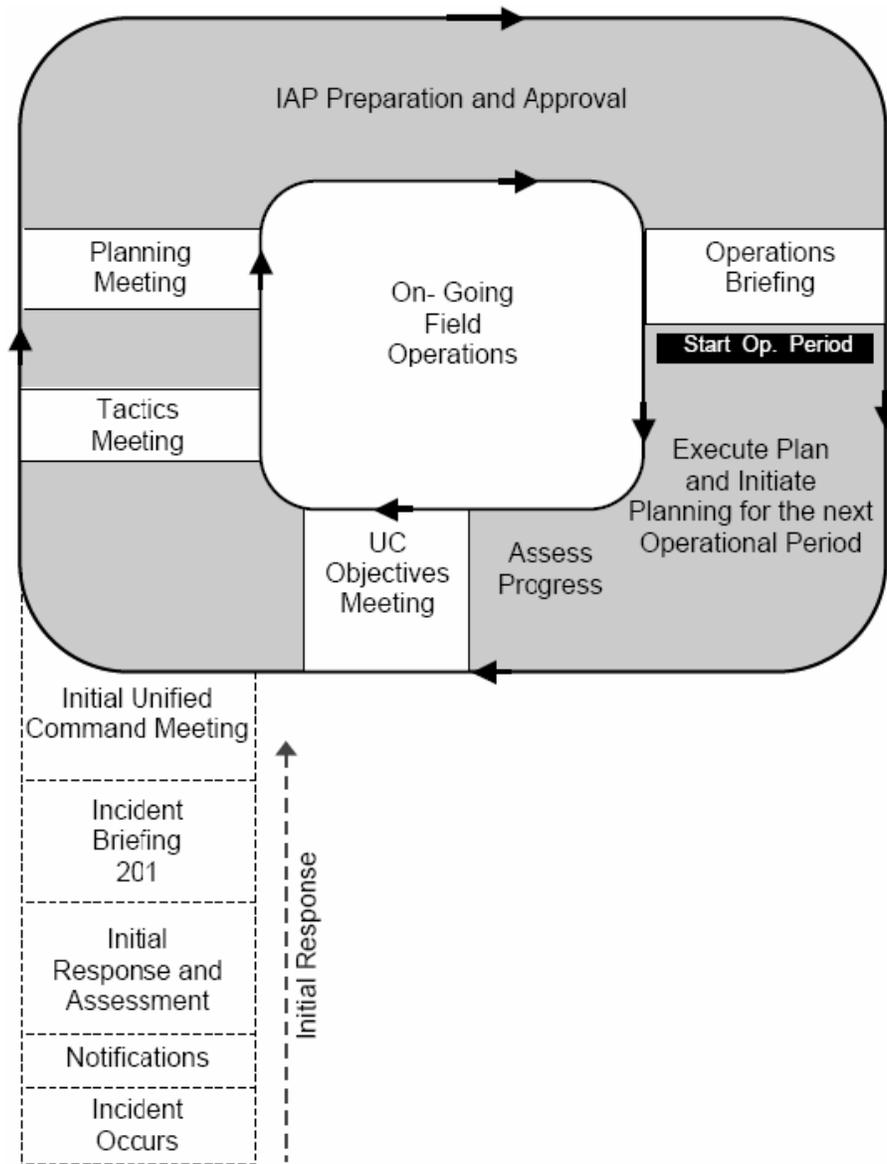
- Gathering, recording, analyzing, and displaying situation and resource information in a manner that ensures a clear picture of the magnitude, complexity, and potential impact of the incident (Planning Section with input from General Staff).

- Gathering information to support incident planning and decision-making (General Staff).
- Conducting a briefing on situation and resource status (Planning Section).
- Formulating and prioritizing measurable incident objectives that conform to the legal obligations and management objectives of all affected agencies; identifying appropriate strategies (Command with consultation from General Staff and others).
- Identifying reasonable alternative strategies that will accomplish overall incident objectives to determine the most appropriate strategy for the situation at hand (Command with consultation from General Staff and others).
- Consider the needs of citizens, particularly those with access and functional needs, children and the elderly, in developing response strategies.
- Develop evaluation criteria to include public health and safety factors, estimated costs, and various environmental, legal, and political considerations (Command with consultation from General Staff and others).
- Plotting control lines and division boundaries (Operations Section).
- Determining the tactical direction and the specific resource, reserves, and support requirements for implementing the selected strategy for one operational period. (Operations Section).
- Specifying resources needed by division or group (Operations Section, Planning Section).
- Specifying facilities to support operations (Operations Section, Planning Section, Logistics Section).
- Placing resource, facility, and overhead personnel orders (Logistics Section).
- Assessing communications, medical, and traffic plan requirements (Planning Section, Logistics Section).
- Drafting and approving the EOC IAP (EOC Director, Planning Section, Operations Section).
- Distributing the approved IAP to all applicable EOC personnel for implementation (Planning Section).
- Comparing planned progress with actual progress (General Staff).
- Tracking deviations that occur from the IAP or identifying emerging information to include as a modification in the current plan or to support the development of the plan for the subsequent operational period (General Staff).
- Maintain contact and counsel with the DES and Policy Group (Command Staff and others)

The planning process should provide the following:

- Current information that accurately describes the incident situation and resource status.
- Predictions of the probable course of events.
- Alternative strategies to attain critical incident objectives.
- An accurate, realistic, EOC IAP for the next operational period.

Incident Action Planning Cycle



One of the most important functions of all Sections is to look beyond the current and next operational period and anticipate potential problems or events and revise or prepare additional action plans to meet the changing emergency situation. The Planning/Intelligence Section will support this and if necessary activate an Advanced Planning Unit.

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Recovery

Recovery refers to those measures undertaken by an entity following a disaster that will return all systems (utilities, phones, government offices, etc.) to normal pre-disaster levels of service. Effective recovery consists of a complex array of interdependent and coordinated actions.

Concept of Operations

Many think recovery operations generally are initiated after the disaster response has been ongoing and appear to show some promise of diminishing. A successful recovery starts at the moment of impact. There is no clearly defined separation between response and recovery. The tasks are different from response, but they should be carried out simultaneously. Establishing a recovery organization prior to a disaster has proven effective in enabling a smooth and speedier recovery.

Unlike response activities, the lowest levels of government are allowed to directly engage with state and federal agencies supporting recovery measures. Requirements to first coordinate at the Operational Area level are not applicable to recovery. The organizational goals are no longer life saving and property protection. Recovery priorities include:

- Financial recovery.
- Rebuilding and construction.
- Business recovery.
- Recovery of public facilities and services.
- Temporary/permanent housing issues.

When all life saving and immediate property protection operations are complete, the EOC Director during the response phase will transfer responsibilities to the Recovery Coordinator and their operation. The DES, Costa Mesa Chief Executive Officer, will remain the DES throughout both phases, unless delegated otherwise.

The Recovery Coordinator in partnership with the DES will set recovery priorities and designate staff to be part of the Recovery Team, which may or may not include the participants from the response phase. The priorities for Recovery Organization will be as follows:

- Re-establish essential public services.
- Permanently restore city property.
- Coordinate services to assist in the restoration of private property.
- Coordinate services to provide temporary housing, if appropriate.
- Assist in removing barriers to the recovery of the affected population.
- Assist in removing barriers to business recovery including economic development, redevelopment, and new development.
- Identify residual hazards.
- Plan to mitigate future hazards.
- Make recommendations on city infrastructure restoration priorities.
- Coordinate cleanup and debris removal operations.
- Facilitate the rebuilding process and expedite the permit process.
- Recover costs associated with response and recovery efforts.
 - Aggressively identify all damages, and seek financial reimbursement from FEMA, Cal EMA, and other organizations as appropriate.
 - Assist departments in identifying all funding sources made available through legislation and disaster grants.

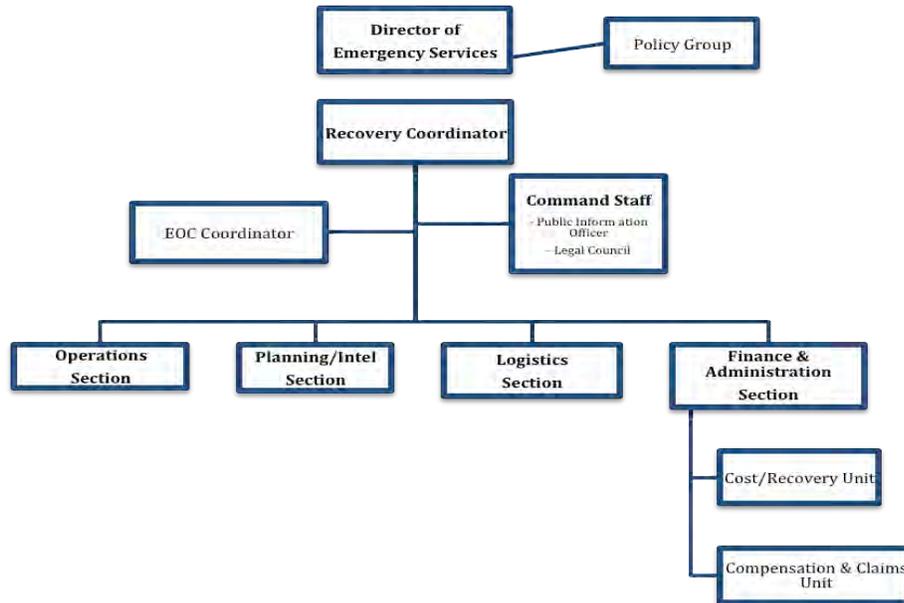
Emergency personnel are to continue using SEMS/NIMS principles and procedures for recovery. It is critical that the documentation functions during response continue and expand into recovery. Failure to strictly account for damage documentation and personnel costs can result in severe losses of possible reimbursement funds.

Recovery Organization

The Recovery Organization is organized based on the SEMS and NIMS with ICS concepts maintained. It includes management positions, functional sections, and support positions. Not all of the positions or functions shown may be activated, and

additional staff may be necessary in selected areas dependent upon the emergency situation and recovery needs.

Costa Mesa Recovery Organization



The Recovery Organization is required to communicate and interact with all city departments on recovery planning and will be responsible for forming the task force, which will prepare the City's Recovery Plan. This function will be activated at the initial stages of a disaster response through the Advanced Planning Unit under the Planning Section. Additional recovery activities will be coordinated through the Cost Recovery Unit under the Finance/Administration Section. This Unit will start the process of collecting the required documentation for future Cal EMA and FEMA reimbursement filings. Following a transition to recovery operations, the recovery organization, as identified above, will be responsible for short, mid and long-term recovery planning and economic recovery efforts.

If the recovery organization must work full time, the DES and Recovery Coordinator must consider how it will maintain day-to-day workloads for disaster and normal city functions. It may be determined that additional personnel must be hired during the recovery phase. Refer to FEMA Public Assistance Program for reimbursement opportunities.

Recovery Phases

Recovery from a disaster is typically accomplished in phases. Following is a description of those phases and the associated time frames.

Short-Term: Recovery usually associated with periods ranging from a few days to six months following a disaster. Activities include rapid damage assessment, debris removal, temporary relocation of residents and businesses, immediate restoration of services, temporary financial relief to disaster victims, immediate abatement of extreme hazards, and crisis counseling to disaster victims. This involves restoring the infrastructure that includes:

- Electric power.
- Communications.
- Water and sewer.
- High impact areas and special populations, schools, hospitals, etc.
- Economic and social systems of the community.

Continued coordination from the Response Phase into the Recovery Phase is necessary to identify high priority areas for resumption of utilities, liability concerns, financing, and recovery ordinances.

Mid-Term: In the mid-term phase of recovery the most vital services have been restored, but life would not be characterized as "back to normal". This period, which ranges from six months to two years, is a time in which large numbers of displaced persons may still be living in temporary housing, businesses are once again open, but they may be operating from trailers, transportation arteries may be open but they are not fully restored, government, the private and non-profit sectors, and individuals may have applied for grants and loans but not received the money, etc.. Mental Health services become paramount during this time as disaster victims experience the stresses related to coping with the ongoing disaster effects.

Long-Term: Recovery and reconstruction takes many months to many years to accomplish. Tasks involve reconstruction of damaged buildings, permanent re-establishment of public, private and non-profit sector services, economic rebound, long-range planning for hazard mitigation and land use, and treatment of physical and psychological injuries. Long-term recovery for severely traumatized victims may involve bringing those individuals into the County Mental Health system of care. Long-term considerations include:

- Development of a recovery team.

- Economic and resource stabilization.
- Hazard mitigation.
- Updating plans based on lessons learned.
- Post-event assessments.

Recovery Coordination Centers

Since recovery operations may go on for years, it is not always advantageous to have recovery operations based from the City EOC since the EOC may be needed to support new emergency response operations. Instead, the Recovery Coordinator, Director of Emergency Services, in consultation with the Policy Group, may select to move recovery operations to another facility, which will be designated as the Recovery Coordination Center (RCC).

Local Assistance Center

Additional consideration should be given to co-locating the RCC with the Local Assistance Center (LAC) to provide service to the public. This “one stop” opportunity for citizens may address temporary housing, demolition permits, building permits, federal grants, tax relief, American Red Cross services, etc. FEMA refers to this type of facility as a Disaster Recovery Center (DRC). Prior to renting or assigning the facility, coordination with Cal EMA and FEMA is recommended. The RCC should be a facility that is available to support the potential long-term needs of the recovery operation. It should be convenient to city personnel, have appropriate security and capabilities, and be accessible to citizens should it be used as a service center to support constituents.

Joint Field Office

Following a Presidential Declaration of a Disaster or Emergency, a Joint Field Office (JFO) will be established in the proximity of the disaster area. If applicable, the City's Recovery Coordinator and RCC staff will coordinate closely with the Federal Coordinating Officer (FCO) and JFO staff to recover and rebuild the community. The JFO provides the direction and coordination point for federal assistance.

Typical functions of the JFO include:

- Management - Coordination of the overall federal assistance programs for individual and public assistance, as well as any existing emergency work.
- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information.

- Liaison - Provides coordination and cooperation with other federal, state, and local agencies.
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., public assistance, individual assistance, and hazard mitigation).
- Logistics - Provides materials and resources to perform the tasks associated with recovery.
- Finance/Administration - Tracks and monitors federal costs, approves purchases, and audits activities as needed.
- Planning/Intelligence - Develops federal action plans, identifies priorities, potential problems, and documents the overall recovery actions.

Damage Assessment

Damage Assessment occurs in multiple phases. Immediately following the disaster event to make recommendations on the City's condition and status. Again during the early phase of a disaster, to develop estimates to support a gubernatorial proclamation and for the state to request a Presidential Declaration. After a gubernatorial or presidential disaster declaration as part of the recovery phase where detailed assessments provide the basis for determining the type and amount of state and/or federal financial assistance available for damaged facilities (see Disaster Assistance section).

Immediate Post-Event Damage Assessment

The immediate post-event damage assessment is accomplished by the Fire Department (with support from the Police Department, as requested) through an established process of windshield surveys throughout the community. The Fire Department has assigned each fire station to survey pre-established areas and routes throughout the community and document their findings. Findings are assembled by each Fire Captain, then by the Battalion Chief to form a snap shot of the severity and magnitude of the disaster event to Costa Mesa. Many times this information will be used to inform EOC activation or other city response functions or requests.

Initial Damage Estimate (IDE)

If the disaster is significant enough for EOC activation, further damage assessments will be performed and coordinated by the Operations Section, Damage Assessment Group. All damage assessment information should be consolidated and proactively sent to the

OCOA. More detailed damage assessments will include representative samples of disaster impacts with photos as well as damage estimates from all damaged infrastructure and facilities (public and private) and housing impact counts (number of affected houses, minor damage= $<10\%$, major= $>10\%$, and destroyed= $>75\%$). Many times this assessment is a joint assessment with representative from the state and federal government. This information is used to justify a request for gubernatorial and/or presidential disaster declaration.

After-Action Reports and Documentation

SEMS regulations 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 to Cal EMA within (90) days of the close of the incident period. The *Emergency Services Act, Section 8607 (f)* mandates that Cal EMA, in cooperation with involved state and local agencies, complete an after-action report (AAR) within 120 days after each declared disaster.

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

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

The AAR will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the AAR.

The Costa Mesa Office of Emergency Management will be responsible for the completion and distribution of the Costa Mesa AAR including sending it to the Governor's Southern Region Office of Emergency Services within the required 90-day period.

Documentation Process

Data for the after-action report will be collected from questionnaires, position logs, faxes, EAS messages, press releases, forms, various reports, emails, WebEOC and other documents developed during the disaster response as well as interviews with emergency responders. The EOC Planning/Intelligence Section, Documentation Unit performs the following duties that supports the after-action reporting process:

- Compile, copy and distribute the After-Action Report with input from other sections/units as documentation of the event and initial recovery operations.
- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed.

Emergency Responder AAR Questionnaire; AAR Report and AAR Instructions are included in Appendix Three, Forms.

Disaster Assistance

Disaster assistance is divided into two forms: individual and public assistance. Individual assistance consists of services provided to individuals and businesses. Public assistance provides assistance to government entities and certain non-profit organizations. Both of these programs are only available after a Presidential Disaster Declaration. They will be managed jointly by Cal EMA and FEMA, and coordinated with the Recovery Coordinator and/or the Costa Mesa, Office of Emergency Management.

To apply for state and federal disaster assistance, local government must follow prescribed procedures. More specific information relative to federal and state disaster assistance programs and procedures is contained in the California Emergency Plan and the Cal EMA Disaster Assistance Procedural Manual (published and issued separately by Cal EMA) and on the FEMA website, www.fema.gov.

NOTE: Disaster assistance programs and eligibility criteria change from time to time. For the most current information about assistance program eligibility and rules, refer to Cal EMA and FEMA guidance.

Individual Assistance

Individual assistance is money or direct assistance to individuals, families, and businesses in an area where property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore damaged property to its condition before the disaster.

The following FEMA and SBA Programs are available by calling the FEMA registration line (800-745-0243; TTY users contact TRS for a connection) or online at <http://www.fema.gov/assistance/register>:

Individuals And Households Program

- *Temporary Housing* (a place to live for a limited period of time): Money is available to rent a different place to live, or to move to a government provided housing unit when rental properties are not available.
- *Repair*: Money is available to homeowners to repair damage from the disaster to their primary residence that is not covered by insurance. The goal is to make the damaged home safe, sanitary, and functional.
- *Replacement*: Money is available to homeowners to replace their home destroyed in the disaster that is not covered by insurance. The goal is to help the homeowner with the cost of replacing their destroyed home.
- *Other than Housing Needs*: Money is available for necessary expenses and serious needs caused by the disaster. This includes disaster-related medical and dental costs, disaster-related funeral and burial costs, clothing, household items (room furnishings, appliances), tools (specialized or protective clothing and equipment) required for citizens' jobs, necessary educational materials (computers, school books, supplies), fuels for primary heat sources (heating oil, gas, firewood), cleanup items (wet/dry vacuum, air purifier, dehumidifier), repair to disaster damaged vehicles, moving and storage expenses related to the disaster (moving and storing property to avoid additional disaster damage while disaster-related repairs are being made to the home), other necessary expenses, or serious needs as determined by FEMA.

Small Business Administration Disaster Loans

The U.S. Small Business Administration (SBA) can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- *Home disaster loans* to homeowners and renters to repair or replace disaster-related damages to home or personal property.
- *Business physical disaster loans* to business owners to repair or replace disaster-damaged property, including inventory, and supplies.
- *Economic injury disaster loans*, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

Legal Services

FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims.

Crisis Counseling

The Crisis Counseling Assistance and Training Program (CCP) is designed to provide supplemental funding to states for short-term crisis counseling services to people affected in presidentially declared disasters.

Disaster Unemployment Assistance

The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters.

Non-Profit Volunteer Charitable Organization

Volunteer and charitable organizations national and throughout the community are available to provide physical and psychological support. The American Red Cross provides shelter, food, clothing, and temporary housing. The Salvation Army provides food, clothing, and spiritual support.

Public Assistance

The objective of the FEMA Public Assistance (PA) Grant Program is to provide assistance to states, local governments (Costa Mesa), and certain nonprofit organizations through supplemental federal disaster grant assistance for the cost of emergency operations and the repair, replacement, or restoration of disaster-damaged publicly owned facilities and the facilities of certain Private Nonprofit (PNP) organizations. This is a cost-share program where the federal share of assistance is not less than 75 percent of the eligible cost for the emergency measures and permanent restoration. The grantee (the State of California) determines how the non-federal share (up to 25 percent) is split with the sub grantees (eligible applicants- Costa Mesa).

The state cost share is authorized through the *State-Natural Disaster Assistance Act (NDAA)*. NDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works, except facilities used solely for recreational purposes. This program offers up to 75 percent of the eligible cost to repair, restore, reconstruct, or replace public property on facilities, to cover direct and indirect costs of grant administration with the Cal EMA Director's concurrence, and to cover the cost of overtime and supplies used for response.

The DES and Recovery Coordinator should note that a condition for implementation of NDAA is the declaration of a local state of emergency and the Cal EMA Director's concurrence. There are also requirements for a state and federal disaster declaration.

The Recovery Organization or RCC (if applicable) will be responsible for gathering information and submitting claims for reimbursement to Cal EMA and FEMA. A post-disaster applicant's briefing will occur, sponsored by Cal EMA and FEMA, to describe the program, eligibility rules, and filing procedures and deadlines. Participation in these activities by a number of the Recovery staff is critical to take full advantage of the program and minimize appeal proceedings later on.

Assistance Available Without Gubernatorial or Presidential Declarations

In the absence of a Presidential Declaration, certain kinds of disaster assistance may be available under separate statutory authorities of various state and federal agencies. In all cases, a proclamation of Local/County Emergency is either required or strongly recommended.

State Assistance

Flood Fighting Section 128, California Water Code: The Department of Water Resources (DWR) may provide flood fighting assistance to protect lives and save property from floods and, after a major fire has damaged or destroyed a watershed area, the Department may provide funding to prevent flood and mud slide damage.

California Natural Disaster Assistance Act: Requires concurrence of the Director of Cal EMA, who has the primary responsibility for administering this program. In the absence of federal financial assistance, provides financial aid to local agencies to assist in the permanent restoration of public real property damaged or destroyed by a natural disaster, other than facilities used solely for recreational purposes.

Federal Assistance

Flood Fighting P.L. 8499, U.S. Army Corps of Engineers: Provides assistance during flood emergency preparation, flood fighting and rescue operations, and restoration of flood control work.

Highway Repair Title 23, Federal Highway Administration: Implemented when the Administrator of the Federal Highway Administration (FHWA) concurs that a natural disaster or catastrophic failure has caused widespread damage to highways on the Federal Aid System.

Hazard Mitigation

General Overview

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. As a condition to receive federal disaster aid, Section 323 of Public Law 93-288 requires that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate these hazards with safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. Current national mitigation policy, provides an opportunity for states and local governments to take new approaches to mitigation planning, with a focus on pre-disaster planning and the potential for increased funding. Hazard mitigation is a

continuing, year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters (Costa Mesa Hazard Mitigation Plan, 2007). Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.
- Providing public awareness and education in emergency preparedness to the community.

Following a Presidential Disaster Declaration, the Governor needs to request the activation of the Hazard Mitigation Grant Program (HMGP). The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster throughout the state.

The HMGP fund represents up to 15 percent of the estimated disaster expenditures. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. Section 404 funding may not be used to fund any mitigation project that might be eligible under public assistance or other federal programs, although it might be used to complement or enhance mitigation funded under individual or public assistance.

Mitigation Concept of Operations

Following each Presidential Declared Emergency or Major Disaster, the DHS/FEMA Region IX Regional Director and the Governor execute a federal/state agreement. This agreement includes appropriate provisions for hazard mitigation. Typically, the state agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the DHS/FEMA Regional Director for concurrence.

- Review and update as necessary disaster mitigation portions of emergency plans.

Local Government Expectations And Responsibilities

Costa Mesa can expect federal and state support via the following:

- California will appoint a State Hazard Mitigation Officer to represent the interests of the state and local applicants.
- The state will constitute a Hazard Mitigation Survey Team, made up on federal, state and local representatives.
- The Hazard Mitigation Survey Team will support Costa Mesa by:
 - Identifying significant hazards in the affected areas and evaluating impacts of these hazards.
 - Recommending hazard mitigation measures.
 - Establishing short- and long-term planning frameworks for implementing hazard mitigation efforts.
 - Making recommendations for improvement of the current Costa Mesa Hazard Mitigation Plan.

The key responsibilities of Costa Mesa are as follows:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- Appoint a local Hazard Mitigation Officer, if appropriate.
- Participate on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- Participate in the development and implementation of Hazard Mitigation plans or plan updates, as appropriate.
- Monitor the implementation of local hazard mitigation measures.

Mitigation During Recovery

This aspect of recovery operations is critical in reducing or eliminating disaster-related property damage and loss of lives. The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Forms of mitigation to consider include:

- Streamlining permit processing procedures.
- Updating or changing building codes.
- Variances or set-backs in construction.
- Zoning, to reduce types of construction in high hazard areas.
- Relocation or removal of structures from high hazard zones.

In disasters, demolition and building permit fees are often waived. This is an excellent public relations tool and saves city residents money they often do not have following a disaster. FEMA may reimburse these costs. As noted previously, FEMA rules change often and without prior notice, so there is no way of knowing what the rules will be at the time of the emergency. Prior to waiving fees, it is recommended that the City get written confirmation from FEMA, in the form of a DSR, that costs will be reimbursed.

The Recovery Coordinator and local Hazard Mitigation Officer, if designated, will ensure that required and/or approved mitigation measures are carried out and will consider taking advantage of disaster-caused opportunities to correct past poor land use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

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Training and Exercise Program

The City of Costa Mesa Office of Emergency Management will conduct regular training engagements to train all necessary city staff in the proper response to disaster situations and follow-up with various levels of drills and exercises to test this plan. The City of Costa Mesa participates in the annual Operational Area exercise and other local jurisdictional exercises to maintain multi- and inter-agency coordination and communications skills in preparation for a major disaster. When possible, Costa Mesa will use small events and activations to practice and review response procedures. Costa Mesa will endeavor to involve as many response partners as possible and appropriate for training and exercise engagements.

The City of Costa Mesa Office of Emergency Management is responsible for the Emergency Management Training and Exercise Program and will coordinate, schedule and track training and exercises engagements and participation.

Training Program

Costa Mesa staff that participate in emergency activities in the Emergency Operations Center (EOC) or at the field level will maintain minimum training competencies pursuant to the SEMS approved course of instruction. SEMS training is on-going to ensure all emergency response personnel are trained in SEMS and oriented to the Emergency Operations Plan. Training will be scheduled as needed and to accommodate personnel changes.

The objective of the training program is to train and educate public officials, emergency response personnel and the public. Costa Mesa will use a combination of classroom training and applied scenario play to build and maintain EOC and disaster operations capabilities. Training opportunities will be provided annually and as needed to maintain readiness and operational familiarity.

Approved SEMS Introductory, EOC and ICS Field Level Courses are available for personnel who will perform a SEMS function in the EOC or in the field. Minimum training competencies are identified in the approved SEMS courses as performance objectives. The SEMS training program includes copies of the training materials, instructor syllabus, lesson plans, student notebook, tests and applicable exercise activities. The name of the course, instructor, location and date of the course will be included in the training record. Copies of SEMS training records and training program

materials will be available through the City of Costa Mesa Office of Emergency Management.

Maintenance of the individual training records will be kept for as long as the person is employed. Records of personnel involved in an actual emergency are archived for five years after the close of a disaster. Class rosters are kept in hard copy as well as an electronic training database maintained by the City of Costa Mesa Office of Emergency Management.

Exercise Program

To complement the training program as well as maintain the skills of experienced EOC personnel and validate operational procedures, exercises are conducted annually and as needed. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. Costa Mesa will use and participate in a variety of exercise types. Differing the exercise type allows for different levels of engagement and challenges the student in different ways. Costa Mesa will organize and participate in the following types of exercise.

NOTE: The opportunity for more elaborate exercise types may be influenced or dependent on funding and staff availability:

- **Seminars/Orientations:** Seminars are commonly employed to orient participants to or provide an overview of authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a low-stress environment employing a number of instruction techniques, such as lecture, multimedia presentations, panel discussions, case study discussions, expert testimony, and decision support tools.
- **Workshops:** Workshops usually focus on having attendees develop a product. It is common to organize attendees into functional groupings aided by facilitators or use breakout sessions. Final results are often presented and approved in a plenum session.
- **Tabletop Exercises (TTXs):** TTXs are intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures, or to assess types of systems needed to guide the prevention, response to, and recovery from the defined event. TTXs can also be used to solve a specific problem. TTXs are typically aimed at facilitating the understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude.

- **Drills:** A drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.
- **Functional Exercises (FEs):** The FE is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. It is generally focused on exercising the plans, policies, procedures, and personnel of the direction and control nodes of incident command and unified command. Generally, events are projected through an exercise scenario with event updates that drive activity at the management level. The movement of personnel and equipment is simulated. The FE simulates the reality of operations in a functional area by presenting complex and realistic problems requiring rapid and effective responses by trained personnel in a highly stressful environment.
- **Full-Scale Exercises (FSEs):** In an FSE, response elements are required to mobilize and deploy to a designated site or locale in response to a simulated incident, generally for an extended period. Actual mobilization and movement of personnel and resources are required to demonstrate coordination and response capability. EOCs and field command posts are activated. The FSE is the largest, most costly, and most complex exercise type and may involve participation at the state, local, regional, and federal level. Although pre-scripted events may be used, the exercise is primarily driven by player actions and decisions. The FSE is used to evaluate the operational capabilities of systems, functional interfaces, and interactions during an extended period. It involves testing a major portion of operations plans and organizations under field conditions.

Annexes and Appendices are developed to support and compliment this Base Plan.
Annexes and Appendices may be presented in separate volumes.

Annex

- Hazard Specific Actions

Appendices

- One - Position Checklists
- Two - Operational and Administrative Processes
- Three - Forms
- Four - Resource Directory
- Five - Acronyms/Glossary of Terms
- Six - References
- Seven - SEMS Supporting Documents



City of Costa Mesa

Emergency Operations Plan

Appendices

July 2013

Annex

Hazard Specific Actions

The sections that follow discuss only the specific issues and those items that are different from normal operations. Normal operations are included in the Emergency Operations Plan (EOP), Base Plan.

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Terrorism (War, Civil Disturbance/Riots)	24

Aircraft Incident

John Wayne Airport is contiguous to Costa Mesa but is under the jurisdiction of the Orange County. The airport has its own emergency plan - John Wayne Airport Emergency Response and Recovery Plan. Because the airport is adjacent to Costa Mesa, an incident within Costa Mesa will put Costa Mesa as the first responders. In all situations, it is likely that mutual aid will be executing for an incident of this type. According to the past planning efforts, the City may assist in public information, law and fire operations and support to field operations, and participate in debriefings and after action reports.

Planning Assumptions:

- There is a potential for an aviation accident in Costa Mesa and Orange County.
- Experience with recent aviation accidents demonstrates there is a need to coordinate with the local, state, and federal responders that will converge in the event of an aviation disaster.
- The Orange County Board of Resolution names the Orange County Fire Authority as the Director of Emergency Services/Operational Area Coordinator for a Mass Casualty Incident and Hazmat. The Orange County Board of Resolution names the Orange County Sheriff as the Director of Emergency Service (DES) for terrorism events. Unified Command will be utilized for aviation incidents involving all aspects listed above.
- The National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act of 1996 for Aviation Disasters assigns responsibilities and describes the airline and Federal response to an aviation crash involving a significant number of passenger fatalities and/or injuries. In addition, the John Wayne Airport has an Emergency Operations Plan, the Orange County Fire Chiefs' Association has a Marine (Air/Sea) Disaster Response Plan, and the American Red Cross has an Aviation Response Annex. These plans coordinate support at the State level during an Orange County incident.
- Operations will be time phased as follows:
 1. Immediate Response – The immediate response by emergency management operations will include Operational Area organizations and appropriate state and federal agencies.
 2. Recovery – The OA will provide leadership, structure, and coordination for the rapid recovery and restoration of OA Members' facilities and services.

Per the draft Orange County and Operational Area Emergency Operations Plans Aviation Accident Annex 2006, an aviation accident will require multi-agency, multi-discipline coordination at all levels, including first responders. A unified command will be established from the various agencies with responsibility for the

incident. The unified command will facilitate coordination among agencies and disciplines. When activated, the Orange County EOC will have scheduled briefings for EOC staff and other emergency response personnel. The Emergency Management Bureau will be responsible for management of EOC operations.

Areas of special concern may be:

- Protection of life, property and the environment
- Alerting and warning the public including the special populations
- Evacuation
- Emergency Medical operations
- Care & shelter
- Search and Rescue operations including water rescues
- Environmental and public health concerns
- Wreckage and debris handling/removal
- Mental health support and psychological operations
- Mass fatality management
- Media/Public Information Coordination

The Coast Mesa Fire Department would address fire suppression, rescue operations, emergency medical care and triage, and hazardous materials control, as usual, but specifically in accordance with Orange County Fire Chiefs Association, Orange County Fire Services/Operational Area Plan, Annex, Section 6, Marine Air/Sea Disaster Response Plan. Other Costa Mesa entities provide assistance as under the EOP or as requested under mutual aid.

Care and Shelter

In addition to normal EOC Operations Section, Care and Shelter Branch functions, Aircraft Incidents that involve mass fatality involve the coordinating of a Family Assistance Program. The Airlines, with assistance from the National Transportation Safety Board (NTSB), and the American Red Cross will be responsible to meet the provisions of the Aviation Disaster Family Assistance Program, however support may be required by local government. Aviation Disaster Family Assistance Program requirements are as follows:

- Initial Notification of victim's family
- Recovery and identification of remains
- Return of personal effects
- Providing information

Earthquake

A significant earthquake disaster that impacts Costa Mesa will likely impact adjacent cities as well. In this case many of the hazard-specific actions will be coordinated and/or lead by the Operational Area. These actions, which typically do not follow jurisdictional boundaries and/or require coordination include:

- Alert and Warning
- Public Information
- Evacuation
- Search and Rescue
- Sheltering and temporary housing
- Debris Removal
- Crisis Counseling

Public Information

All public notifications with broader impact than Costa Mesa will be coordinated with the OA and other impacted jurisdiction.

Costa Mesa may request the utilization of the Orange County Information Hotline as the identification phone number for residents and businesses to call to obtain additional information. Costa Mesa must send a copy of the AlertOC script to the OA EOC before the message is launched, if possible.

Search and Rescue

Light rescue operations will follow standard procedures. If heavy Search and Rescue (Urban Search and Rescue) is required, mutual aid will be requested.

Within Costa Mesa, rescue is coordinated by the EOC Operations Section, Fire Operations Branch (or the Fire Department if the EOC is not activated).

Sheltering and Mass Care (and Crisis Counseling)

Sheltering and Mass Care will follow standard procedures. In a large earthquake event, sheltering could be a major undertaking requiring regional coordination. Alternate sheltering (shelter-in-place) or temporary housing options may need to be considered, each of which require additional planning, possible permit waivers and thoughtful city and regional planning.

Within Costa Mesa, sheltering and mass care are coordinated by the EOC Operations Section, Care and Shelter Branch (or the Public Services Department/Recreation if the EOC is not activated). After a disaster affecting

Orange County, the OC/OA Operations Section, Care and Shelter Branch Director is filled by a designee of the Orange County Social Services Agency.

Debris Removal

Disaster debris management and removal can generate a significant portion of the local recovery cost after major disasters. Debris removal must be given one of the highest priorities after saving lives. No community's recovery can succeed if debris removal is not accomplished as quickly as possible following a disaster and is the quickest and most effective way possible to ensure the speediest return to a community's health and well being.

Historically, disaster debris was either buried or burned. Consequently, landfill capacities were depleted, air pollution was created and disposal sites were established without proper environmental considerations. The main goal of disaster debris management is to reuse, recycle and reduce the debris to lessen the impact on landfills, the environment and speed the recovery process.

Debris generated from an earthquake includes construction and demolition materials, human remains, personal property, animal carcasses, household hazardous waste, metals, white metals, landslide debris, electronic debris, and vehicles/RVs/Boats.

In Orange County, there are three County run landfills: for public access Olinda Alpha, Prima Deshecha and for commercial use, Frank R. Bowerman. Each of these landfills has considerable areas of land that could be used to establish a temporary debris storage separation site. Orange County also has 6 transfer stations and 4 household hazardous waste collection centers located in Anaheim, Huntington Beach, Irvine and San Juan Capistrano. These additional facilities would greatly aid in the debris management effort.

Within Costa Mesa, debris removal is coordinated by the EOC Operations Section, Public Service Branch (or the Public Services Department if the EOC is not activated). After a disaster affecting Orange County, OC Public Works will be the lead in debris management, working with the OC Waste and Recycling, the Health Care Agency and the Orange County Fire Authority. (Per the County of Orange and Orange County Operational Area Emergency Operations Plan, Dam/Reservoir Failure Annex)

Some major considerations for debris management during the response and recovery phases are:

- Prioritizing the clearing of essential roadways.

- Coordinating and track resources, as well as documenting costs.
- Identifying and establish debris temporary storage and disposal sites.
- Creating policy to collect, store, reduce and dispose of debris.
- Addressing legal, environmental and health issues related to debris removal.
- Beginning intensive public information program.
- Establishing necessary audits of contactors.
- Beginning debris storage sites restoration actions.

Energy Failure (Stage III)

A significant energy failure disaster that impacts Costa Mesa will likely impact adjacent cities as well. In this case many of the hazard-specific actions will be coordinated and/or lead by the Operational Area. These actions, which typically do not follow jurisdictional boundaries and/or require coordination include:

- Alert and Warning
- Public Information
- Evacuation (medical)
- Cooling Stations

All the above involve following standard procedures. However if essential use customers are effected, special planning or immediate response actions may be required to facilitate communications, manually direct traffic or other navigation, support medical patients or facilitates dependent on electricity with life support or evacuations. In this extreme case mutual aid or other assistance may be required.

Fire (Urban and Wildland-Mutual Aid)

In most scenarios, standard procedures prevail. In extreme cases or conflagrations mutual aid and other assistance may be required. A significant fire that impacts Costa Mesa will likely impact adjacent cities as well. In this case many of the hazard-specific actions will need to be coordinated. These actions, which typically require coordination include:

- Alert and Warning
- Public Information
- Evacuation
- Sheltering
- Debris Removal

Flooding (Dam Failure, Mud/Landslide, Tsunami/Hurricane)

The goal of this Annex is to ensure a coordinated response to flooding due to, heavy rains, landslides, tsunami, and dam/reservoir failure due to earthquakes, blockages, lack of maintenance, improper operation, poor construction, vandalism and terrorism. In most cases interagency coordination in accordance with the City of Costa Mesa Emergency Operations Plan, County of Orange and Orange County Operational Area Emergency Operations Plans and the California Emergency Services Act will occur between, adjacent cities, special districts, dam/reservoir owners and the Operational Area.

Localized flooding within Costa Mesa is common and occurs in the north, east and west sides of the City which are primarily dominated by runoff that originates from neighboring jurisdictions and is transported through or adjacent to the City. The natural slope and topography of the City greatly assists in its drainage patterns. In two places in the City, water may actually drain in four different directions, but have small drainage areas. This means that uncontrolled runoff is not as hazardous because of the lower water concentrations. Channels in the local drainage facilities are designed to provide a measure of control for storm water generated within Costa Mesa for a ten-year storm, capable of handling of 25-year or 100-year storm runoff. Minor flooding will occur when local flows exceed the system's capacity or if inlets plug with trash and debris. The map below shows the flood hazard zone per the City of Costa Mesa 2000 General Plan.

FLOOD HAZARD AREA



LEGEND

-  500 YEAR FLOOD ZONE
-  100 YEAR FLOOD ZONE

SOURCE: FLOOD INSURANCE RATE MAP, PANEL 37 OF 81, MAP # 06059C0037 F, JUN 14, 2000
 PANEL 38 OF 81, MAP # 06059C0038 F, JUN 14, 2000
 PANEL 46 OF 81, MAP # 06059C0046 F, JUN 14, 2000
 PANEL 54 OF 81, MAP # 06059C0054 F, JUN 14, 2000
 PANEL 47 OF 81, MAP # 06059C0047 E, SEPT. 15, 1989
 PANEL 55 OF 81, MAP # 06059C0055 F, SEPT. 15, 1989



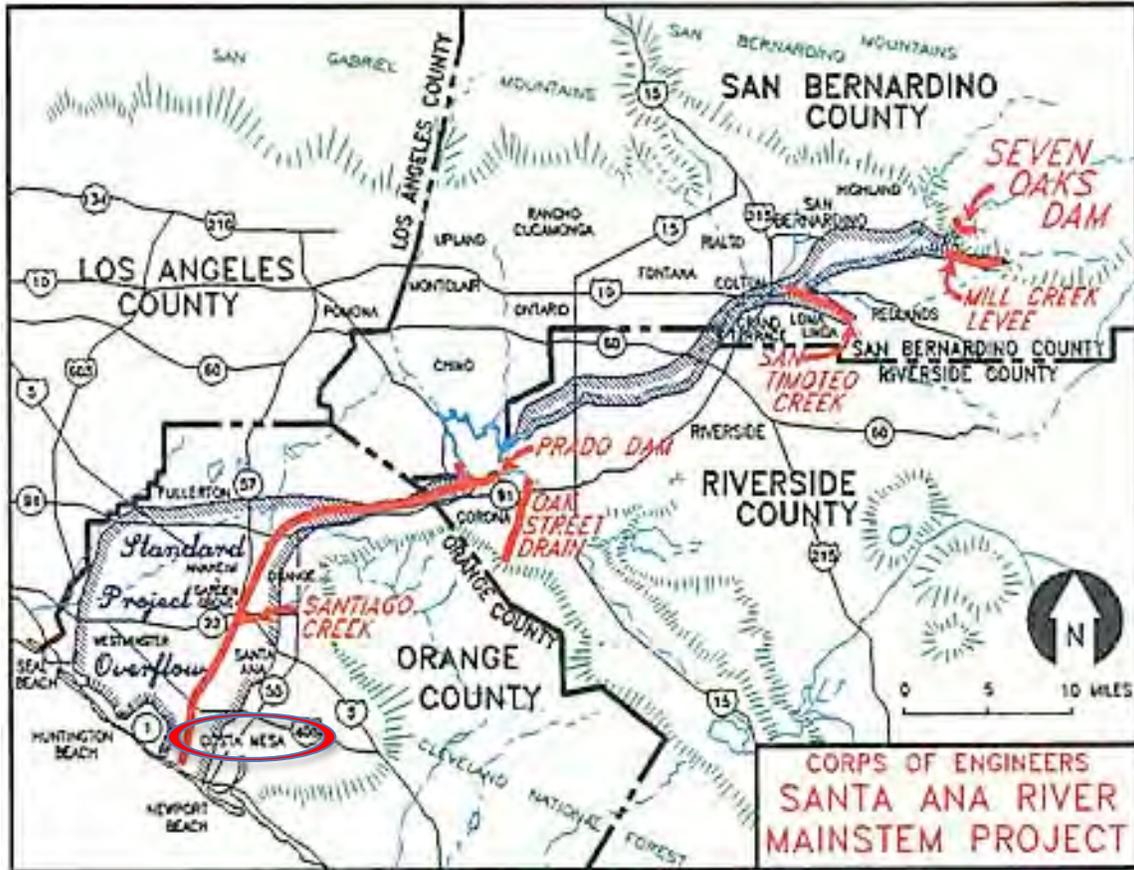
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EXHIBIT SAF-6

The largest threat to Costa Mesa is a dam breach within the Santa Ana River Basin. The Santa Ana River flows through San Bernardino, Riverside, and Orange Counties, forms the western boundary of Costa Mesa and discharges into the Pacific Ocean just north of Newport Beach. The Santa Ana River Basin has been

identified as having one of the worst flooding potentials west of the Mississippi River. An extensive network of rain gauges and water-level sensors has been established in the Upper Santa Ana River Basin by the Corps of Engineers, San Bernardino, Riverside, and Orange Counties. This network of sensors runs from the San Gabriel, San Bernardino, and San Jacinto Mountains to Santa Ana.



Note: In June 2000, FEMA's National Flood Insurance Program Flood Insurance Rate Map (FIRM) re-classified this area down, due to the Santa Ana River Mainstem Project of channel and bridge widening, and the construction of the Seven Oaks Dam, (Nov 1999), located 40 miles upstream of the Prado Dam on the Santa Ana River. The potential for a 100-year flood in Costa Mesa now lays predominately *within* the flood channel.

A significant flooding disaster that impacts Costa Mesa will likely impact adjacent cities as well. In this case many of the hazard-specific actions will be coordinated and/or lead by the Operational Area. These actions, which typically do not follow jurisdictional boundaries and/or require coordination include:

- Alert and Warning
- Public Information
- Evacuation
- Search and Rescue
- Sheltering
- Debris Removal
- Crisis Counseling

Costa Mesa planning assumptions include:

- Costa Mesa resides in the Orange County Street, Storm Drain & Flood Control Map Sections 37, 38, 46, 47 and 54.
- In planning for potential flooding, a broad approach fits the needs of the City.
- A flooding event can result from a number of natural or human caused threats.
- Media coverage and Emergency Alert System (EAS) messages may cause the public to call 911 or other emergency number for more information.
- Heavy use of telephones by the public may impact the ability of public safety agencies to communicate and to warn the public.
- There are no educational and care facilities such as schools, hospitals or nursing homes located within inundation risk areas.
- Special considerations for warning and evacuation are completed through collaboration with police, fire, emergency medical services, and school districts.
- The City and Flooding Annex is:
 1. Based on the Emergency Operations Plan, procedures and organizations.
 2. Focused on issues unique to the hazard including notification, alert & warning, evacuation, large capacity shelter operations, search and rescue, debris removal and crisis intervention counseling.
 3. Based on the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS).

Alert and Warning

The National Weather Service (NWS) provides warnings for weather, hydrologic and climate needs for the United States, its territories, adjacent waters and ocean areas. Orange County (and Costa Mesa if directly impacted) receives NWS notifications from the San Diego Forecast Office, which prepares any necessary warning for a portion of Southern California. Operations run continuously 24 hours day, 365 days a year. During a “Flash Flood” event the NWS will activate the Emergency Alert System (EAS) for Watches and Warnings.

NWS Definitions

Flood Warning (River)	Mainstem river or tributary flow rates exceed the flood flow rate or are forecast to exceed the flood flow rate as indicated in river forecasts from the CNRFC -OR- The magnitude of the flood changes to a higher category (i.e., minor to moderate, moderate to major) -OR- A dam has failed in such a way that the release of water will cause the downstream river to slowly rise and flood
Flash Flood Watch	Hydrometeorological conditions that support the possibility of rapid onset of flooding - usually within 6 hours of intense rainfall - during the next 36 hours -OR- When rainfall intensity is likely to exceed USGS-forced flash flood guidance over any recent burn area. -OR- A dam failure is probable but not occurring or certain
Flash Flood Warning	Flash flooding that is either occurring or imminent that poses a threat to life and/or property -OR- When USGS-forced flash flood guidance is expected to be met or exceeded in the next 2 hours over recent burn areas -OR- Dam or levee failure
Flash Flood Statement	Updates, cancellations, or subtraction of areas to Flash Flood Warnings

Responsibilities

Costa Mesa Police Department is the lead agency responsible for alerting and warning the public of impending disasters. The Fire Department will assist in warning the public in flooding events.

Control One will notify Costa Mesa using standard notification protocols. OA and Costa Mesa emergency information, warnings and protective action instructions for a flooding events will be broadcasted to the public by one or more of the following methods:

- AlertOC
- Emergency Alert System (EAS)
- Route Alerting (vehicle mounted public address systems)
- Media Releases

In response to extreme weather conditions the Orange County Public Works Storm Operations Center opens to coordinate monitoring and response to threats of flooding, mudslides, and debris flows. The Orange County ALERT System (flood gauge network) provides continuous weather information to the Storm Center during its period of operation.

Operations

Costa Mesa EOC Director and Operations Section Chief are determined at the time of the event depending on staff availability and hazard. Operations.

For this type of emergency, OC Public Works is designated as the Operational Area Coordinator (OAC) in compliance with the Operational Area Agreement and will coordinate jointly with the County Executive Officer (CEO) who is the designated as the Director of Emergency Services (DES). OCSD Emergency Management Bureau provides support for emergency management functions and coordination.

Operational activities required for a flooding event include but are not limited to:

- Conducting Evacuation
- Conducting flood control initiatives (sandbagging, etc.)
- Conducting Search and rescue
- Planning and coordinating for:
 - Protective actions (sheltering/evacuation)
 - Shelters, Reception and Decontamination Centers
 - Transportation Assembly Points (TAPs)
 - Emergency medical operations
 - Access and Functional Needs Population requirements
 - Road closures/impairments
 - General safety and disaster information
 - Referral/telephone numbers of agencies that can provide additional public assistance B
 - Building access
 - Utility access rerouting
 - Water and waste water issues
 - Debris removal
- Identifying and isolating hazards
- Providing crowd control and perimeter security

- Cleanup, reentry and recovery operations
- Damage assessment
 - Reconnaissance of public infrastructure (channel repair, roads, bridges, facilities, and utilities)
 - Relay of Automated Local Evaluation in Real Time (ALERT) findings
- Facilitating temporary repairs

Public Information

All public notifications with broader impact than Costa Mesa will be coordinated with the OA and other impacted jurisdiction.

Costa Mesa may request the utilization of the Orange County Information Hotline as the identification phone number for residents and businesses to call to obtain additional information. Costa Mesa must send a copy of the AlertOC script to the OA EOC before the message is launched, if possible.

Evacuation

Evacuation operations will follow standard procedures. No additional considerations are outlined for a flooding event other than to focus on evacuation of inundation or flood hazard areas and route traffic accordingly.

Within Costa Mesa, evacuation is coordinated by the EOC Operations Section, Law Enforcement Branch (or the Police Department if the EOC is not activated). Should traffic diversion measures be required, coordination will occur with the following:

- California Highway Patrol (CHP), C
- California Department of Transportation (Caltrans),
- Orange County Sheriff's Department,
- Other adjacent and impacted local law enforcement agencies

To follow are the evacuation route established in the City of Costa Mesa 2000 General Plan, Safety Element.

Search and Rescue

Light rescue operations will follow standard procedures. No additional considerations are outlined for a flooding event other than to focus on evacuated or flooded areas. If heavy Search and Rescue (Urban Search and Rescue) is required, mutual aid will be requested.

Within Costa Mesa, rescue is coordinated by the EOC Operations Section, Fire Operations Branch (or the Fire Department if the EOC is not activated).

Sheltering and Mass Care (and Crisis Counseling)

Sheltering and Mass Care will follow standard procedures. No additional considerations are outlined for a flooding event other than to locate shelters and service centers outside inundation or flood hazard areas.

Within Costa Mesa, sheltering and mass care are coordinated by the EOC Operations Section, Care and Shelter Branch (or the Public Services Department/Recreation if the EOC is not activated). After a disaster affecting Orange County, the OC/OA Operations Section, Care and Shelter Branch Director is filled by a designee of the Orange County Social Services Agency.

Debris Removal

Disaster debris management and removal can generate a significant portion of the local recovery cost after major disasters. Debris removal must be given one of the highest priorities after saving lives. No community's recovery can succeed if debris removal is not accomplished as quickly as possible following a disaster and is the quickest and most effective way possible to ensure the speediest return to a community's health and well being.

Historically, disaster debris was either buried or burned. Consequently, landfill capacities were depleted, air pollution was created and disposal sites were established without proper environmental considerations. The main goal of disaster debris management is to reuse, recycle and reduce the debris to lessen the impact on landfills, the environment and speed the recovery process.

Debris generated from a flood inundation will closely resemble that of hurricanes. Typical types of debris are sediment, vegetative, animal carcasses, vehicles, and various household goods including hazardous materials/waste.

In Orange County, there are three County run landfills: for public access Olinda Alpha, Prima Deshecha and for commercial use, Frank R. Bowerman. Each of these landfills has considerable areas of land that could be used to establish a

temporary debris storage separation site. Orange County also has 6 transfer stations and 4 household hazardous waste collection centers located in Anaheim, Huntington Beach, Irvine and San Juan Capistrano. These additional facilities would greatly aid in the debris management effort.

Within Costa Mesa, debris removal is coordinated by the EOC Operations Section, Public Service Branch (or the Public Services Department if the EOC is not activated). After a disaster affecting Orange County, OC Public Works will be the lead in debris management, working with the OC Waste and Recycling, the Health Care Agency and the Orange County Fire Authority. (Per the County of Orange and Orange County Operational Area Emergency Operations Plan, Dam/Reservoir Failure Annex)

Some major considerations for debris management during the response and recovery phases are:

- Prioritizing the clearing of essential roadways.
- Coordinating and track resources, as well as documenting costs.
- Identifying and establish debris temporary storage and disposal sites.
- Creating policy to collect, store, reduce and dispose of debris.
- Addressing legal, environmental and health issues related to debris removal.
- Beginning intensive public information program.
- Establishing necessary audits of contactors.
- Beginning debris storage sites restoration actions.
- Coordination with utilities.

Authorities and References

- County of Orange and Orange County Operational Area Emergency Operations Plan, Dam/Reservoir Failure Annex and its associated references.
- US Army Corp of Engineers Emergency Action and Notification Subplan – Prado Dam 2008
- FEMA Federal Guidelines for Dam Safety, Emergency Action Planning for Dam Owners 2004
- FEMA Federal Guidelines for Dam Safety, FEMA glossary of terms 2004
- California State Law – California Government Code 8589.5
- OC Public Works Maps and Inundation Studies

Hazardous Materials

A significant Hazardous Materials (HazMat) incident that impacts Costa Mesa will likely impact adjacent cities as well. Detailed response procedures are contained in the Costa Mesa Fire Department Hazardous Materials Area Plan, and/or the Orange County/Cities Hazardous Material Emergency Response Plan. In summary:

- The Fire Department would address on-scene management responsibility in both public and private areas, rescue, spill containment, emergency medical operations, and coordination with cleanup operations.
- The Police Department would address alert and warning, evacuation, traffic and crowd control and area security.
- The Public and Development Services Departments would address support to spill containment, damage reconnaissance, damage assessment and care and shelter operations.

In a HazMat incident, the following actions, which typically do not follow jurisdictional boundaries, will require coordination with adjacent jurisdiction and the OA:

- Alert and Warning
- Public Information
- Evacuation
- Sheltering

Health Emergency (i.e., Epidemic/Pandemic)

The County Health Officer, or designee, will serve as the Operational Area Coordinator (OAC) during a disease outbreak response. The Orange County Health Officer (Health Care Agency-HCA) is responsible for coordinating response activities within the Operational Area, if requested, and to work closely with OA Members to ensure a coordinated incident response. HCA will have the primary responsibility for activating its response strategy at the level appropriate to the specific disease agent based on the disease outbreak characteristics described and will comply with NIMS/SEMS. The Operational Area Disease Outbreak Response Annex 2010 provides additional information on an Orange County and OA response.

A significant health emergency that impacts Costa Mesa will likely impact adjacent cities as well. Costa Mesa has no public health governmental responsibilities and is under the jurisdiction of the Orange County Health Care Agency. In this case many of the hazard-specific actions will be coordinated and/or lead by the Health Care Agency or the Operational Area. Emergency management goals in response to a disease outbreak are multi-faceted, involving every sector of the emergency response community and every level of emergency management (federal, state, operational area, county, city, public and private school districts, special districts, and community based organizations). OA and Costa Mesa response activities will focus on:

- Implementing recommendations and taking actions to reduce or delay transmission of the disease among employees and the community. Operational Area Disease Outbreak Response Annex 2010, Attachment 3: Community Containment Strategies for types of actions and recommendations that may occur in response to a disease outbreak.
- Maintaining mission-critical operations and services.
- Minimizing social disruptions and the economic impact of a disease outbreak.
- Maintaining situational awareness and supporting surveillance activities.
- Providing security to support infection prevention, control, and treatment activities.
- Coordinating and providing transportation to support infection prevention, control, and treatment activities.
- Coordinating delivery of food and other essential items to public distribution sites if supplies limited or regular distribution interrupted.
- Coordinating communications and disseminating consistent public information announcements. Operational Area Disease Outbreak Response Annex 2010, Attachment 4: Risk Communications has additional information regarding communications during a pandemic influenza.

- Responding to mutual aid requests.
- Identifying facilities and providing logistical support for mass care, healthcare surge, and mass prophylaxis.
- Providing personal protective equipment, and providing supporting services and policies for emergency responders.
- Coordinating and supporting a surge in mortuary, funeral services,
- Coordinating volunteer support for operations.
- Coordinating information with Operational Area and other OA jurisdictions.

Costa Mesa will continue to participate in ongoing collaborative planning and preparedness activities with the OA, HCA and community stakeholders.

High Winds/Tornados

In most scenarios, standard procedures prevail. In extreme cases mutual aid and other assistance may be required. A significant wind event or tornado that impacts Costa Mesa will likely impact adjacent cities as well. In this case many of the hazard-specific actions will need to be coordinated. These actions, which typically require coordination include:

- Alert and Warning
- Public Information
- Evacuation
- Sheltering
- Debris Removal
- Utility Coordination

San Onofre Nuclear Generating Station (SONGS)

A SONGS event that impacts Costa Mesa will impact adjacent cities as well as Orange County as a whole. In this case many of the hazard-specific actions will be coordinated and/or lead by the Operational Area. These actions, which typically do not follow jurisdictional boundaries and/or require coordination include:

- Alert and Warning
- Public Information
- Evacuation
- Sheltering
- Reception Centers
- Decontamination
- Protective Action Recommendations

Below are the Emergency Response Actions (summarized) from the SONGS Plan.

Notifications

It is assumed that Costa Mesa as the host city for the Reception Centers at the University of California (UCI) and Orange Coast College (OCC) will assume the responsibility for notification of the school sites and activating the Costa Mesa Police Department and Fire Department when contacted by the County of Orange/Operational Area, Care and Shelter Coordinator or designee. It is also assumed that Costa Mesa, UCI and OCC will provide staff to support the operation of the Centers. The assigned responsibilities to Costa Mesa, UCI and OCC as stated in the SONGS plan include the following:

- Notifying School Districts, local law enforcement and fire of the activation of the Reception Center and (Auxiliary) Decontamination Centers in their city; provide staffing to the sites.
- Assisting ARC Liaison in identification of and activation of additional congregate center sites.
- Support setup and on going operations for evacuee monitoring decontamination and registration and short term care, while ensuring protection of facility and City property and interests.
- Support demobilization of facility.

Reception and (Auxiliary) Decontamination Center Responsibilities

Each activated Reception and Auxiliary Decontamination Center needs to have the following services in place or identified before the arrival of evacuees. The Coordinator shown in parenthesis denotes the entity responsible for these services.

- Security and Traffic Control (Costa Mesa/UCI/OCC campus security).

- Radiological Monitoring (all centers) and Decontamination of Emergency Workers and equipment (HCA/Environmental Health Department in coordination with Costa Mesa Fire Department).
- Fire Services (Costa Mesa Fire Department).
- Medical Services (Medical Coordinator).
- Public Health Services (Public/Environmental Health Coordinator).
- Registration and Evacuee Tracking (ARC Liaison).
- Animal Control (Animal Control Coordinator- *Costa Mesa Police Department*)
- Crisis Counseling (ARC Liaison and Mental Health Coordinator).
- Communications with the County/OA EOC (Communications Coordinator- Costa Mesa Police Department and/or *MESAC volunteers*).

Support Organization and Disaster Service Workers

The Orange County Emergency Organization includes, or is augmented by, the following personnel, and as such, they become Disaster Service Workers as defined in the State Labor Code: all public employees, employees of special districts (schools, utility, transit, etc.), personnel of private agencies and organizations which control essential emergency resources, auxiliaries, volunteers, and persons impressed into service by appropriate legal authorities.

Supporting Organizations to the Orange County Emergency Organization included, but are not limited to: Southern California Edison, owners and operators of San Onofre Nuclear Generating Station (SONGS), counties and cities within the State of California, State of California, federal agencies, available military forces, American Red Cross, and Civil Air Patrol.

Mutual Aid, including personnel, supplies, and equipment, will be provided in accordance with the California Master Mutual Aid Agreement. Mutual Aid between the County of Orange and other local jurisdictions will be coordinated by the following Orange County agencies: Fire Authority, Sheriff's Department, Health Care Agency/Emergency Medical Services, Public Facilities and Resource Department, County Sheriff's Department/Emergency Management.

Emergency Assignments and Requirements

- Southern California Edison and San Diego Gas and Electric companies have the primary responsibility for the management of all onsite activities, responses, and coordination.
- Emergency operational requirements may significantly depart from the pre-emergency routine. Non-essential government and private activities may be curtailed or terminated, depending on the conditions and requirements of the emergency situation.

- The assignment of tasks to local agencies ensures essential offsite emergency functions are performed by the agencies, which are most familiar with the local impact of the situation.
- Costa Mesa and counties, schools, and special districts are responsible for emergency operations within their respective jurisdictions, but will coordinate decision-making and response activities with each other, and the County as needed.
- Costa Mesa and counties, schools and special district will designate representatives (Liaisons) to provide for planning, operational liaison, and coordination of those activities to be conducted by another level of the Emergency Organization within their respective jurisdictional boundaries.
- Military units assisting any Emergency Organization may be assigned tasks by the jurisdiction they are assisting, but will remain under military command.
- All Disaster Service Workers are responsible for protecting themselves during an emergency.
- The general public is responsible for taking actions based on information, advice, and instructions issued by the affected jurisdictions.

Other Responsibilities

- The County provides the health and radiological monitoring/assessment services to all cities in the County.
- The plans developed by the County of Orange will outline the coordinated planning efforts undertaken with all jurisdictions and agencies responsible to, or impacting upon the County.
- Each agency directly involved in this plan should maintain current SONGS Procedures, and should ensure that persons with assigned tasks therein are aware of their responsibilities, are properly trained, and are equipped to accomplish their assigned tasks.

Terrorism (War, Civil Disturbance/Riots)

This annex does not presume to predict the full range and depth of terrorism consequences. Terrorist incidents or action may require less physical action and more policy decision-making. Depending on the scope of the incident, Costa Mesa will rely on the services of the Operational Area and out-of area resources in the case of a terrorism or war incident.

The City's local emergency response organization will include established emergency response plans and adhere closely to the federal government's (Homeland Security) protective measures in response to terrorism and war. If the federal government identifies a particular location or type of location as a potential target, additional preparations may be directed, as determined by the Costa Mesa officials. All efforts will be made to disseminate information that is pertinent to the safety and security of the community, including information provided by website and a call-in information line.

Capabilities and Resources

The City of Costa Mesa Fire and Police Departments have increased their capabilities to respond to chemical, and radiological incidents by the acquisition of specialized personal protection equipment (PPE). This equipment includes Class C chemical suits, two types of canister air masks respirators, radiological dosimeters. Both departments offer first responder training in hazardous materials.

The Orange County Sheriff's Department has implemented a Terrorism Early Warning Group (TEWG) to address threats and potential threats to Orange County. The TEWG coordinates with private, local government, state and federal officials regarding terrorism preparedness. The public is also encouraged to contact them regarding suspicious activities. They participate in various meetings and drills, coordinate with the state's Multi-Agency Regional Advisory Committee (MARAC) on terrorism intelligence and preparedness issues. The TEWG disseminate National Terrorism Advisory System notifications and other information to the Operational Area (primarily through email) as needed. In an emergency, the TEWG would respond according to current departmental SOPs, but would also participate in the County/Operational Area EOC in terrorism related incidents.

In a biological incident, the Orange County Health Care Agency (HCA)/Environmental Health (EH) and Public Health Services (PHS) are the primary response agencies. Measures and action-proposals for the management of a bio-terrorism event involve Early Recognition and Epidemiological

Surveillance and Mass Immunization/Prophylaxis (see MMRS below). If needed, activation of response plans would be implemented to control and contain disease spread, to provide treatment and implement decontamination procedures, or mass prophylaxis, if appropriate. The Metropolitan Medical Response System (MMRS), is comprised of the Orange County Fire Authority, and the Cities of Santa Ana, Anaheim, and Huntington Beach, and can be call-out in response and utilize pharmaceutical caches and chemical antidotes obtained from the Department of Health and Human Services in an emergency.

If needed, the Strategic National Stockpile (SNS) could be requested from the Center for Disease Control (CDC) to provide a 12-hr Push Pak to augment and support MMRS efforts. The SNS is managed by the CDC and is meant to augment state resources. Deliveries are coordinated with airfields and local government. Orange County's primary receiving port is John Wayne Airport. It is then dispatched to a hanger to be broken down and transported to the local distribution centers, for distribution to the public. It is the responsibility of local government for security, transportation, storage, and breakdown distribution to individuals, including how to transport the materials from the airports to distribution sites, which will make up these unit dosages and distribute them. The Costa Mesa local distribution center, has yet to be determined.

Appendix One

Position Checklists

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ALL EOC STAFF

Primary Responsibility: All EOC Functional Positions

YOUR RESPONSIBILITY:

Be familiar with and review ALL EOC STAFF checklists and the checklist that pertains to your assigned EOC Function. Staff in leadership positions are responsible for and should be knowledgeable of all position functions subordinate to them.

READ
All EOC Staff Checklist and Position Specifics Checklist
AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

SECTION START UP ACTIONS

- Check-in upon arrival at the EOC.
- Report to EOC Director. Obtain a briefing on the situation.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities. Clarify any issues regarding your authority and assignment and what others in the organization do.
- Identify yourself by putting on the vest with your title/ID. Print your name on the EOC organization chart next to your assignment.
- Determine 24-hour staffing requirements.
- Request additional resources through the appropriate EOC Logistics Section as needed.
- Coordinate financial matters through the EOC Finance & Administration Section as needed.

- Based on the situation as known or forecast determine likely future Section/Branch/Group/Unit needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Open a position log and maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

GENERAL OPERATIONAL DUTIES

- Develop a plan for your Section/Branch/Group/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Section/Branch/Group/Unit Position. Maintain current status reports and displays.
- Keep the Section/Branch/Group/Unit Head advised of your status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to Section/Branch/Group/Unit Head.
- Provide updated information to the Planning/Intelligence Section.
- Establish operating procedure with the Logistics Section/Communications Units for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward to the Section/Branch/Group/Unit Head.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Action Planning meetings as requested.

- Attend Section planning meetings. Provide report on Branch/Group/Unit status, new developments and limitations that might affect the overall goals, objectives and assigned tasks of the EOC Action Plan.
- Ensure that all your Branch/Group/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief or designee at the end of each operational period or shift.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

DEACTIVATION

- Deactivate your Section/Branch/Group/Unit when authorized by the Section Chief or EOC Director.
- Release staff and/or volunteers as they are no longer required.
- Determine what follow-up to your assignment might be required before you leave.
- Ensure that any open actions are handled by your Section or transferred to other elements as appropriate.
- Close out forms, logs and reports. Ensure that any required forms or reports are completed prior to your release and departure.
- Obtain critical incident stress debriefing as directed or needed. Report to Section Chief or EOC Director if stress-related symptoms following the incident are observed in others.
- Be prepared to provide input to the After-Action Report.
- Leave forwarding phone number where you can be reached.

EOC MANAGEMENT SECTION

DIRECTOR of EMERGENCY SERVICES



Primary Responsibility: Chief Executive Officer

YOUR RESPONSIBILITY:

Responsible for the City's overall emergency management policy and coordination. The DES ensures the City Council is kept informed and brings all major policy issues to the Council for review and resolution.

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the City of Costa Mesa.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

ACTIVATION

- Obtain briefing and preliminary report from the Field Command on the extent of damage and estimates of major problems resulting from the emergency/disaster by whatever sources are available.
- Determine the operational status and appropriate level of activation based on situation as known.
- Authorize notification and mobilization of appropriate personnel for initial activation of the EOC.
- Advise Policy Group (City Council and Department Heads) of EOC Activation.

START UP ACTIONS

- Direct the implementation of the City of Costa Mesa's Emergency Operations Plan.
- Work with Policy Group to make appropriate declarations to alter city services or balance city services with EOC operations.
- Open position log and maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - o Messages received
 - o Action taken
 - o Decision justification and documentation
- Ensure that all **Departments** account for personnel and work assignments.
- Advise appropriate City Council members if conditions warrant. Obtain guidance or direction as necessary.
- Ensure that all policy decisions are documented.
- Confer with Policy Group/EOC Management Team to determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.

- Think ahead and anticipate situations and problems before they occur.

OPERATIONAL DUTIES

- Ensure personnel and equipment time records and record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period or shift.
- Make arrangements and delegate authority to alternate DES if 24 hour EOC Activation is necessary.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

MANAGEMENT AREA

- Develop and issue appropriate rules, regulations, proclamations and orders. If situation is beyond local control, initiate Emergency Proclamations as needed.
- Review existing emergency ordinances. Determine if they are adequate. Determine whether additional ordinances are required.
- Review lines of succession. Modify in terms of personnel available. Policy decisions may be needed to cover vacant positions in both City staff and City Council.
- Request that City Staff make notes of potential policy issues as they proceed with their emergency responsibilities and that appropriate reviews are made of potential liability to City from staff action plans.
- Assess impact on the public of City actions and adjust operations as warranted.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Establish City Hall hours of operation.
- Determine policy for priorities on City services restoration.

PUBLIC INFORMATION AREA

- Work with PIO and EOC Director to direct emergency preparedness and response actions and public safety communications to be broadcast to the public via County EOC-EAS System.
- In conjunction with the Public Information Officer:
 - o Ensure Emergency Public and Employee Information procedures are activated
 - o All public information announcements are coordinated through the PIO

- Procedures for information releases that affect inter-agency coordination are established
- Coordinate and conduct news conferences
- Review and authorize media releases
- Meet with visiting officials meetings and possibly attend incident site tours
- Ensure a rumor control program is implemented

DEACTIVATION

- Deactivate the EOC when emergency situation no longer requires activation. Determine and authorize termination of any local proclamations made.
- Close out forms, logs and reports. Ensure that any required forms or reports are completed prior to your release and departure.
- Obtain critical incident stress debriefing as advised or needed.
- Ensure all observed emergency worker stress-related symptoms reports are followed up by the Personnel Unit/Logistics Section or handled in accordance with departmental standard/emergency operations procedures.
- Be prepared to provide input to the After-Action Report.
- Re-direct City's focus on pursuing citywide recovery operations.

EOC POLICY GROUP



Primary Responsibility: City Council, CEO, City Attorney and Department Heads/Chiefs

YOUR RESPONSIBILITY:

Responsible for resolution of all policy issues, issuing emergency declarations, making requests to higher levels of government, supporting a unified message to the public as established by the PIO or JIC.

GENERAL DUTIES:

- Support Director of Emergency Services and EOC operations by serving or fulfilling duties for the City of Costa Mesa according to Municipal Code Title 6 Disaster Relief and Civil Defense.
- Assist in making executive decisions.
- Assist the DES and EOC Director in the development of rules, regulations, proclamations and orders.
- Determine and establish policies governing the operations of all City Departments, business, sales and other activities within the City during emergency periods.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

START-UP ACTIONS

- Coordinate with EOC Director to document respond and check in.
- Review your position responsibilities. Clarify any issues you may have regarding your authority and assignment and what others in the organization do and where to go for information and support.
- Obtain full briefing on situation. Briefings should include:
 - Current situation assessment.
 - Availability of communications.
 - EOC status and operational capabilities to-date.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Determine staffing to maintain a 24-hour operation as required.
- Ensure opening of a position log and maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - Personnel and time on duty and assignments
- Based on the situation as known or forecast, determine likely future Policy Group needs.
- Think ahead and anticipate situations and problems before they occur.

OPERATIONAL DUTIES

- Provide situation and information to the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Review EOC Action Plans to identify actions required by the Policy Group to support emergency operations.

- Brief your relief at shift change time, if applicable. Ensure that in-progress activities are identified and follow-up requirements are known.
- Refer all requests for emergency information to the EOC Director or Public Information Officer.
- Refrain as much as possible from direct involvement with Emergency Operations Center (EOC) activities. The Policy Group will be provided information updates through the DES and EOC Director.

DEACTIVATION

- Deactivate when EOC is deactivated.
- Determine what follow-up might be required before you leave.
- Ensure that any open actions are handled or transferred to other elements as appropriate.
- Close out forms, logs and reports. Ensure that any required forms or reports are completed prior to your release and departure.
- Obtain critical incident stress debriefing as directed or needed.
- Be prepared to provide input to the After-Action Report.
- Upon deactivation, support the DES in re-directing the City's focus towards pursuing citywide recovery operations.

EOC DIRECTOR

Primary Responsibility: Contingent (Fire or Police Department)

YOUR RESPONSIBILITY:

Responsible for providing overall leadership to the Emergency Operations Center and the Management Section. Responsible for overall emergency management operations and coordination through the joint efforts of City departments, other governmental agencies and the private sector.

GENERAL DUTIES:

- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC and with other levels of government.
- Manage initial recovery planning relating to any large-scale emergency or a disaster.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

ACTIVATION

- Obtain briefing and preliminary report from the field command post(s) on extent of damage and estimates of major problems resulting from the emergency/disaster by whatever sources are available. Monitor available communications to determine the situation in other areas.
- Follow-up on notification and mobilization of appropriate personnel for initial activation of the EOC.
- Work with EOC Coordinator to verify status and functionality of primary EOC. If damaged sufficiently to render it unusable, activate an alternate EOC.

START UP ACTIONS

- Confirm level of EOC activation.
- Assign staff to initiate check-in procedures. Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name. Check in and add name to the chart upon set up.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities. Identify yourself as the EOC Director by putting on the vest with your title/ID.
- Direct the implementation of the City of Costa Mesa's Emergency Operations Plan.
- Ensure the Orange County Communications and the Operational Area, and appropriate adjacent jurisdictions, are notified that the City's EOC is activated via telephone, fax, radio, email, WebEOC or any other means available.
- Open position log and maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation

- Requests filled
- Appoint and ensure that Section Chiefs are in place and staffing their respective sections.
- Ensure that the Management Section is staffed sufficiently as soon as possible.
- Request additional personnel to maintain a 24-hour operation as required.
- Prepare work objectives for Section staff and make staff assignments.
- Conduct initial briefing of incoming Section personnel. Briefings should include:
 - Current situation assessment.
 - Availability of communications.
 - EOC orientation (set-up, exits, restrooms, etc.)
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational periods and work shifts.
 - Ensure position logs are opened.
- Establish the frequency of briefing sessions and schedule first EOC Action Planning meeting.
- Coordinate and confer with DES and Policy Group. Request policy assistance and obtain guidance or direction as necessary.
- Ensure that all Policy, Management, General Staff and Section meetings and policy decisions are documented.
- Confer with EOC Management Team to determine:
 - What and where representation is needed at the field level and EOC from other agencies.
 - The need and authorization of any technical specialists required.
 - The need and authorization of the activation of volunteer resources, e.g., MESAC, VIPS, CERT, etc.
 - What telephone, radio, data and computer communications has been or needs to be established with involved jurisdictions at various SEMS levels.
 - Appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Review responsibilities of ALL sections/branches/groups/units.
- Based on the situation as known or forecast, determine likely future needs.
- Think ahead and anticipate situations and problems before they occur.

OPERATIONAL DUTIES

- Continually assess situation, and monitor overall activities and resources to assure that all appropriate actions are being taken.

- Ensure:
 - Sections update action plans and status reports to Planning/Intelligence Section
 - A current EOC Action Plan is available every operational period
 - Sections implement the EOC Action Plan as applicable
 - Sections provide adequate administrative and operational support to field and EOC operations
 - Periodic briefings are conducted (EOC and City Council)
 - Problems are resolved that arise in conducting Section/EOC responsibilities
 - Face-to-face communication is used in the EOC whenever possible
 - Decisions and policies are documented
 - Status displays are kept current
 - Additional resources are requested through the appropriate Logistics Section Unit

- Be a leader in EOC action planning meetings. Be prepared to receive current status information, new developments and limitations that might affect the overall goals, objectives and assigned tasks of the EOC Action Plan and make a list of key issues to be accomplished within the next operational period. Obtain input from agency representatives, technical specialists, and other EOC staff as needed.

- Ensure staff is monitored for signs of Critical Incident Stress and debriefings are implemented as needed.

- Provide situation and resources information to the EOC Planning/Intelligence Section on a periodic basis or as the situation requires.

- Monitor your Section activities and adjust Section organization as appropriate. Ensure internal coordination between section/branch/group/unit leaders. Resolve problems that arise in conducting your responsibilities. Ensure that your position logs and files are maintained, and Section personnel are maintaining their individual position logs.

- Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Ensure that all Section personnel and equipment time records and record of expendable materials used are provided to the Finance/Administration Section at the end of each operational period or shift.

- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

MANAGEMENT AREA

- Work with Section Heads to determine rules, regulations, proclamations and orders needed for emergency operations.
- Work with DES and Policy Group to develop and issue appropriate rules, regulations, proclamations and orders as requested by EOC Sections. If situation is beyond local control, initiate Emergency Proclamations as needed.
- Review existing emergency ordinances. Determine if they are adequate. Determine whether additional ordinances are required. Work with DES and Policy Group to develop and issue.
- In conjunction with the Safety Officer, establish and maintain a safe working environment.
- Establish procedure for on-duty staff to check on family status if the event has/could involve them.
- Ensure that proper security of the EOC is maintained at all times.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate. Ensure positive and effective inter-agency coordination.
- Ensure minutes are taken and permanent records kept for all Policy Group and Special Council meetings.
- Determine need for additional resources and/or support from the Operational Area, state or federal levels. Follow established procedures for obtaining additional resources and/or support as needed.

PUBLIC INFORMATION AREA

- Ensure provisions are in place for public safety communications.
- Work in conjunction with the Public Information Officer to ensure:
 - Emergency Public and Employee Information procedures are activated.
 - All public information announcements are coordinated.
 - Procedures for information releases that affect inter-agency coordination are established.
 - Review of media releases.
 - Ensure a rumor control program is implemented.

OPERATIONS AREA

- Consider implications of decision to warn or to initiate an evacuation order.
- Consider need for area evacuation beyond any ordered by on-scene responders if any additional threats are identified in the EOC - e.g. water reservoir or fuel tank failures are possible.

- Work with DES and Policy Group to develop and issue orders for evacuation and posting of all unsafe structures and areas.
- Determine if situation requires imposing a curfew. Work with DES and Policy Group to develop and issue.
- Be prepared for requests for emergency support from jurisdictions or volunteer agencies outside the City.

PLANNING/INTELLIGENCE AREA

- Develop overall strategy for response and recovery operations in EOC Action Planning meetings. The activities to be covered in an action planning meeting are:
 - Review of current priorities, situation status, accomplished tasks and objectives, and new developments.
 - Availability and status of ordered, enroute or staged resources and assigned responsibilities.
 - Review of any additional information from any other sources available.
 - Determine need for additional resources.
 - Discuss and resolve any internal coordination issues.
 - Setting of new priorities, objectives, assignments and tasks for next operational period.
 - Establish time of next operational period and for next action planning meeting.
 - Approve and authorize the implementation of the next EOC Action Plan.
- As appropriate, direct the Advance Planning and Recovery Planning Units of the Planning/Intelligence Section to begin addressing future actions and needs.

LOGISTICS AREA

- Establish what are reasonable emergency powers decisions regarding:
 - Housing the homeless.
 - Erecting temporary tent cities on public or private land.
 - Requisitioning all the portable toilets in the area.
- Determine as soon as possible whether to control critical consumables in retail and wholesale establishments. These could include:
 - Containerized drinking water stocks.
 - Emergency water substitutes: Carbonated beverages, beer, wine.
 - Non-perishable and perishable food stocks.
 - Gas and diesel fuel supplies.
 - Liquor.
 - Pharmaceuticals.
- Establish policy, if needed, regarding control over essential or short supply items such as:
 - Portable/battery operated radios.

- Portable toilets.
- Generators.
- Flashlights, batteries, candles.
- Gasoline lamps and camp stoves.
- Building materials.

- Evaluate Personnel policies relating to City employee use and scheduling for the emergency response and establish EOC staff relief criteria.

FINANCE/ADMINISTRATION AREA

- Determine the need and authorize establishment of Disaster Assistance Centers in conjunction with other Sections as needed.
- At the conclusion of the emergency, and following all financial audits, maintain records generated by the emergency.

DEACTIVATION

- Recommend deactivation of the EOC when emergency situation no longer requires activation. Coordinate termination of any local proclamations.
- Authorize Section Coordinators to deactivate sections, branches or units when no longer required.
- Notify Orange County Operational Area, adjacent jurisdictions and other EOCs as necessary of planned time for deactivation via telephone, fax, radio, email, WebEOC or any other means available.

EOC PUBLIC INFORMATION OFFICER



PRIMARY Responsibility: Contingent (CEO's Office, Police or Fire Department)

YOUR RESPONSIBILITY:

Responsible for providing incident-related information to the public and media. Responsible for coordination of all news/press releases. Ensures information released is consistent, accurate, timely and appropriate. Establishes media area; arranges for tours or photos of the incident. Participates as the lead for the City's Joint Information Centers or a member of Operational Area JIC.

GENERAL DUTIES:

- Function as the official media point of contact for all information relating to the emergency/disaster.
- Develop and provide the information essential for public direction and advice.
- Establish any media center required.
- Coordinate the rumor control function.
- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Coordinate visiting officials tours of the incident site as approved by EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Ensure that all departments, agencies and response organizations within the City are aware that they must coordinate release of emergency information through the PIO, the “Single Voice”, and that all press releases must be cleared with the DES and EOC Director before releasing information to the public/media.
- Provide periodic briefings and press releases by scheduling and posting times and locations in the EOC, Media Information Center and other areas as appropriate. Prepare special briefings to department directors and/or elected officials as requested. Conduct pre-interview briefings for City officials as necessary or appropriate.
- In coordination with the EOC Director:
 - Secure policy guidance at the beginning of shift and whenever needed during incident.
 - Obtain approval release of available information to public/media and any special information activities required.
 - Distribute copies of all press releases, statements, briefings, etc., as directed.
 - Obtain approval to access to the Emergency Alert System (EAS) and Coordinate with Communications Unit/Logistics Section.
 - Advise of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate
 - Advise of all items of advice or direction received from outside information sources (e.g., adjacent jurisdictions, county, operational area, etc.)
 - Coordinate specific events, e.g., press conferences, special meetings, interviews, escorted tours of impacted areas, etc. with media, adjacent jurisdictions or other government officials.
 - Obtain approval prior to responding to, or requesting, PIO EMMA requests.
- Coordinate with EOC Management Section to provide and obtain information relative to public information operations. Identify means for securing the information as it is developed. Coordinate with field response level PIOs for specific information.
- Develop Disaster Service Worker Advisory Program. Identify means and location for posting information. Also provide existing press releases so they may know or answer questions

regarding shelter locations, water distribution sites, sand bag locations, Disaster Assistance Centers, etc.

- Determine the need for a Costa Mesa Media Information Center or participate in/coordinate a Joint Information Center with adjacent jurisdictions and/or the Operational Area.
- If federal emergency response teams respond, coordinate activities with the appropriate government levels to ensure coordination of local, state and federal public information activities. Be prepared to provide, receive and coordinate public information activities with adjacent jurisdictions and the County of Orange/Operational Area as necessary. Be prepared to participate in a Joint Information Center (JIC) if requested.
- As determined, establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Announce safe access routes to Media Information Center.
- Establish a Rumor Control Program as necessary, which has the means for identifying false or erroneous information. Develop procedure to prevent or correct improper information from adversely impacting the response effort.
- Consider establishing a Hotline, or website information to answer inquiries from the public. Coordinate with EOC Logistics Section for staffing, workspace, telephones, materials, website work, etc. to efficiently handle incoming inquiries. Provide instruction to staff as needed (e.g. routing media and informational calls to the PIO, etc.)
- Prepare, update and distribute a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc. Provide to emergency response personnel as well as public.
- Support disaster inquiry operations – the how, where and when so the public can obtain information about relatives/friends in the emergency/disaster area.
- Maintain thorough documentation on all advisories, news releases prepared, released, distributed or voided. Ensure all documentation is numbered in sequence and accounted for.
- Activate a PIO Team as needed. This can include, fire, police, public works, or other departments and authorized volunteers as needed.
- Coordinate local cable broadcasts of emergency information/updates (Channel 24) with Communications Unit/Logistics Section either through the message board or live taping of the Mayor, Councilperson, DES, EOC Director, or other Department Directors as appropriate.
- Determine which radio and TV stations are operational in order to obtain information from, or provide information to. Monitor various media broadcasts for rumor control, new developments, and informational purposes.

- Coordinate with local jurisdictions and operational area, state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Ensure that all persons assisting in the public information function are kept advised of any sensitive information which should not be released until verified and authorized (e.g., names of casualties, etc.) Ensure confidentiality of sensitive information (names of casualties, etc.) is maintained without release prior to authorization by appropriate authority.
- Issue timely and consistent advisories and instructions for life safety, health and assistance that include, but are not limited to :
 - What **to do** and **why**.
 - What **not to do** and **why**.
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Weather hazards when appropriate.
 - Hazardous areas and structures to stay away from.
 - Sanctioned evacuation routes only, instructions and arrangements for persons without transportation or have AFN (non-ambulatory, sight-impaired, etc.)
 - Location of mass care shelters and reception centers, first aid stations, food and water distribution points, etc.
 - Local, state and federal Local Assistance Center (LAC) locations, opening dates, times to apply, and types of assistance available.
 - Status of Local or Governor's Proclamation or Presidential Declaration.
 - Public information hotline number(s) and website addresses.
 - Materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
 - Instructions on sanitation issues pertaining to potable water, human waste and spoiled food disposal, etc.
 - Location where volunteers can register and be given assignments.
 - Donations instructions.
 - Information on: pets, children's reactions, schools, changes in trash collection, etc.
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- Provide final points-of-contact for follow-up stories to media.

DEACTIVATION

- Release PIO Team, Hotline staff and/or volunteers, as they are no longer required.

EOC SAFETY OFFICER

Primary Responsibility: **Contingent (Fire or Police Department)**

YOUR RESPONSIBILITY:

Responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC.

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Monitor operations to reduce, minimize or eliminate liability to the City as much as possible.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Participate in briefings and policy deliberations when any liability issues are to be addressed.
- Keep the EOC Director advised of actions within your area of responsibility.
- Identify activities that may require detailed investigation after the event is controlled.
- Analyze the situation and identify any possible areas where City liability may become an issue e.g. oversights, improper response actions, sanitation issues, etc.. Determine the elements of the liability issue. Coordinate with all EOC Sections, and appropriate elements of City government as required.
- Seek EOC Legal Council as needed.
- Recommend actions to resolve or alleviate the situation - to include alternate operational procedures.
- Listen during incident updates to determine the impact of the event upon City operations.
- Advise EOC Security Officer of your function. Secure information regarding emergency conditions.
- Tour the entire facility area and determine the scope of on-going operations.
- Coordinate with the Logistics Section to ensure that training for personnel and volunteers includes safety and hazard awareness and is in compliance with OSHA requirements.
- Study the facility to learn the location of all fire extinguishers; fire hoses and emergency pull stations.
- Be familiar with any particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats.
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate with Security to obtain assistance for any special safety requirements.

- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims Unit of the Finance & Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

EOC SECURITY OFFICER

Primary Responsibility: **Police Department**

YOUR RESPONSIBILITY:

Responsible for security of EOC facility and controlling personnel access.

GENERAL DUTIES:

- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director and departmental standard and emergency operating procedures.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Determine current security requirements and establish staffing as needed.
- Provide security to EOC facility, personnel and equipment and supplies as appropriate.
- Maintain security communications at all times.
- Ensure identification is verified at check-in.
- Ensure all persons in the EOC maintain visible identification at all times.
- Relocate or remove to unauthorized persons from premises. Determine the need for further action and carry out as appropriate.
- Ensure incident site or EOC tours, public or media briefings, etc. have security present.
- Complete a radio or communications check with all on-duty security personnel as appropriate.
- Establish or relocate security positions as dictated by the situation.
- Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- Assist in EOC evacuation if required.
- Assist in sealing off any danger areas. Provide access control as required.
- Provide executive security as appropriate or required.
- Advise EOC Director of security issues and provide input and recommendations as appropriate.
- Coordinate with Logistics Section for additional staffing or activation of volunteers (VIPS) as appropriate.

EOC COORDINATOR



PRIMARY Responsible: **Police Department**

YOUR RESPONSIBILITY:

Responsible for ensuring the EOC maintains a state of readiness. Facilitates the overall setup and functioning of the EOC, coordinates with other departments and agencies for staffing, serves as a resource to the EOC Director.

GENERAL DUTIES:

- Maintains EOC in a state of readiness.
- Facilitates Emergency Operations Center (EOC) internal management, organization and operations.
- Facilitates the overall setup and functioning of the EOC.
- Is knowledgeable of all capabilities, functions and operational tools available in the EOC.
- Serves as a resource to access all capabilities, functions and operational tools available in the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Serve as temporary EOC position staff if assigned by the EOC Director.
- Coordinate all visits to the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

SECTION OPERATIONAL DUTIES

- Ensure efficient operating procedures within the EOC. Assist EOC functions in addressing any issues that might arise.
- Assist the EOC Management Team in developing an overall strategy, including:
 - Situation Assessment.
 - Scope and magnitude of problem.
 - Establishment of priorities.
 - Estimate the incident duration.
- Advise EOC Management Section about proclamations, emergency ordinances and other legal documents required by the DES and Policy Group, as needed.
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.
- Ensure that EOC personnel are properly maintaining all documentation.
- Attend briefing sessions conducted by the EOC Director.
- Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.
- Ensure that all necessary communications have been established. Liaison with other SEMS levels (Operational Area, State and FEMA, etc.) as needed.
- Coordinate and monitor all EOC visitations. Work with the Public Information Officer and Security as required.
- Assist in shift change issues.

EOC LEGAL ADVISOR

Primary Responsibility: City Attorney

YOUR RESPONSIBILITY:

Provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency
- Commence legal proceedings as needed.
- Participate as a member of the Policy Group and EOC Management Section.
- Identify issues that should be forwarded to the proper political entities to ensure the best possible response to community.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Prepare proclamations, emergency ordinances and other legal documents required by the Policy Group.
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- As a member of the Policy Group and EOC Management Team advise personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Assist with legislative issues during the event.
- Establish a link between your jurisdiction, its political bodies and the county and state legislative bodies.
- Ensure that all documentation is being properly maintained.
- Advise the EOC Director of any political issues that may need to be addressed and of any responsibilities that may need to be assigned.

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

Primary Responsibility: Contingent (Police or Fire Department)

YOUR RESPONSIBILITY:

A member of the General Staff and EOC Management Team; oversees the Operations Section and reports to the EOC Director. Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan, working closely with the Field Level ICP, and for coordinating all requests for mutual aid and other operational resources.

GENERAL DUTIES:

- Supervise and exercise overall responsibility for the coordination of branch/group/unit activities within the Operations Section: Fire Operations, Law Enforcement, Public Services, Building and Care and Shelter Branches and associated Groups.
- Establish the appropriate level of branch, group and unit organization; monitor for effectiveness; modify accordingly.
- Ensure the operational objectives and assignments identified in the EOC Action Plan are carried out effectively and EOC Action Plan is current every operational period.
- Ensure that Operations Branch Status Reports and/or Major Incident Reports are received and the Planning/Intelligence Section is provided a Section Summary Report every operational period.
- Conduct periodic Operations Section briefings to EOC Staff.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Planning/Intelligence Section, Situation Status Unit.
- Determine the need to evacuate and issue evacuation orders. Ensure Law Enforcement Branch coordinates evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders.
- Ensure display maps show the primary and alternate evacuation routes.
- Establish how nursing home and day care patients, and animal care issues will be handled if evacuations are necessary.
- Ensure that adequate measures are in place for safeguarding school populations.
- Determine if outside security or National Guard assistance against looting is required. Work with DES and Policy Group to develop and issue.
- Ensure that rescue of trapped and treatment of injured people is being handled.
- Determine condition of medical support and health facilities.
- Ensure Casualty Collection Points have been activated as required.
- Determine condition and direct the opening of mass care facilities.
- Determine status of utilities and transportation routes.
- Have routes cleared as needed to support fire and rescue activities.
- Ensure that access control into damaged areas is implemented as required.

- Work with Logistics to ensure staging areas are identified, established and maintained for field Operations-related equipment and personnel.
- Ensure Operations Branch incident charts, reports and maps are maintained and up-to-date. Ensure that only ACTIVE and ESSENTIAL information is depicted on the charts and maps. All Branch related items of interest should be recorded on an EOC Incident Report.
- Provide copies of the daily EOC Incident Report to the Planning/Intelligence Section, Documentation Unit at end of each operational period.
- Oversee and coordinate the activities of all departments and agencies involved in the Operations response.
- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the operations of the disaster/emergency.
- Ensure that intelligence information from Operations Branch are made available to the Planning/Intelligence Section. Work closely with the Planning/Intelligence Section Chief in the development of the EOC Action Plan.
- Review and approve accident and medical reports originating within the Fire Operations Branch.
- Review suggested list of resources to be released and initiate recommendations for their release. Ensure coordination with the Planning/Intelligence Section, Resources/Demobilization Unit

FIRE OPERATIONS BRANCH DIRECTOR

Primary Responsibility: Fire Department

YOUR RESPONSIBILITY:

Responsible for coordinating personnel, equipment and resources committed to firefighting, emergency medical services, search and rescue, and hazardous materials response including radiological monitoring. Via the Medical Group, coordinates with Orange County Health Care Agency (HCA) and Operational Area (OCOA) as needed for appropriate medical/health response.

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fire incidents.
- Coordinate response to hazardous materials incidents (including nuclear).
- Coordinate the provision of emergency medical care.
- Coordinate all heavy and light search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Operations Branch.
- Coordinate radiological monitoring, data evaluation, and recommendation of actions required for population protection.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Initiate initial community windshield survey disaster assessment and report findings to Damage Assessment Group.
- Evaluate the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Request mutual aid resources through proper channels when approved by the Operations Section Chief.
 - Order all fire resources through the Operational Area Fire Mutual Aid Coordinator, or the Mutual Aid Coordinator up through to State OES Fire Branch Mutual Aid Coordinator.
 - Order all other resources through the appropriate Logistics Section.
- Report to the EOC Operations Section Chief when significant events occur.
- If a fire station evacuation is required establish alternate location as quickly as possible. Coordinate with EOC Director and EOC Staff as appropriate.
- Organize and place volunteers in rescue of fire suppression support team.
- Maintain accurate records on all direct costs and procurements.
- Ensure all units are informed of the location of casualty collection points.
- Ensure that adequate fire protection is in place in mass care shelter(s).
- Assure priority is given to life –saving actions.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- In coordination with the PIO, assist in dissemination of warning to the public.

- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.
- Resolve logistical problems reported by the field units.
- Dispatch units to survey primary hazards areas and report damage.
- Establish priorities for rescue based upon greatest need.
- Establish heavy equipment requirements and make additional equipment needs known to EOC.
- Determine and notify EOC of transportation requirements for moving injured to Casualty Collection Points or health care facilities.
- Ensure field operations maintain records of persons located and/or moved from search and rescue locations.
- Request Police and EOC to forward any information on hazardous materials problems to appropriate agencies.
- Advise EOC of all actions taken on hazardous materials spills that could affect other City response operations.
- Activate Hazardous Materials Unit if necessary. Reference City of Costa Mesa Hazardous Materials Area Plan.

FIREFIGHTING, HAZMAT & RESCUE GROUP



Primary Responsibility: Fire Department

YOUR RESPONSIBILITY:

Responsible for firefighting, search and rescue, and hazardous materials response including radiological monitoring.

GENERAL DUTIES:

- Provides control and suppression of fire incidents.
- Provides response to hazardous materials incidents (including nuclear).
- Performs all heavy and light search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate.
- Provide radiological monitoring, data evaluation, and recommendation of actions required for population protection.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Initiate initial community windshield survey disaster assessment and report findings to Damage Assessment Group.
- Assess the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Estimate need for fire mutual aid.
- Report to the Fire Operations Branch Director when significant events occur.
- Determine status of water reservoirs and water distribution system.
- Alert Fire Operations Branch Director if a fire station evacuation is required.
- Assist with the establishment of a temporary morgue as requested.
- As made aware of, provide list of fatalities to Law Enforcement Branch.
- Organize and place volunteers in rescue of fire suppression support team. Assign volunteers to stations to take walk in reports of fires, injuries, fatalities, and damage, etc. Relay any citizen's reports of problems for evaluation and follow up action to the appropriate EOC Section/Branch/Unit.
- Maintain accurate records on all direct costs and procurements.
- Ensure all units are informed of the location of casualty collection points.
- Assist if possible in the activation and set up of mass care and shelter(s).
- Coordinate activation and setup of any resource staging area(s).

- Ensure that adequate fire protection is in place in mass care shelter(s).
- Establish with police, access controls to damage areas and direct people to safe areas.
- Order evacuation of unsafe structures if not already done so.
- Arrange for posting and evacuation of facilities where aftershocks could cause additional damage.
- Provide support for radiological monitoring and decontamination operations.
- Provide emergency medical care and transportation to appropriate facilities.
- Provide fire protection and safety assessment.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.

EARTHQUAKES

- Move all emergency equipment outside of structures.
- Check dispatch center for safety and continuity of operations.
- Initiate amateur radio system.
- Dispatch units to survey primary hazards areas and report damage.

HEAVY SEARCH AND RESCUE

- Obtain and evaluate any reports of partial or completely collapsed structures.
- Survey areas of known potential for building damage.
- Establish priorities for rescue based upon greatest need.
- Attempt rescue for large numbers of trapped persons with injuries as a first priority.
- Establish heavy equipment requirements. Utilize Department equipment as appropriate; make additional equipment needs known to EOC.
- Determine need for heavy rescue teams or individual volunteers to augment the effort. Coordinate with the Logistics Section.
- Determine and notify EOC of medical aid requirements for rescued injured.
- Determine and notify EOC of transportation requirements for moving injured to Casualty Collection Points or health care facilities.
- Ensure field operations maintain records of persons located and/or moved from search and rescue locations.
- Provide Logistics Section with information on located persons at the earliest time permitted by conditions for public disaster inquiry purposes.
- Post which structures have been searched and cleared, and identify structures where more detailed search efforts are required.

HAZARDOUS MATERIALS (NON-RADIOLOGICAL)

- Determine if any known hazardous materials storage locations have had spills or tank ruptures.

- Determine if toxic plumes from these would affect populated areas, if so, contact Police and coordinate on public alert and warning system.
- Advise Fire Operations Branch Director of all actions taken on hazardous materials spills that could affect other City response operations.
- Note locations of hazardous materials where some damage has occurred and where more serious damage could occur as a result of aftershocks.
- Assist Law Enforcement Branch in survey of freeway for hazardous materials accidents.
- If unable to take direct action on hazardous material accidents, ensure that areas are posted against entry and all persons are evacuated from immediate dispersion area.

MEDICAL GROUP

Primary Responsibility: Fire Department

YOUR RESPONSIBILITY:

Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident. Assess medical casualties and needs. Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation, continual patient care and casualty collection points. Coordinate with County and hospitals on medical care operations. Oversee efforts of staffing and volunteer medical reserve support at casualty collection points (field treatment sites).

GENERAL DUTIES:

Depending on the type and magnitude of the event, the City would rely on OC/HCA to take the primary role in emergency medical and public health issues. In a major medical/health disaster, there may be an extended period of time before OC/HCA can provide emergency medical services (EMS). As resources allow, the Medical Group will coordinate the appropriate actions until OC/HCA responds. The Fire Field Incident Commander together with the OC/HCA would designate locations and provide staffing to Field Treatment Sites (FTS) or better known as Casualty Collection Points (CCP).

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate the provision of Emergency Medical Services within Costa Mesa.
- Identify needs that exceeds capabilities.
- Assess medial facility and patient needs in Costa Mesa.
- Establish contact with and determine condition of hospitals.
- Establish contact with local private medical clinics to determine status of facilities, personnel, and services.
- Establish communications with Control One (Orange County) medical dispatch.
- Inform EOC the location of Casualty Collection Point(s) to be activated.
- Coordinante the use of medical reserves volunteers. Maintain records of volunteer assignments in conjunction with Logistics Section.
- Identify facilities, hospitals, nursing homes and other, that could be expanded into emergency treatment centers. Inform the Orange County HCA/EMS and, if necessary, the Orange County Operational Area EOC. Assign medical reserves volunteers to staff to these medical care facilities as requested and available.
- Allocate support to the following locations or activities as required:
 - Casualty Collection Point Hospitals.
 - Other Casualty Collection point(s).
 - Transport of the injured.
 - Supplies procurement and delivery.
- Coordinate with PIO to request medical reserves volunteers through County EAS radio broadcast as approved by EOC Director. Designate reporting location for medical care facilities or other location assignment.

- Provide to the PIO the locations of first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.
- Coordinate with the PIO and EOC Public Services Branch on water purification notices in regards to procurement and distribution of potable water supplies.
- Establish medical care resources for essential emergency response personnel in disaster area.
- Check status of retail pharmacy locations within City.
- Ensure that injured requiring supplemental treatments are taken to Casualty Collection Point(s).
- Arrange with OC/HCA or OA/EOC for pick up of injured at Casualty Collection Points.
- Ensure 12-hour shift rotations are being adhered to for medical reserves volunteers.
- As necessary, coordinate support needs for hospitals with Orange County Health Care Agency.
- Coordinate with PIO to make public announcements for any significant changes in emergency medical services response and/or capabilities.
- Be prepared to provide a report to County authorities on injured and estimated long-range medical needs.
- Access medical/health response assistance or information by contacting the Orange County HCA/EMS.
- Determine number and location of casualties that require hospitalization.
- In the event of an evacuation, coordinate with the Law Enforcement Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- In conjunction with the Care & Shelter Branch, establish and staff the medical care stations at shelter facilities. Staffing may be supplemented by medical reserve volunteers or ARC if available.
- In conjunction with the Transportation Unit of the EOC Logistics Section, coordinate transportation and care of injured persons to treatment areas.
- Identify sources of contamination dangerous to the health of the community. Work in conjunction with the OC/HCA as needed. Coordinate appropriate response with other EOC Sections. Provide information and precautionary measures to PIO for the public as appropriate.
- Coordinate inspection of health hazards in damaged buildings.

- Coordinate with the OC/HCA, and if necessary, the Orange County OA/EOC in developing procedures to distribute medications to shelters or treatment areas as needed. Provide information and precautionary measures to PIO for the public as appropriate.
- Coordinate with the OC/HCA, and if necessary, the Orange County OA/EOC, appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc. Provide information and precautionary measures to PIO for the public as appropriate.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.
- Coordinate health-related activities among local public and private response agencies or groups.
- In hazardous materials situations, identify exposed or contaminated patients and notify hospitals involved prior to arrival.

LAW ENFORCEMENT BRANCH



(and Law Enforcement Group until Branch expands)

Primary Responsibility: **Police Department**

YOUR RESPONSIBILITY:

Responsible for coordinating evacuations, enforcing laws and emergency orders, animal control, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of the County Coroner (Orange County Sheriff's Department).

GENERAL DUTIES:

- Maintain law and order, ensure that emergency ordinances are enforced, provide or ensure adequate security of incident and critical facilities and hazardous areas.
- Initiate all general alert and warning required to inform City government or the general public regarding emergency conditions. Activate appropriate public warning system(s) and oversee the distribution of public warning information.
- Coordinate and oversee movement, traffic control and evacuation operations during emergencies/disasters. Recommend priority for traffic routing and route restoration.
- Coordinate mutual aid support of traffic control activities and management of traffic control volunteers.
- Coordinate with local jurisdictions for cooperative traffic movement controls.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Check Dispatch Center for safety and continuity of operations. Determine solutions if necessary to relocate; consider moving to mobile vehicle capability. Execute or make recommendations as appropriate. Coordinate with EOC Director and EOC Staff as appropriate. Coordinate closely with Communications Unit under Logistics Section.
- If a sub-police facility evacuation is required establish alternate location as quickly as possible. If primary police facility evacuation is required, coordinate relocation of Operations Section as well. Coordinate with EOC Director and EOC Staff as appropriate.
- Alter normal patrol procedures to accommodate the emergency situation and operational need.
- Coordinate with Section Chiefs and EOC Director regarding curfew and movement restrictions. Make recommendations to the DES and Policy Group for any curfew or restricted movement actions deemed necessary. Ensure that appropriate warnings are issued regarding any curfew or movement restrictions enacted.
- Monitor all situation reports for possible security - law enforcement problems. Establish with DES and EOC Director the priority for any actions beyond critical police problems.
- Have procedure for temporary use of sworn and non-sworn personnel from other jurisdictions who are temporarily stranded in the city/area and assign these people through the Logistics Section to assist in areas where they can be easily relieved.
- Coordinate closely with Costa Mesa Police Department (CMPD) Watch Commander.
- Follow Departmental SOPs or consider developing contingency plans if there is or might be an impact on the City jail, e.g. limitation on current capacity or increase of arrests, etc.

ALERT/WARNING

- Determine warning parameters:
 - government and public or government only.
 - limited area or citywide.

- time available to provide warning.
- Notify adjacent jurisdictions and the County of warning actions.
- Obtain authority to activate Emergency Alert System (EAS). Coordinate with PIO on message dissemination.
- Notify Red Cross in advance of all evacuation orders insofar as possible.
- Notify Orange County Sheriff's Department and OA/EOC in advance of all evacuation orders insofar as possible/appropriate.
- Develop the warning/evacuation message to be delivered. Ensure that warning message and instructions are brief and clear. At a minimum the message should include:
 - Nature of the emergency and exact threat to public.
 - Threat areas.
 - Time available for evacuation.
 - Evacuation routes.
 - Location of evacuee assistance center.
 - Radio stations carrying instructions and details.
 - Mass care and shelter centers (if available).
- Coordinate all emergency warnings, messages and instructions with the EOC Director and/or the PIO. Contact local broadcast media, to broadcast warning message as appropriate. Coordinate EAS messages requirements with PIO and/or Orange County Communications. Consider following dissemination methods:
 - Notifying police units to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using cable TV, local radio stations or local low-power radio stations, and the City's Website or Information Line to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings.
 - Using explorers, volunteers (VIPS, CERT, MESAC, Neighborhood Watch, etc.), reserves and other City personnel as necessary to help with warnings.
- Ensure that the Dispatch Center notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc).
- Request from Fire Operations Branch vehicles equipped with public address systems assist in public warning. Provide specific streets/area to be covered.
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other AFN population of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.

- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

- Check vacated areas to ensure that all people have received warnings.
- Provide for follow up patrols to ensure that all affected areas have received warning information.
- Keep DES and EOC Director informed on status of warning dissemination.

TRAFFIC DIRECTION & CONTROL

- Determine the extent of damage to streets, bridges, signals etc.
- Determine critical route requirements.
- In coordination with the Public Services Branch, determine areas requiring debris clearance.
- If barricades and signs are needed to implement traffic or perimeter control, request these items from the Logistic Section, Supply Unit (for coordination with Public Services Branch Director).
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Anticipate traffic control requirements for all EOC Action Plans involving ground transportation.
- Provide traffic control information, route restrictions and route hazards to all EOC Staff, City departments, adjacent jurisdictions and mutual support agencies. As required, coordinate with the PIO for appropriate announcements to the public.
- Recommend priorities for route restoration work to Public Services Branch. Evaluate and recommend solutions of problem situations resulting from disrupted freeway operations.
- Provide traffic control procedures to be followed for movement of people involved in limited or area-wide evacuations. Coordinate actions with all Branches/Units assisting in the movement.
- Assign volunteers to locations as required.
- Ensure that traffic control decisions and actions are made a part of every operational period EOC Action Plan.

EVACUATION

- Order evacuation(s).

- Implement the evacuation portion of the EOC Action Plan.
- Establish emergency traffic/evacuation routes in coordination with the Public Services Branch. Utilize Disaster Route Priority Plan.
- Coordinate with the Public Services Branch traffic engineering capabilities to determine capacity and safety of evacuation routes, alternate routes, and time to complete evacuation.
- Evaluate situation and determine probable time for return of evacuees. Coordinate return of evacuees with EOC Staff as appropriate. Consider the return could be the reverse of the evacuation plan.
- Ensure that evacuation routes do not pass through hazard zones.
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Provide assistance in evacuating people in health care facilities.
- Coordinate with the Logistics Section, Transportation Unit for transportation of general and AFN populations.
- Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (trucks, vans, etc.) with the Logistics Section, Transportation Unit. Encourage the use of private vehicles where feasible.
- Establish evacuation assembly points, security patrols and access control procedures.
- Monitor traffic flow on evacuation routes. Inform EOC Section Chiefs of the need to make any plan changes. Make changes to plans and procedures as necessary. Coordinate plan changes with appropriate EOC Staff.
- Place towing services on standby to assist disabled vehicles on evacuation routes.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open mass care and shelter centers.
- Monitor status of warning and evacuation processes.

SECURITY

- Determine and coordinate security requirements to protect life and property at:

- EOC (staff, visitors, media etc).
 - Incident Facilities.
 - Critical Facilities.
 - Resource Locations (staging areas, etc).
 - Mass Care Centers (including crowd control and law enforcement).
 - Casualty Collection Points.
 - Public facilities.
 - Private sector commercial businesses as necessary.
 - Areas identified as posing a risk to the public.
 - Affected Areas.
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
 - Request mutual aid assistance through established channels.
 - Coordinate non-law enforcement mutual aid requests through Logistics Section and, if necessary, to the OA/EOC and the State as appropriate.
 - Coordinate with the Public Services Branch for street closures and securing hazardous buildings.
 - Provide information to the PIO on matters relative to public safety.
 - Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
 - Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
 - If access control is to be established to facilitate ingress into and egress from impacted areas, or hazardous or potentially hazardous areas, such operations will be conducted in accordance with the Police Department's standing operating procedures. Control points should be established to assure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.

CORONER

- If requested, assist the Orange County Sheriff-Coroner Department with removal and disposition of the deceased.

PUBLIC SERVICES BRANCH CHIEF



Primary Responsibility: Public Services Department

YOUR RESPONSIBILITY:

Responsible for damage assessment, street and route recovery, debris removal, sanitation, temporary facilities constructions, and water and utilities coordination.

GENERAL DUTIES:

- Liaison with Utilities.
- Faciliate street/route recovery.
- Coordinate all phases of Damage Assessments.
- Coordinate debris removal, clean up and recovery operations during disaster events.
- Coordinate Public Services (works) mutual aid assistance with the Orange County

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Operational Area.

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate initial damage assessment of all bridges, overpasses and other roadway structures for safety purposes.
- Determine if mutual aid in damage assessment is needed. Request the EOC Logistics Section coordinate with the Orange County OA/EOC and/or up to state and federal resources as necessary.
- Coordinante with the Logistics Section on requests for Public Services Department resources.
- Execute task based on EOC Action Plan priorities.

- Confer with Operations Section Chief as needed.
- Maintain communications with Utility providers.
- Maintain back-up power in the EOC and critical support functions (e.g., Dispatch Center, etc.).
- Oversee operations to reduce the threat of or contain actual flooding. Operations involve diking, damming, diversion, and related functions. Develop a work plan and requirements.
- Determine levee, riverbank, channel stability and reinforcement requirements.
- Determine heavy equipment crew, sandbag and work tool needs.
- Organize a damage reconnaissance and assessment team. Dispatch damage reconnaissance team(s) to the area of impact as soon as possible. Convert the reconnaissance effort to initial damage assessment.
- Maintain coordination with the Law Enforcement Branch and PIO to insure population receives alert and warning as the situation develops.
- Request the Law Enforcement Branch provide traffic control and evacuation to aid in flood control operations.
- Request the Fire Operations Branch provide search and rescue and evacuation to aid in flood control operations.
- Contact utilities companies and get situation assessment on their damages and the impact to City operations. Request an ETA of restoration in services. Maintain contact and monitor restoration efforts and report as required/requested.
- Develop repair and construction estimates following water recession.
- Determine mutual aid needs (requirements are beyond City resources and proven inadequate).
- Maintain thorough and detailed documentation of the effort and findings to support the recovery effort including budget estimates. This includes, but is not limited to: several pictures of each structure, roadway, levee, channel, riverbank, etc, reports from multiple agencies, copies of vital documents prior to the disaster; slow scan video, helicopter flyover videos; digital pictures, etc.
- Prioritize debris from roadways, sidewalks, public buildings and other public areas as necessary.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.

- Determine the effects of the event upon the roadway network within the City. Advise the EOC staff of findings.
- Determine priorities for the response effort and needs for street or route recovery.
- Evaluate the situation as to any possible temporary construction needs and prepare preliminary work plans.

UTILITIES GROUP

Primary Responsibility: Public Services Department/Engineering

YOUR RESPONSIBILITY:

Responsible for sanitation and water and utilities coordination.

GENERAL DUTIES:

- Liaison with Utilities.
- Assess impact of incident upon the water distribution system and water supplies based upon available emergency situation reports from local Water Districts and various governmental agencies and other information as available.
- Identify need for and prioritize locations for water distribution (include needs of critical facilities, emergency response, etc.).
- Participate in development of plan to acquire and distribute alternative potable water.
- Coordinate with the Water Emergency Response Organization of Orange County (WEROC) and secure resources through the EOC Logistics Section.
- Coordinate providing information to Public Information Officer for distribution to the public as appropriate.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Participate in any OA/EOC Utility Units conference calls as requested.
- Determine if mutual aid is needed (requirements are beyond City resources and proven inadequate). Request the Logistics Section coordinate with the Orange County OA/EOC to coordinate state and federal resources as necessary.

WATER RESOURCES

- Contact the Mesa Consolidated Water District (MCWD) and Irvine Ranch Water District (IRWD) to determine status of water supply.
- Establish contact with Water Emergency Response Organization of Orange County (WEROC). Coordinate with WEROC as required.
- Assess impact of incident upon the water distribution system and water supplies based upon available emergency situation reports from:
 - Water Emergency Response Organization of Orange County (WEROC).
 - Mesa Consolidated Water District.
 - Irvine Ranch Water District.
 - Orange County Health Care Agency.
 - State Department of Health Services (DHS) District Office of Drinking Water.
 - Utility and other available information.
- Compile situation information from these entities including:
 - Cause and extent of water system damage.
 - Estimated duration of system outage.
 - Geographical area affected.
 - Population affected.
 - Actions taken to restore system.
 - Resources needed to reactivate system.
 - Emergency potable water needs (quantity and prioritized areas).
 - Boil water order areas (information and instruction).

Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

- Ascertain condition of stored water and reservoir resources.
- Contact health care facilities, mass care and shelter feeding facilities and determine critical water needs.
- Consult water utilities and PIO for appropriate public information announcements and media interface.
- Coordinate with the mutually supporting water district(s) for assistance as required to provide water needs via WEROC.
- In coordination with the Logistics Section, identify and obtain potable water resources.
- Coordinate with private water companies as needed.
- Develop a plan for water distribution if the normal system is not operational.
- Coordinate with the Logistics Section, Transportation Unit for transportation.
- Evaluate and prioritize potable water needs (quantity/location/duration—minimum 2 gallons per person per day).
- Implement repair or construction programs as necessary.

SANITATION

- In conjunction with the Costa Mesa Sanitary District, determine the status of the sewer system within the City, monitor its operation, correct problems within existing capabilities and recommend alternatives and precautions for those areas where sewer functions problems exist. Function includes trash/refuse operations.
- Determine the impact of the event upon the sewer system. Advise the EOC staff of findings and recommendations.
- Identify problem areas, repairs required and any temporary "fixes" or constraints required such as block-by-block surface diversion as needed.
- Assess any local health problem anticipated from sewer problems and advise the PIO of warnings which must be issued to the population.

- Develop and announce trash and refuse collection/deposit instructions. Coordinate with the PIO for public announcement.
- Advise the Orange County Health Care Agency of on-going actions.
- Identify any need for strategic positioning of portable toilets. Identify locations. Request supplies, equipment and funding through established EOC Sections.
- Immediately notify Operations Section Chief of Hazardous materials/contaminants entering the sewer system.
- Immediately notify other agencies as appropriate, of hazardous materials/contaminants entering the sewer system, such as:
 - o Orange County for outflow to the processing system.
 - o U.S. Coast Guard and California Department of Fish and Game for product entering waterways.
 - o Affect adjacent jurisdictions.
 - o Other agencies as required.

UTILITY LIAISON

- Function as the primary point of contact between the City and utilities in matters relating to service restoration/delivery.
- Identify yourself as the point of contact for utilities company liaison/repair personnel. Designate a point of contact at each facility as needed.
- Evaluate conditions and determine any priority requirements for service restoration. Advise the Operations Section Chief and/or EOC Director.
- Determine status and capabilities of utilities throughout the City to ensure they can meet the City's needs. Survey the City for, and provide total utilities status to the EOC:
 - o Downed power lines.
 - o Ruptured gas lines.
 - o Downed telephone/cable lines.
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- Attempt to establish contact with supporting utilities to determine overall impact and any restoration program for disrupted services.
- Determine alternative approaches to critical utilities needs. Execute or make recommendations as appropriate to the situation.
- As contact with supporting utilities companies is established, ensure that periodic status reports are obtained through liaison efforts.

DAMAGE ASSESSMENT GROUP

Primary Responsibility: Development Services Department/Building Division

YOUR RESPONSIBILITY:

Responsible for all phases of damage assessment. Maintain detailed records of safety/damage assessment information and support the documentation process. Evaluation of all publicly owned and private structures that may have been damaged in an incident to determine habitability and safe access.

GENERAL DUTIES:

- Coordinate all phases of damage assessment.
- Work with Fire Operations Branch and Utilities Group to gather all damage information.
- Provide damage assessment information to the Planning/Intelligence Section Chief.
- Coordinate building and safety inspections for re-occupancy of key city-owned facilities and other public facilities.
- Provide the engineering support as requested for other EOC Operations Section Branches; i.e. Urban Search and Rescue teams, law enforcement, public services, care and shelters, etc.
- Coordinate assessment of damage to buildings, structures and property within the City for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Re-occupancy and posting status of structures, identifying unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the EOC Planning/Intelligence Section.
- Impose emergency building regulations as necessary based on evaluation of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures, evaluate effectiveness of building code enforcement, and develop recommendations for building code changes.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate all phases of damage assessment.
- Work with Fire Operations Branch and Utilities Group to gather all damage information.
- Provide damage assessment information to the Planning/Intelligence Section Chief.
- Collect required data necessary to support emergency claims to State and Federal Governments. The information includes type, location estimate value of damage, repair costs/loss, units affected, population and business displacement and related data.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety.
- Coordinate with utility companies and other sources for additional safety/damage assessment information.
- Coordinate with all Operations branches (Police, Fire, Public Services, Care and Shelter) for possible information on damage to structures.
- Coordinate with EOC Recovery Unit and prepare separate lists to show damages and dollar losses as appropriate to:
 - Buildings and structures.
 - Fixed and mobile equipment/vehicles.
 - Infrastructure damages (i.e. streets, sewers, etc.).
 - Industrial/manufacturing facilities.
 - Commercial businesses.
 - Fatalities.
 - Major/minor injuries.
- Coordinate with the Red Cross for private home damage assessment figures which that agency may have produced.

- Support County, State and Federal requests for damage assessment information.
- Verify information on Damage Assessment lists with internal resources for cross-referencing.
- Provide final safety/damage assessment reports to the Documentation Unit.
- Coordinate with Orange County Building and Safety regarding local jurisdictional needs.
- Activate a Damage Assessment Plan. Oversee structural safety inspections of all public buildings to determine extent of damage and ability to operate and potentially hazardous and/or damaged structures and publicly owned/operated facilities. It should include inspection of the following critical facilities (priority) and other facilities:
 - o EOC/DOCs.
 - o Telecommunications.
 - o Police stations.
 - o Fire stations.
 - o City Hall.
 - o *Hospitals.
 - o Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.).
 - o *Public schools.
 - o Public Services facilities (central garage, yard, etc.).
 - o Potential HazMat facilities, including gas stations.
 - o Designated shelters/emergency housing.
 - o Un-reinforced masonry buildings.
 - o Concrete tilt-up buildings.
 - o Multi-story structures—commercial, industrial and residential.
 - o *Mobile homes/modular structures.
 - o Single-family dwellings.

*Note: Certain facilities may fall under the jurisdiction of special districts, county or state inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster. Be prepared to start over due to aftershocks.

- After completion of the initial safety/damage survey, determine if engineering mutual aid is needed and develop a preliminary estimate. Request the Logistics Section coordinate with the Orange County OA/EOC and/or up to state and federal resources as necessary. Be specific on request numbers and skills needed.
- Alert and stage safety assessment teams as needed.
- Assess the need for facilities and structures to be vacated. Close and post facilities that are determined unsafe.

- Determine interim emergency steps necessary to continue vital services.
- Assign personnel to determine capacity and safety of bridges, and key roadways.
- Coordinate with the Utilites Group to access Mesa Consolidated Water District (notify EOC Water Unit if activated) for the inspection of water tanks, reservoirs, wells, and pump stations.
- Dispatch crews to assess damage to storm drains and retention basins if required.
- Coordinate with Utilites Group to access Costa Mesa Sanitary District for information regarding sanitation and sewer systems.
- Inspect and post all unsafe structures.
- Provide a report on known hazard areas to Operations Section Chief. Determine priorities for construction and engineering activities.
- Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement.
- Submit periodic updated reports to Planning/Intell Section, Situation Status Unit on extent of damage and status of vital services.
- Coordinate with the EOC Care and Shelter Branch and/or shelter managers for structural evaluation of mass care and shelter facilities.
- Provide public school inspection reports to the State Architect.
- Coordinate within the Public Services Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.).
- Provide policy recommendations to DES, EOC Director, and Policy Group for:
 - Emergency building and safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance as needed.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various agencies.
- If needed, request police escort of safety assessment and inspection personnel.

PUBLIC WORKS GROUP

Primary Responsibility: Public Services Department

YOUR RESPONSIBILITY:

Responsible for street and route recovery, debris removal, temporary facilities construction, and other public works functions and coordination.

GENERAL DUTIES:

- Faciliate street/route recovery
- Coordinate debris removal, clean up and recovery operations during disaster events.
- Coordinate Public Services (works) mutual aid assistance with the Orange County

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Operational Area.

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

DEBRIS REMOVAL

- Perform a quick reconnaissance of the City to determine areas where debris will impair emergency response efforts.
- Clear debris from roadways, sidewalks, public buildings and other public areas as necessary.
- Establish a work plan and allocate cleanup crews to jobs in accordance with priorities established by the EOC Action Plan.
- Coordinate with damage assessment teams for public building cleanup needs.
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.

- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan to facilitate City clean-up operations, which addresses:
 - o Identification of and cooperation with the Costa Mesa Sanitary District (CMSD) in coordination of the debris removal process.
 - o Identification of and cooperation with Orange County Integrated Waste Management Department (IWMD) in coordination of the debris removal process. IWMD controls County landfills (consider fee waivers, modification of landfill operating hours, and public concerns).
 - o Cooperation with various waste management regulatory agencies to address associated debris removal problems.
 - o Identification and establishment of debris collection sites.
 - o Evaluation of potential recycling of debris.
 - o Prioritization and completion of the debris removal process.

STREET/ROUTE RECOVERY

- Provide emergency roadways and routes to meet needs. Repair streets and bridges according to needs and priorities established.
- Determine the effects of the event upon the roadway network within the City. Advise the EOC staff of findings.
- Determine priorities for the response effort and needs for street or route recovery.
- Assign emergency repair crews as required.
- Coordinate with Caltrans as necessary to meet overall needs.
- Coordinate with the Law Enforcement Branch for access control to any hazardous roadways.
- Prepare a detailed street/route recovery plan. Provide recommendations to the Operations Section Chief. Advise all EOC Staff of approved plan.
- Request volunteers to augment City crews. Identify special qualifications required.

TEMPORARY FACILITIES (CONSTRUCTION)

- Oversee the construction of temporary shelters, sanitation facilities, bridges, offices required to accommodate the functions of government and the needs of the City's population.
- Evaluate the situation as to any possible temporary construction needs and prepare preliminary work plans.

- If City government operations are to be relocated determine overall needs. Consider local and regional office complexes and hotels for new space.
- For temporary facilities consider trailer and prefab construction possibilities. Identify sources of supply and make recommendations.
- Obtain EOC Director approval regarding all relocations.

CARE & SHELTER BRANCH

(Shelter Group and Animal Care & Welfare Group)

Primary Responsibility: Public Services Department/Recreation and Police Department

YOUR RESPONSIBILITY:

Responsible for ensuring care (emergency food and water) and shelter for disaster victims is provided. Coordinates with OCOA, American Red Cross and other volunteer agencies.

GENERAL DUTIES:

- Identify the care and shelter needs of the community.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.
- Conduct registration functions of shelter operations.
- Ensures that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility.
- Coordinate with the Orange County Social Services Agency (SSA) as required.
- Consider AFN populations in Care and Shelter planning.
- Consider animal Care and Shelter needs in planning.

The Orange County Chapter of the American Red Cross is the primary provider of mass care and shelter operations for the City of Costa Mesa. The Care and Shelter Branch will work closely with and support the American Red Cross and other supporting volunteer services agencies providing assistance to those disaster victims. If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Determine if there is a need to open a mass care and shelter facility. If so, establish a scope of work and requirements needed to open a mass care and shelter, based on the needs of the community in coordination with EOC Sections and Departmental (Recreation) SOPs.
- Coordinate with ARC for selection of mass care and shelter facilities locations.
- Ensure shelter location receives a safety/damage assessment inspection prior to being occupied.
- Refrain as possible from using schools in mass care and shelter operations, but use when other resources are unavailable.
- If needed, request an ARC agency representative to be sent to the EOC. (Note: the ARC may arrange for a liaison at the OA/EOC to satisfy local government needs).
- Coordinate with the Animal Care & Welfare Group for animal control issues – pets and/or livestock.
- Coordinate with ARC, Salvation Army, church groups and other service agencies and determine any on-going actions in their areas of responsibility and capability to avoid duplicate efforts.
- Coordinate with the Logistic Section, Communications Unit to provide communications where needed to link mass care facilities, the EOC and other key facilities. Utilizes volunteer resources whenever feasible and available.
- Coordinate with the Logistics Section the recall of City staff to assist with mass care and shelter functions as needed.
- Ensure shelter managers provide situation status reports to the Care and Shelter Branch at least every operational period and whenever significant events or changes occur.
- Assign shelter occupants appropriate responsibilities to insure activity and to provide for proper sanitation.

- Coordinate with all appropriate EOC Sections in the evacuation and relocation, or shelter-in-place, of mass care facilities that may be threatened by hazardous conditions.
- Provide support staffing for Local Assistance Center as directed by EOC Director (if activated).
- Maintain adequate levels of equipment and supplies for mass care and shelter operations. Coordinate procurement and distribution through the ARC and/or appropriate EOC Sections.
- Determine if mass care and shelter mutual aid is needed (requirements are beyond City resources and proven inadequate). Request the Logistics Section coordinate with the Orange County OA/EOC and/or up to state and federal resources as necessary. Be specific on requested support and skills needed.

REGISTRATION & INQUIRY

- Provide the system to record the identification, including non-hospitalized injured, temporary homeless, occupants of shelters and transient personnel. Respond to inquiries regarding emergency/disaster victims. Register, assign and track volunteer emergency services workers in shelters.
- Assure that shelters provide for registration operations. Coordinate with the Red Cross (if operating within the City) for compatible information and assistance in the inquiry operation. Assure proper orientation of these people.
- Activate an inquiry element to take and research information pertaining to people reported missing or those accommodated within the shelter system. Element to be staffed to take inquiries and canvas shelters.
- Establish regional bulletin boards for posting of information regarding people inquiries. Provide a point of contact for people to respond to inquiries posted.
- As shelters and CCPs are closed, insure that any open registrations and inquiries are consolidated at a primary open facility. As the last shelter is closed, provide set of completed forms and any open registrations or inquiries to the EOC Care and Shelter Branch for resolution and closing.

FOOD MANAGEMENT

- In accordance with established policy, ordinances and agreements, oversee the procurement, handling and distribution of food supplies required to support people needs.
- Assess situation and determine mass feeding requirements for both emergency response personnel and shelterees.

- Determine and advise of food supplies availability. Organize by category from all possible sources. Determine re-supply capabilities.
- Determine meal components and menu structure and time of meals.
- Consider food service supplies (utensils, cooking equipment) needs in the food management area.
- Phase down food procurement distribution operations as volunteer agencies and/or private sector can meet population needs.
- Assure that potable water is provided for the shelter(s).
- Obtain emergency food and water supplies as needed. Coordinate with Logistics Section.
- Use shelter occupants to assist in mass feeding operations.
- Develop a master menu of food for each purchase. Maintain a record of meals served, menu items and source of foodstuff supply, including costs, problems, and misc. operational issues.
- Provide for sanitation needs, including trash and garbage disposal from shelters.
- Evaluate and recommend to Operations Section Chief and/or EOC Director if there is a need to establish a local control of food supplies.

MASS CARE

- Provide emergency shelter, food; clothing and other people care services to the evacuees.
- Determine availability of any pre-designated facilities. Have them surveyed for safety and habitability. Facility inspections may/should include:
 - Structural safety inspection.
 - OSHA safety inspection for safety of evacuees and workers.
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims.
 - Are compliant with, or can reasonably accommodate people with AFN.
- Provide map layout of the facility. Insure it includes traffic patterns, recreational areas, areas for person with AFN. Consider staff requirements for shelter facilities selected.
- Ensure shelter management teams are organized and facilities are ready prior to occupancy.
- Determine if additional shelters are needed. All suitable buildings, other than those used for other emergency functions, should be considered for sheltering. Standard choices include:
 - City-owned facilities - community centers, recreational facilities or auditoriums.
 - Churches and other privately owned facilities.

- Convention Centers.
 - School multi-purpose buildings and gymnasiums (last resort).
- If pre-established sites become unusable and/or existing shelters require substantial upgrades, coordinate finding a new site, closing the old one, and relocation to new facility. Coordinate with other EOC Sections as necessary. Coordinate as needed in the relocating and closing of shelter operations. Coordinate with adjacent communities if needed.
- Assure assignment of staff to accomplish the functions of:
- Reception and Registration.
 - Medical Care (First Aid).
 - Shelter accommodations assignment.
 - Feeding.
 - Recreation.
 - Child Care (those without parents).
 - Counseling (mental health).
 - Senior Citizen or other persons with special needs.
 - Sanitation.
 - Security.
- In shelters assigned space, provide bedding and other items available for issue.
- Ensure shelters are re-inspected after significant earthquake aftershock(s).
- Coordinate with the PIO all public information for broadcast or print media.

TEMPORARY HOUSING

- Oversee the provision of interim housing during the immediate post emergency period for those rendered homeless by the event.
- Determine the numbers of displaced/homeless persons who might need temporary housing in the City.
- Develop an estimate of need for temporary housing.
- Evaluate the area and determine possible housing locations - e.g. multiple dwelling vacancies, hotels, motels, and trailer park facilities.
- Coordinate with the Red Cross and determine additional sources of housing and availability for rent subsidy, grants or relocation capability.
- Coordinate via the OA/EOC to coordinate with State OES to determine availability of state or federal provided housing - e.g. Federal Emergency Management Agency (FEMA) trailers.
- Determine supportable criteria for provision of temporary housing (priorities). Develop a program for accommodation of people eligible for temporary housing with Operations Section

Chief, EOC Director and DES as needed. Evaluate the known/estimated number of families/people who may require temporary housing under the criteria established.

- Maintain a journal record of all placements to include numbers of families/individuals and costs related thereto. Maintain separate journals for actions related to City, state and federal resources or supported programs.

WELFARE SERVICES

- Oversee the community efforts to provide emergency economic and social services relief to the City's population as needs develop.
- Coordinate as necessary the efforts of volunteer service agencies and religious groups engaged in support activities.
- Assess the situation and determine if welfare services assistance will be required.
- Determine if the Orange County Department of Social Services ability/availability to assist (directly or through the OA/EOC whichever is more appropriate).
- Coordinate with the Red Cross or other social services volunteer agencies and determine capability to provide help.
 - o If the function will be assumed by an outside agency, provide personnel and other assistance as requested.
 - o If the City is to assume the function identify location where assistance will be provided and coordinate with the PIO for announcements to the public.
- Determine emergency needs of shelter occupants (e.g. clothing, child care, food or food stamps (vouchers), medical aid, etc.) Provide for the satisfaction of these needs as capabilities exist.
- Maintain a record of funds, materials, equipment or supplies dispensed in support of welfare operations.
- Persons evacuated to shelters who may have been exposed to hazardous materials must be evaluated for decontamination need. Such procedure must include personal effects. Coordinate with Fire Operations Branch for appropriate decontamination procedures.

ANIMAL CARE & WELFARE

- Determine the extent of animal control problem(s).
- Manage animal rescue and care activities. Coordinate rescue of trapped animals.
- Take required animal control measures as necessary.

- Identify public/private facilities or shelters available for care and holding of small and large animals.
- Coordinate with appropriate animal care agencies (OC/HCA) as needed.
- Plans for animals may be coordinated with local animal care providers, the American Red Cross and/or any viable veterinary care teams subsequently developed during the event.
- Assign personnel (consider volunteers) to canvas any known commercial/recreational animal organizations to determine scope of any special problems and availability to assist in the animal care issues (e.g. kennels).
- As required, coordinate with EOC Sections for:
 - o Transportation of animals to approved pet and/or livestock location areas.
 - o Location identification for deceased animal transfer.
 - o Water and food (if warranted) for animal shelters established under the authority of the City.
- Coordinate with the PIO for public announcements relating to animal care and control requirements and for requesting assistance in animal transport and/or care as required or appropriate.
- Coordinate evacuation of animals that might be endangered by hazardous conditions. Evaluate and relocate any animal shelter areas that become endangered by hazardous conditions.
- Coordinate return of animals to their owners when disaster has ended.

LIAISON OFFICER/REPRESENTATIVE



Primary Responsibility: TBD, As Needed or Available

YOUR RESPONSIBILITY:

Representatives from adjacent jurisdictions, operational area, state and/or federal emergency officials or outside entities located the EOC to aid in the response effort to ensure all involved organizations and agencies are working together, maximizing the effectiveness of available resources while reducing duplication and waste of resources.

GENERAL DUTIES:

- Function as a central location for Agency information flow.
- Ensure that all developed guidelines, directives, actions plans and appropriate situation information are in line with Agency operations.
- Provide point of contact for non-city agencies supporting the response effort and business and industry representatives and others providing resources.
- Serve as the coordination point for operations, programs and policy of outside entities.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate City needs that can be met by contact and discussions with:
 - Commercial Businesses.
 - Industry.
 - Chamber of Commerce.
 - Church and School Groups.
 - Volunteer Organizations.

- Request/provide support as available.

- Provide periodic briefings on situation of non-government organizations and government agencies involved with the City.

- Discuss City response and recovery planning goals and priorities.

- Assist in establishing special briefing and contact assignments for DES and Policy Group.

- Support City response and recovery planning goals and priorities.

- Contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

PLANNING/INTELLIGENCE SECTION

PLANNING/INTELL SECTION CHIEF

Primary Responsibility: CEO's Office

YOUR RESPONSIBILITY:

A member of the General Staff and EOC Management Team; oversees the Plans/Intel Section and reports to the EOC Director. Responsible for the collection and analysis of information, dissemination and use of information about the development of the incident, facilitates action-planning meetings, prepares Incident/EOC Action Plan for each operational period, develops and updates and displays EOC information, maps and the status of resources.

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
 - Preparing periodic situation reports.
 - Collecting, analyzing and displaying situation information.
 - Initiating and documenting the EOC Action Plan and After-Action Report.
 - Advance planning.
 - Planning for demobilization.
 - Providing technical support services (i.e., G.I.S.) to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Develop situation analysis information on the impact of the emergency from the following sources:
 - Costa Mesa Fire Department.
 - Costa Mesa Police Department.
 - Orange County Health Care Agency.
 - Costa Mesa Public Services Department.
 - Costa Mesa Development Services Department.
 - Costa Mesa Finance & IT Department.
 - Newport-Mesa Unified School District.
 - Coastline Community College.
 - Orange County Transit Authority.
 - Red Cross, Orange County Chapter.
 - Mesa Emergency Services Amateur Communications (MESAC).
 - Media (Radio and Television).
 - Adjacent Jurisdictions (if affected).
 - Orange County Operational Area.
 - Hospitals.
 - Private Organizations as appropriate.

- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, EOC staff, City departments, Orange County Operational Area via face to face, telephone, fax, radio, email, WebEOC, or runner, through the EOC, the Dispatch Center or the Police Watch Commander as necessary.

- Coordinate, review and approve (EOC) Incident Reports.

- Approve Event/Incident and Situation Status Reports for transmission by the Situation Status Unit to the Orange County Operational Area.

- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives.

- Initiate the EOC Action Plan development for the current and forthcoming operational periods. Facilitate Action Planning meetings. Revise Action Plan and ensure its dissemination to all EOC Sections, post in EOC, as directed by the EOC Director.

- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Ensure information displays within the EOC are current.
- Direct the coordination of periodic disaster and strategy plans briefings to the DES, EOC Director and Command Staff, including analysis and forecast of incident potential.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.

EOC SITUATION STATUS UNIT

Primary Responsibility: Development Services/Planning Division

YOUR RESPONSIBILITY:

Responsible for collecting and organizing incident status and situation information and the evaluation, analysis and display of information for use by EOC staff. Responsible for Event/Incident and Situation Reports to Operational Area Level.

GENERAL DUTIES:

- Collect, organize, process, and display operational information needed for disaster management purposes from EOC sources.
- Provide current situation assessments and status based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Chief, EOC Director and other section Chiefs to support the action planning process.
- As required, transmit approved reports to the Orange County Operational Area.
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports. Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - City of Costa Mesa resources committed to the disaster/emergency.
 - City of Costa Mesa resources available.
 - Assistance provided by outside agencies and resources committed.
 - Shelters, type, location and number of people that can be accommodated.

- Prepare and maintain EOC displays (situation status). Displays may include:
 - Road blockages.
 - Downed power lines.
 - Water - sewer system breaks.
 - Fires and fire spread potential.
 - Bridges down or damaged locations of injured/fatalities.
 - Develop map overlay showing areas of greatest known damage.
 - Mark areas on map where known hazardous structures are located.
 - Injured/hospitalized/deceased persons.

- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.

- Assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data from the following:
 - Management Section.
 - Operations Section.
 - Logistics Section.
 - Finance & Administration Section.
 - Field operations, city departments, volunteer organizations, etc.

- Evaluate reports for duplicate information. Provide for an authentication process in case of conflicting status reports on events. Ensure miss-information is identified and corrections are made and disseminated as quickly as possible.
- Meet with the EOC Planning/Intelligence Section Chief to determine needs for planning meetings and briefings. Determine if there are any special information needs or briefings, i.e., DES/Policy Group briefings.
- Assist the PIO in preparation of related media releases and briefings by providing the best information known about the current status of the situation. Determine best methods for providing and exchanging information for use in developing media releases and for updating situation status reports.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Determine weather conditions, current and upcoming. Keep up-to-date weather information posted in the EOC. Provide updates upon request.
- From information received, identify potential problem areas, i.e., along evacuation routes; weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc. and report to appropriate EOC Sections.
- Provide information and support to the EOC Operations and Logistics Sections, regarding estimate the number of people who will require transportation out of the risk areas and transportation means and methods.
- Provide resource and situation status information in response to specific requests.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief.
- Prepare reports as required to be sent to the Operational Area, i.e., Jurisdiction Event/Incident and Jurisdiction Situation Status Reports. Obtain approval from the Planning/Intelligence Section Chief and/or EOC Director.
- Prepare written situation reports every operational period and/or at the direction of the Planning/Intelligence Section Chief.
- Assist at planning meetings as required. Provide technical assistance.
- Coordinate with EOC Communications Unit in EOC Logistics Section to monitor local, operational area and state public safety frequencies within the EOC to obtain situation status information.

- Periodically evaluate the operational situation and assist staff in making recommendations on priority restoration actions.
- Assist the EOC Advance Planning Unit in the determination of present and anticipated conditions for advance planning operations.

DOCUMENTATION UNIT



Primary Responsibility: CEO/City Clerk's Office

YOUR RESPONSIBILITY:

Responsible for compiling and publishing the Incident/EOC Action Plan and maintaining the files and records that are developed as part of the overall IAP; providing photocopying, messaging, and plotting support to the EOC staff, and preserving incident files for legal, analytical and historical purposes. Prepares the City's After-Action Reports.

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chiefs.
- Compile, copy and distribute the After-Action Report with input from other sections/units as documentation of the event and initial recovery operations.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records.
- Contact other EOC Sections and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections.
- Identify and establish a “messaging” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Chief.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Chief.

RESOURCES/DEMOBILIZATION UNIT



Primary Responsibility: F&IT/Budget-Purchasing

YOUR RESPONSIBILITY:

Responsible for maintaining a system to track the current location and status of all assigned resources and maintaining a master list of all resources committed to the incident operation. Responsible for preparing a Demobilization Plan, if required, to ensure an orderly, safe and cost-effective release of personnel and equipment.

GENERAL DUTIES:

- Manage resources management and tracking.
- Prepare and maintain displays, charts and lists which track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.
- Provide assistance to plan for the EOC demobilization.
- Develop demobilization strategy and plan with Section Chiefs.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.
- Ensure that the Operations Section staff does not overlook available resources.
- Make recommendations to the EOC Logistics Section Chief of resources that are not deployed or should be deactivated.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal demobilization.
 - Personal rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.

- Evaluate logistics and transportation capabilities to support the demobilization effort. Coordinate with appropriate EOC Sections/Branches/Groups/Units.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information.
 - Priorities for release (according to agency and kind and type of resource).
 - Phase over or transfer of authorities.
 - Completion and submittal of all required documentation.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.
- Brief EOC Planning/Intelligence Section Chief on demobilization progress.

ADVANCE PLANNING UNIT



(as needed)

Primary Responsibility: TBD

YOUR RESPONSIBILITY:

Responsible for preparing the EOC organization for transition to a recovery operations or other future planning requirements.

GENERAL DUTIES:

- Ensure that the City of Costa Mesa is prepared to participate jointly with Orange County Operational Area, CalEMA, FEMA, and non-profit organizations to expedite disaster assistance for hazard mitigation, individuals, families, businesses, public entities and others entitled to disaster assistance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- In coordination with other EOC Sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
 - Determine top priorities for actions and resources.
 - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
 - Identify any issues and constraints that should be addressed now in light of the probable situation.

- Obtain current briefing on the operational situation from the Situation Status Unit.

- Determine best estimate of duration of the situation from available information.

- Provide reports to the Planning/Intelligence Section Chief and/or EOC Director and others as directed.

- Develop specific recommendations on areas and issues, which will require continuing and/or expanded City involvement.

- Assess situation in community; evaluate extent of rebuilding needed to provide vital city services and to regain occupancy of specific structures.

- Review City General Plan. Develop a procedure for addressing the various elements involved in recovery planning and applying priorities to each element.

- Consider forming a small task force, selected from City Council members, Planning Commission members, and City Community Development Staff members, to identify urgent recovery policy issues, and recommend actions to be taken.

- Invite Planning Commission members to identify recurring problem areas in post-planning discussions.
- Consider the non-physical side of recovery, i.e., functioning status of the local civic, fraternal, and recreational organizations. Support and provide assistance where possible.
- Develop an action plan to implement recovery efforts in a systematic manner, and as rapidly as concurrence and legal procedures permit.
- Ensure that adequate legal counsel is available during recovery planning sessions.
- Hold periodic meetings with involved private sector representatives.
- With EOC Management Team, develop a plan for initial recovery operations, and begin preparing the EOC organization for transition to Recovery Operations. Consider the following actions:
 - Rebuilding vital city services.
 - Encouraging and guiding reconstruction by the private sector for residential, commercial and industrial.
 - Cooperating with private utilities in the reconstruction of their systems.
 - Working with County, State and Federal agencies in planning discussions of regional recovery issues.
 - Evaluating the need to eliminate or alter some previously ineffective physical features within the community.
 - Acquiring presently vacant residential, commercial, or industrial land for redevelopment purposes.
 - Renegotiating existing utility easements to more favorable locations from the city's point of view.
 - Altering the direction of a damaged flood control channel.
 - Encouraging utilities to rebuild key portions of power or telephone lines underground.
 - Expedition in the planning review process to reduce time delays and repetitious plans reviews during the recovery period.
- Maintain contact with Orange County Operational Area, State OES and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs. Coordinate with EOC Finance/Administration Section as required.

TECHNICAL SPECIALIST



(as needed)

Primary Responsibility: TBD based on specialty needed

YOUR RESPONSIBILITY:

Technical Specialists are advisors, from inside or outside the City organization, with special skills needed to support a field or function not addressed elsewhere or by any other discipline.

GENERAL DUTIES:

Provide technical expertise to the Planning/Intelligence Section and others as required.

NOTE: No additional Operational Action Items included.

LOGISTICS SECTION

LOGISTICS SECTION CHIEF

Primary Responsibility: Public Services Department

YOUR RESPONSIBILITY:

A member of the General Staff and EOC Management Team; oversees the Logistics Section and reports to the EOC Director. Responsible for providing all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

GENERAL DUTIES:

- Ensure the logistics function is carried out consistently with SEMS guidelines.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Expand and reduce the branches/groups/units as required by the situation.
- Report to the EOC Director on all matters pertaining to Section activities.
- Manage communication needs – telephone, radio, and data of the EOC.
- Manage computer support in the EOC and normal governmental operations.
- Coordinating transportation needs and issues and the Disaster Route Priority Plan.
- Managing personnel issues and registering volunteers as Disaster Services Workers.
- Obtaining all materials, equipment and supplies to support emergency operations in the field (incident support) and in the EOC.
- Coordinating management of facilities used during disaster response and recovery.
- Ensure sanitation services are provided and maintained.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Activate multi-purpose staging areas as destination points for mutual aid, if necessary.
- Ensure the Transportation Unit gathers information from Planning/Intelligence Section and field sources, to determine status of transportation system into and within the affected area. Determine present priorities and estimated times for restoration of the disaster route system. Provide information to all other Sections.
- Ensure operating procedures from the Technology Unit and Communications Unit for use of telephone, data, computer and radio systems are provided to all Sections/EOC Staff.
- Meet with Finance & Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section.
- Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and are fully supporting the field incident units.
- Ensure communication and coordination with the Operational Area if resources are required beyond local capability by whatever resources are available. Ensure Jurisdiction Resource Request Form is utilized when appropriate.
- Maintain communications with Operations Section to maintain proper field level support.
- Approve Jurisdiction Resource Request form prior to being provided to the Operational Area.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
- Ensure all functions listed under the EOC Logistics Section are completed as needed.
- Consider expansion with other units to deal with personnel or volunteers if resource requests exceed Section capabilities.

COMMUNICATIONS UNIT

Primary Responsibility: Police Department

YOUR RESPONSIBILITY:

Responsible for managing all radio and telephone assets of the EOC and for the overall emergency communications systems. Responsible for developing the Communications Plan, to coordinate communications equipment and facilities assigned to the incident, including radio nets, interagency frequency assignments, and ensuring interoperability.

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside the EOC and between the EOC and outside agencies.
- Operate and maintain internal department communications systems, coordinate overall city emergency communications, establish communication networks between elements of city government, and between the city and essential county and outside services.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services (Mesa Emergency Services Amateur Communications, MESAC) working in support of the EOC and field operations.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate operating procedures for use of telephone, radio and data systems. Ensure plans are current. Provide with copy to Section Chief and all EOC Sections.
- Fulfill telephone, radio and data systems priority and special requests as soon as possible.
- Check status of base station, antennas, and power supplies. Assign priorities for repair.
- Ensure that required communications are available within the EOC.
- Ensure that backup amateur radio system has been activated.
- Assign first available radio amateurs to establish communications with County EOC, fire and law mutual aid.
- Establish communications links with designated mass care centers or resource staging areas.
- Provide amateur radio support to damage reconnaissance and assessment teams.
- Establish communications with the School District (if conditions warrant) using radio amateurs.
- Evaluate frequency traffic loads, and determine if channel assignments should be modified or increased, if so, attempt to use amateur services for administrative traffic.
- If sources of supply and equipment cannot be identified through normal channels and established mutual aid procedures, and the City's resources have proven inadequate, secure resources through the Orange County Operational Area. Utilize the Jurisdiction Resource Request Form when appropriate. Obtain approval from Logistics Section Chief.
- Determine on-going communication staffing requirements for multiple shift operation. Adjust shifts as necessary.

- Evaluate all reports of interference or poor radio operation.
- Stay abreast of the status of all communications systems.
- If additional mass care or other sites are activated, supply with amateur radio equipment/operators as available.
- Ensure that adequate communications are established between the EOC, communications center and designated incident command posts.
- Provide Control One with any communications changes made within the city structure.
- Ensure any field operational damage, communications limitations or other problem areas are relayed to the EOC.
- Provide maintenance services for communications equipment as needed. Set up a preventive maintenance program - e.g. hand-held radio charge sequence.
- Meet with section and branch/group/unit leaders and provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems.
- Coordinate all communications activities.
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.
- Coordinate with volunteer and private sector organizations to supplement communications needs.
- Establish a plan to ensure staffing and repair of communications equipment.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Coordinate radio and communications frequency activities with the Orange County Operational Area as needed.

TECHNOLOGY UNIT

Primary Responsibility: F&IT/I.T. Division

YOUR RESPONSIBILITY:

Responsible for operating, maintaining and supporting the use of all computers, audiovisual, and technology needs of the EOC.

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all computer and data services inside the EOC and between the EOC and outside agencies.
- Make special arrangements for computer services and audio visual equipment as directed by the EOC Director.
- Coordinate with other EOC sections the necessity for additional computer operations or Systems Analyst support personnel either in the EOC or in the field.
- Maintain and protect the City's electronic vital records, including backup, storage, and retrieval for emergency response and recovery purposes.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate operating procedures for use of computer and data systems. Ensure plans are current. Provide copy to Section Chief and all EOC Sections.
- Fulfill computer and data systems priority and special requests as soon as possible.
- Coordinate needed data lines with the Communications Unit.
- Support activities for restoration of computer services.
- Coordinate with all sections and branches/groups/units on operating procedures for use of computer systems and audio-visual equipment. Receive any priorities or special requests.
- Monitor operational effectiveness of EOC computer systems. Obtain additional computer capability as needed.
- Coordinate network activities with off-site locations as needed.
- Ensure IT systems recovery operations procedures are reviewed. Implement backup systems as needed.
- Provide briefings as requested at action planning meetings.
- Coordinate computer and network communications activities with the Orange County Operational Area as needed.
- Assess condition of data records documentation on-site/off-site and determine appropriate measure for their protection and back-up.
- Make the on-site/off-site data processing storage decision.

- Conduct damage assessment of data records and evaluate recovery capabilities. Consider extent of damage, cost factors and time involved.
- Coordinate with Facilities Unit for alternate storage location if needed.
- If off-site processing and records relocation is selected coordinate with the Transportation Unit.
- If on-site security of data records is a matter of concern, coordinate with Law Enforcement/Operations Section.

TRANSPORTATION UNIT

Primary Responsibility: Public Services/Transportation Services

YOUR RESPONSIBILITY:

Responsible for maintaining and servicing vehicles and mobile equipment (including fuel), maintaining a transportation pool of vehicles (e.g., staff cars, buses, or pickups) that are suitable for transporting personnel, equipment and supplies. Coordinating the identification of traffic routes available for emergency use.

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources needs within the City by any available means possible.
- Coordinate all public transportation resources.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Determine location of all City-owned and contract transport equipment.
- If situation warrants, marshal all/select equipment at a central location.
- Determine immediate transport needs as reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Issue instructions to dispatched radio equipped vehicles regarding actions to be taken (e.g., continue assigned task, return to yard, standby at location, etc.).
- Determine fuel availability. Institute a strict fuel control program. If normal fuel re-supply procedures cannot be used, identify other possible sources of fuel. Coordinate within EOC Logistics Section and make recommendations to EOC Logistics Section Chief. Ensure fuel plan has been coordinated with all EOC Sections.
- Support emergency transport operations in accordance with EOC Action Plan.
- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use, i.e., Disaster Route Priority Plan.
- Coordinate use of disaster routes with the Operations Section.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Establish a transportation plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, evacuation locations, shelters and to Casualty Collection Points (CCP).
 - Individuals to medical facilities and/or CCP.
 - Emergency workers and volunteers to and from risk area.

- Coordinate with the Operations Section on the evacuation and movement of AFN persons in accordance with departmental SOPs.
- Coordinate transportation of animals as required.
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.
- Relocate elements of city government to alternate operating locations as needed.
- Determine availability of vehicle maintenance locations. Relocate facilities if necessary. Coordinate alternate maintenance support if required (e.g. commercial, industrial, adjacent jurisdictions, etc.).
- Coordinate with EOC Finance & Administration Section for contract services, fuels, parts needs.
- If personnel or equipment is employed in a contaminated area, ensure equipment is processed through decontamination point(s).
- Identify all persons exposed to contaminants to the Logistics Section for follow-up processing as required.

SUPPLY/FOOD UNIT

PRIMARY Responsibility: F&IT/Budget-Purchasing

YOUR RESPONSIBILITY:

Responsible for ordering, receiving, processing, storing, and distributing all incident-related resources and supplies. Also responsible for ordering tactical and support resources and expendable and nonexpendable supplies required for incident support, including food and hydration requirements of the responders/EOC.

GENERAL DUTIES:

- Coordinate and oversee the ordering, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance & Administration Section. Coordinate with the Finance & Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Meet and coordinate activities with Finance & Administration Chief and determine purchasing authority to be delegated to Supply Unit. Review emergency purchasing and contracting procedures.
- Ensure all actions/documents are accomplished using purchase order/authorities identified as “EMERGENCY” to provide for more rapid tracking of expenditures related to the event(s).
- Work with the Planning/Intel Section to develop and maintain an easy-to-use, functional resource tracking system.
- Begin disaster documentation and resource tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.
- Review, verify and process requests from other sections for resources.
- Maintain information regarding:
 - Resources readily available.
 - Resources requests.
 - Status of shipments.
 - Priority resource requirements.
 - Shortfalls.
- Provide supply control procedures and advice to all other Sections and field operations as needed.
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.

- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify Finance & Administration/Procurement Unit of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.
- If contracts are needed for procuring resources, request that the Finance & Administration/Procurement Unit develop necessary agreements.
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units. Provide an estimated time of arrival to requestor if possible.
- Identify to the Logistics Section Chief any significant resource request(s), which cannot be met through local action. Suggest alternative methods to solve the problem if possible, including making mutual aid requests and going to the Operational Area.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.
- Be prepared to provide veterinary care and feeding of animals.
- Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Coordinate updating reports on resource status with Planning/Intel Section/Resources Unit.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Procure and arrange for basic sanitation and health needs at mass care and other facilities, as needed or requested (toilets, showers, etc.). Coordinate with EOC Operations Section.

- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.
- Ensure the management, organization, distribution and disposal of donations of goods from organizations, individual citizens, volunteer groups, etc. is handled efficiently during and following the disaster/emergency. Coordinate with other EOC Sections and other agencies/organizations as needed.
- Maintain source identification listings or directories.

EOC FACILITIES UNIT

PRIMARY Responsibility: Public Services/Maintenance Services

YOUR RESPONSIBILITY:

Responsible for ensuring adequate facilities are provided for the response effort, including security, furniture, supplies and materials necessary to configure the facility in a manner to adequately fulfill the mission request.

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations.
- Coordinate with other EOC sections/branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance & Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Evaluate the situation as to any possible temporary construction needs and prepare preliminary work plans.
- Coordinate with the Operations Section/Care & Shelter Branch regarding Red Cross and shelter matters. Ensure 48 sq. ft. per person per sleeping area is available.
- Coordinate with other all Sections if city government operations are to be relocated to determine overall needs. Types of locations to consider: trailers, prefab construction; local and regional office complexes; hotels.
- Identify sources for temporary facilities and make recommendations.
- Coordinate with appropriate utilities for hookup of service in any temporary construction.
- Ensure sanitation requirements are met and/or coordinated in any temporary construction or location.
- Coordinate with EOC Finance & Administration Section for financial approvals, contracts, purchase orders, etc.
- Maintain information in the Unit regarding:
 - Facilities opened and operating.
 - Facility managers.
 - Supplies and equipment at the various locations.
 - Specific operations and capabilities of each location.
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.

- Identify communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Procurement Unit.
- Identify personnel needs within the Logistics Section.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Operations Section/Law Enforcement Branch.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Coordinate the receipt of incoming resources to facilities.
- Ensure that operational capabilities are maintained at facilities.
- Prepare to assist in the establishment of Local Assistance Center(s) (LAC) and coordinate requirements with the senior state or federal official at each LAC for a protracted period upon EOC Director approval.
- Ensure that reasonable accommodations for access and other related assistance for residential care and people with AFN are provided for in facilities.
- Provide facilities for sheltering essential workers and volunteers as needed.
- Be prepared to provide facilities for animal boarding as required.

EOC PERSONNEL UNIT

(as needed)

Primary Responsibility: Fire Department/CERT

YOUR RESPONSIBILITY:

Responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests received; for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

GENERAL DUTIES:

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) as necessary through the Orange County Operational Area.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Coordinate requests for Community Emergency Response Team (CERT) volunteers.
- Coordinate Mesa Emergency Services Amateur Communications (MESAC) volunteers.
- Coordinate requests for Volunteers in Police Service (VIPS) with the Police Department.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Resources/Demobilization Unit.
- Maintain information regarding:
 - Personnel/volunteers processed.
 - Personnel/volunteers allocated and assigned by agency/location.
 - Personnel/volunteers on standby.
 - Special personnel requests by category not filled.
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- Obtain crisis counseling for emergency workers.
- Arrange feeding, shelter and care of emergency response personnel and volunteers with the Procurement and Facilities Unit and EOC Operations Section. Advise numbers of people, locations and estimated work time commitments.

- Coordinate within this Supply Unit for any special equipment or supplies needs to support emergency response personnel and volunteers.
- Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.
- Coordinate requests for mutual aid personnel, e.g. emergency management mutual aid (EMMA) with the Orange County Operational Area.
- Prepare to assist in the establishment of Local Assistance Center(s).
- Coordinate LAC staffing requirements with the senior state or federal official at each LAC and prepare to provide LAC staffing with personnel resources for a protracted period upon EOC Director approval. Coordinate mutual aid for staffing purposes as needed.
- Ensure the recruitment, registration, mobilization and assignment of volunteers, and its documentation is thorough and complete.
- Determine and track special needs and abilities of personnel and volunteers (sign and other language skills, etc.).
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers.
- Coordinate transportation of personnel and volunteers with the Transportation Unit.
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels, mutual aid channels or the Orange County Operational Area.
- Ensure departmental SOPs are followed regarding family notification procedures.

FINANCE & ADMINISTRATION SECTION

SECTION CHIEF



Primary Responsibility: Finance & IT Department

YOUR RESPONSIBILITY:

A member of the General Staff and EOC Management Team; oversees the Finance & Admin Section and reports to the EOC Director. Responsible for the fiscal management and support of response and recovery operations including payroll, purchasing and activating the disaster accounting system.

GENERAL DUTIES:

- Implementing a disaster accounting system.
- Maintaining financial records of the emergency.
- Tracking and recording of all agency staff time.
- Processing purchase orders and contracts in coordination with Logistics Section.
- Processing worker's compensation claims received at the EOC.
- Approve travel requests, forms and expense claims.
- Providing administrative support to the EOC.
- Supervise the EOC Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Supervise and ensure the fiscal management of response and recovery for the disaster/emergency; including payroll and revenue collection processes continue and oversee the Disaster Accounting System operations.
- Meet with Logistics Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section.
- Following action planning meetings, ensure that financial requests and/or obligations necessary to meet known or expected demands are being addressed.
- Authorize use of the disaster accounting system.
- Ensure that the payroll process continues.
- Ensure that the revenue collection process continues.
- Ensure proper disaster declarations are made to activate appropriate funding and financial reimbursement mechanisms as needed.
- Ensure thorough review and applicable documentation is made to assure the City will be eligible for any and all available funding and financial reimbursement mechanisms as possible.
- Ensure that all other EOC Sections personnel and equipment time records and record of expendable materials used are provided to the Time Unit and Cost/Recovery Units of the at the end of each operational period or shift.
- Organize, manage, coordinate and channel the donations of money received during and following an emergency from individual citizens and volunteer groups.
- Coordinate with the Cost/Recovery Unit to make recommendations for cost savings to the General Staff.
- Meet with assisting and cooperating agency representatives as required.

- Provide input in all planning sessions on finance and cost analysis matters.
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- Keep the General Staff apprized of overall financial situation.
- Ensure all financial documentation is in order as part of the preparation for Recovery Operations.
- Review and approve Initial Damage Estimate (IDE) prior to being provided to the Operational Area.

COST/RECOVERY UNIT

Primary Responsibility: **F&IT/Treasury-Accounting**

YOUR RESPONSIBILITY:

Responsible for maintaining the Disaster Accounting System and developing procedures to capture and document costs relating to a disaster/emergency operation in coordination with other sections and departments; coordinating with the disaster assistance agencies and managing the recovery of costs as allowed by law.

GENERAL DUTIES:

- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.
- Document information for cost recovery/reimbursement from the state and federal governments.
- Activate and maintain disaster accounting system.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Activate and maintain the disaster accounting system and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments.
- Inform all sections and departments that the disaster accounting system is to be used and how to use it.
- Ensure all that all purchasing actions/documents are accomplished using purchase order/authorities identified as "EMERGENCY" to provide for more rapid tracking of expenditures related to the event(s).
- Ensure all emergency operations documents are number sequenced and accounted for.
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the disaster accounting system.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- Coordinate with the Planning/Intelligence Section, Documentation Unit.
- Provide analyses, summaries and estimates of costs for the EOC Finance & Administration Section Chief, EOC Director as required.
- Work with EOC sections and appropriate departments to collect all required documentation.
- Receive and allocate payments.
- Organize and prepare records for final audit.
- Prepare recommendations as necessary.

EOC TIME UNIT

Primary Responsibility: F&IT/Treasury-Accounting

YOUR RESPONSIBILITY:

Responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.

GENERAL DUTIES:

- Maintain time keeping by tracking, recording and reporting staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, OA, CalEMA and FEMA time recording policies.
- Track, record and report equipment use and time.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

PERSONNEL TIME RECORDING

- Determine specific requirements for the time keeping function.
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
- Ensure that all records identify scope of work and site-specific work location.
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure excess hours worked recorded and separate logs maintained.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift.

- Coordinate with the Logistics Section for personnel time records.

EQUIPMENT TIME RECORDING

- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).
- Maintain records security.

PROCUREMENT UNIT



Primary Responsibility: F&IT/Budget-Purchasing

YOUR RESPONSIBILITY:

Responsible for administering all financial matters pertaining to purchasing, vendor contracts, leases, fiscal agreements and tracking expenditures; responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.

GENERAL DUTIES:

- Identify sources for equipment, expendable materials and resources.
- Manage all equipment rental agreements.
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by DES, Policy Group or EOC Director.
- Process all administrative paperwork associated with equipment rental and supply contracts.
- Process travel requests, forms and expense claims.

**READ ENTIRE CHECKLIST AT START-UP AND
AT THE BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate with section/branch/group/unit leaders to identify needs and any special requirements.
- Review/prepare EOC purchasing procedures.
- Provide procedures and advice to EOC Sections and field operations as needed.
- Prepare and sign contracts as needed within established contracting authority.
- Establish contracts and agreements with supply vendors.
- Ensure that all records identify scope of work and site-specific locations.
- Ensure that a system is in place, which meets City's property management requirements.
- Ensure proper accounting for all new property.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with Compensations/Claims Unit on procedures for handling claims.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Process all travel requests, forms and expense claims.
- Verify cost data in pre-established vendor contracts with Cost/Recovery Unit.

COMPENSATION & CLAIMS UNIT

Primary Responsibility: CEO/Human Resources

YOUR RESPONSIBILITY:

Responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out the emergency/disaster operation, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

GENERAL DUTIES:

- Accept as agent for the City of Costa Mesa claims resulting from an emergency/disaster.
- Collects information for all forms required by Workers Compensation and local agencies.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Costa Mesa.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

CHECKLIST ACTIONS

NOTE DATE/TIME OF ALL ACTIONS ON POSITION LOG

OPERATIONAL DUTIES

- Coordinate with all sections as appropriate.
- Maintain a log of all injuries occurring during the disaster/emergency.
- Develop and maintain a log of potential and existing claims.
- Prepare claims relative to damage to City property and notify and file the claims with insurers.
- Periodically review all logs and forms produced by Unit to ensure:
 - Work is complete.
 - Entries are accurate and timely.
 - Work is in compliance with City of Costa Mesa requirements and policies.
- Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.

Appendix Two

Operational and Administrative Processes

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Emergency Proclamations and Declarations

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency and (3) State of War Emergency. Emergency proclamations expand the emergency powers and authorities of the state and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC). The sequence of activities occurring for the emergency response and the proclamation process is illustrated in Figure 1 -Response Phase Sequence of Events (green path and yellow highlighted actions) below. The illustration is followed by a description of each step in the process.

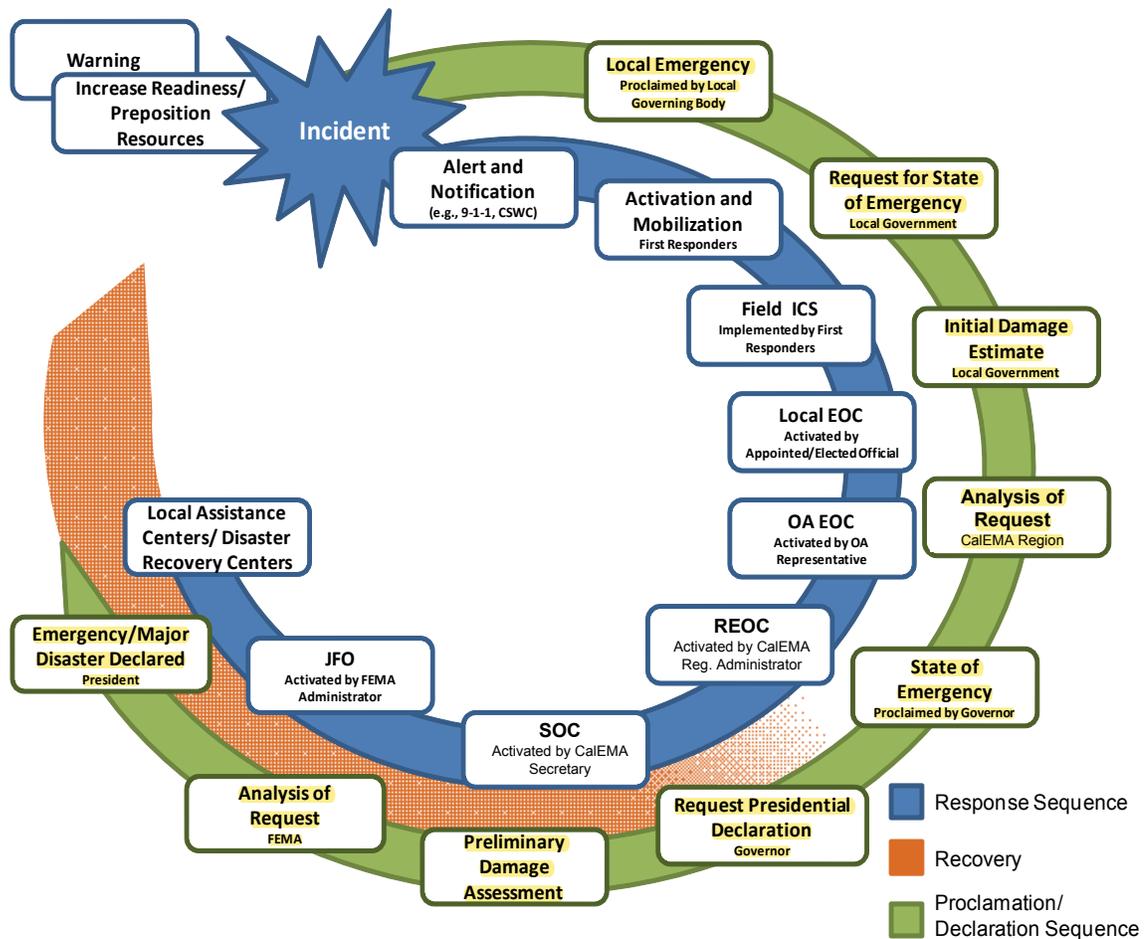


Figure 1 - State of California Emergency Plan, Response Concept of Operations, (Exhibit 10-4)



Local Emergency Proclamation: A local governing body or designee may proclaim a Local Emergency if there is extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city where the declaring entity is overwhelmed and unable to abate an existing or potential emergency and requires resources from other unaffected political subdivisions and jurisdictions. A Local Emergency provides local governing bodies with expanded emergency police powers and authorities, which include:

- Authorization to promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety.
- Authority to acquire or commandeer supplies and equipment for public use.
- Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance.

Costa Mesa Local Emergency Proclamation Authority

The City of Costa Mesa's Emergency Services Ordinance No. 80-20, §3 adopted 11-03-80 authorizes that a local emergency may be proclaimed by the City Council or the Chief Executive Officer (Director of Emergency Services). A Local Emergency proclaimed by the Chief Executive Officer must be ratified by the City Council within seven days. The City Council must review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency in accordance with Emergency Services Act, Section 8630. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The City of Costa Mesa's Emergency Services Ordinance No. 80-20, §3 adopted 11-03-80 by the City Council, Municipal Code Title 6, Disaster Relief and Civil Defense, Sect. 6-1 to 6-12, under the Powers and duties of the Director of Emergency Services, 6-6(a)(6) a. through e. reads:

In the event of the proclamation of a local emergency as herein provided, or by the board of supervisors or operational area coordinator of the County of Orange for an area including this city, the proclamation of a state of emergency by the governor or the director of the state office of emergency services, or the existence of a state of war emergency, the director is hereby empowered:

- a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
- b. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property and to bind

the city for the fair value thereof and, if required immediately, to commandeer the same for public use. In so acquiring such property, the city waives no immunities and incurs no liabilities other than those at common law or those liabilities created by applicable state or federal law;

- c. To require emergency services of any city officer or employee and to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;
- d. To requisition necessary personnel or material of any city department or agency;
- e. To execute all of his ordinary power as Chief Executive Officer, all of the special powers conferred upon him by this title or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.

CalEMA Notification: When conditions and time allow, the local governing body, or designee, drafts and signs a Local Emergency Proclamation. The local EOC advises the OA EOC of the proclamation and, in turn, the OA EOC advises the CalEMA Regional Administrator.

Request for CalEMA Secretary's Concurrence: Local governments can request cost reimbursement from the state for certain disaster-related costs under the California Disaster Assistance Act (CDAA) following the proclamation of a Local Emergency.

**Request for State
of Emergency**
Local Government

Request for the Governor to Proclaim a State of Emergency: When emergency conditions exceed, or have the potential to exceed, local resources and capabilities, local government may request state assistance under the California Emergency Services Act (ESA). The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten days of the event.

**Initial Damage
Estimate**
Local Government

Initial Damage Estimate: The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE may not be required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

Analysis of Request
CalEMA Region

Analysis of Request: The request and the IDE are reviewed by the CalEMA Region and a recommendation is made to the Governor through the Secretary of CalEMA.

State of Emergency
Proclaimed by Governor

Proclamation of a State of Emergency: The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of CalEMA. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power, as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

Governor's Proclamation Without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capacity and capabilities of the local authorities.

Proclamation of a State of War Emergency: In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

Request Presidential Declaration
Governor

State Request for a Presidential Declaration: When it is clear that State capabilities will be exceeded, the Governor can request Federal assistance,

including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

**Preliminary
Damage
Assessment**

Preliminary Damage Assessment: Upon submission of the State request for a Presidential Declaration, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. Similar to the IDE, the PDA may not be required if immediate response assistance is necessary.

**Analysis of
Request
FEMA**

Federal Analysis of the State's Request: The FEMA Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the state's hazard mitigation history.

Federal Declarations without a PDA: If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

**Emergency/Major
Disaster Declared
President**

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the state's response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

Health Emergency

The County Health Officer, or designee, will serve as the Operational Area Coordinator (OAC) during a disease outbreak response. Orange County Health Care Agency (HCA) is responsible for coordinating response activities within the Operational Area, if requested, and to work closely with OA Members to ensure a coordinated incident response. HCA will have the primary responsibility for activating its response strategy at the level appropriate to the specific disease agent based on the disease outbreak characteristics described and will comply with NIMS/SEMS. With respect to the emergency proclamation process, the OA Coordinator requests the County Board of Supervisors to proclaim the existence or threatened existence of a Local Emergency in the County, if necessary.

Proclaiming a health emergency during a disease outbreak event will follow the same protocols as described for any other emergency (under the authority of California Government Code Section §8558, 8607, 8630 and California Health and Safety codes §101040, 120175, 120200, 120210, and as prescribed by County Ordinance No. 3915, Section 3-1-6).

A Proclamation of Local Emergency (health related or otherwise) is the proclaimed existence of:

- Conditions of disaster or of extreme peril to the safety of persons and property
- Conditions that are or are likely to be beyond the control of local resources or require the combined resources of other political subdivisions

A local proclamation allows the County to request mutual aid, procure resources and supplies without violating bidder rules and regulation. It provides access and authority to impose curfews; close business establishments; close public buildings and places such as streets, schools, parks, beaches and amusement parks; and direct the use of all public and private health, medical and convalescent facilities and equipment to provide emergency health and medical care for injured persons, and proclaim any such orders as are imminently necessary for the protection of life and property.

Sample Resolutions and Checklist

FORM COMPLETION CHECKLIST

RESOLUTION PROCLAIMING EXISTENCE OF LOCAL EMERGENCY

(by City Council)

1. Enter cause of local emergency
2. Enter time and date of commencement of local emergency
3. Sign and date
4. Have witness sign if City Clerk is unavailable
5. Review need for resolution every 30 days.
6. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)**

WHEREAS, Ordinance No. 80-20 of the City of Costa Mesa empowers the City Council to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity; and

WHEREAS, said City Council has been requested by the Director of Emergency Services of said city to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, other causes) commencing on or about _____. on the ___ day of _____, 20__; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by State law, by ordinances and resolutions of this City approved by the City Council on the 3rd day of November, 1980.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Costa Mesa, State of California.*

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY*
(by Director of Emergency Services)

1. Enter cause of local emergency
2. Enter time and date of commencement of local emergency
3. Sign and date
4. Have witness sign
5. Have resolution adopted by City Council within 7 days
6. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

***NOTE:** Section 8630 of the Government Code provides:

"Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body . . ."

SAMPLE

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(by Director of Emergency Services)**

WHEREAS, Ordinance No. 80-20 of the City of Costa Mesa empowers the Director of Emergency Services (Chief Executive Officer, or his designee) to proclaim the existence of threatened existence of , or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Costa Mesa does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city caused by _____

(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, other causes)

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

NOW THEREFORE, IT IS HEREBY PROCLAIMED that pursuant to Government Code Section 8630, a local emergency now exists throughout said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the emergency organization of this City shall be those prescribed by State law, by ordinances and resolutions of this City, and by the City of Costa Mesa Multi-Hazard Functional Emergency Plan, as approved by the City Council in May 1992, Resolution 92-68.

Dated: _____ By: _____

Director of Emergency Services
City of Costa Mesa

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION RATIFYING EXISTENCE OF A LOCAL EMERGENCY*
(by City Council)

1. Enter cause of local emergency
2. Enter time and date of commencement of local emergency
3. Enter date on which Director of Emergency Services (Chief Executive Officer, etc.) proclaimed local emergency
4. Sign and date
5. Have witness sign if City Clerk is unavailable
6. City Council must act on resolution within 7 days of proclamation of emergency by Director of Emergency Services (Chief Executive Officer, etc.)
7. Transmit certified copy of original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

* **NOTE:** This form may be used by the City Council to ratify the proclamation of existence of a local emergency, issued by the Director of Emergency Services.

" . . . Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body . . . "

SAMPLE

**RESOLUTION RATIFYING EXISTENCE OF A LOCAL EMERGENCY
(by City Council)**

WHEREAS, Ordinance No. 80-20 of the City of Costa Mesa empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen with this City, caused by _____(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) commencing on or about _____.m on the ___ day of _____, 20__, at which time the City Council of the City of Costa Mesa 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 Costa Mesa did proclaim the existence of a local emergency within said City on the ___ day of _____, 20__;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Costa Mesa, State of California.**

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY
(by City Council)

1. Enter date of City Council's proclamation of emergency
2. Enter cause of emergency
3. Enter name and title of authorized representative for public assistance
4. Enter name and title of authorized representative for individual assistance
5. Sign and date
6. Have witness sign if City Clerk is not available.
7. Transmit certified copies or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY
(by City Council)**

WHEREAS, on _____, 20____, the City Council of the City of Costa Mesa found that due to _____ (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with State law the City Council proclaimed an emergency did exist through said City; and

WHEREAS, it has been found that local resources are unable to cope with the effects of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Costa Mesa to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____
_____(Title), is hereby designated as the authorized
representative for public assistance and _____
_____(Title), is hereby designated as the authorized representative
for individual assistance of the City of Costa Mesa for the purpose of receipt,
processing and coordination of all inquiries and requirements necessary to obtain
available State and federal assistance.

Dated: _____
MESA

CITY COUNCIL OF CITY OF COSTA

ATTEST: _____

FORM COMPLETION CHECKLIST

***RESOLUTION REQUESTING GOVERNOR TO REQUEST A PRESIDENTIAL
DECLARATION***

(by City Council)

1. Enter date of proclamation of local emergency
2. Enter date of resolution requesting Governor to proclaim a state of emergency
3. Enter name and title of designated Hazard Mitigation Coordinator
4. Sign and date
5. Have witness sign if City Clerk is not available
6. Transmit certified copy or resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION REQUESTING GOVERNOR TO REQUEST A PRESIDENTIAL
DECLARATION
(by City Council)**

WHEREAS, on _____, 20___, the City Council of the City of Costa Mesa, in accordance with State law, proclaimed an emergency did exist throughout the City; and

WHEREAS, on _____, 20___, the City Council of the City of Costa Mesa, by resolution, ordered that the Governor of California be requested to proclaim the City of Costa Mesa to be in a state of emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he request a Presidential declaration that an emergency or a major disaster exists throughout the City of Costa Mesa.

IT IS FURTHER RESOLVED that _____(Name), _____(Title), is designated as the local Hazard Mitigation Coordinator of the City of Costa Mesa for the purpose of assessing damage within the City and consulting with Federal/State survey teams about hazard mitigation actions.

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

***RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY AND
REQUESTING GOVERNOR TO (1) PROCLAIM A STATE OF EMERGENCY AND (2)
REQUEST A PRESIDENTIAL DECLARATION***

1. Enter cause of emergency
2. Enter date of declaration of emergency by City Council
3. Enter name and title of designated hazard mitigation coordinator (CEO, etc.)
4. Enter name and title of authorized representative for public assistance (CEO, etc.)
5. Sign and date
6. Have witness sign if City Clerk is unavailable
7. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
AND REQUESTING GOVERNOR TO
(1) PROCLAIM A STATE OF EMERGENCY; AND
(2) REQUEST A PRESIDENTIAL DECLARATION
(by City Council)**

WHEREAS, Ordinance No. 80-20 of the City of Costa Mesa empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of said City to proclaim the existence of a local emergency therein; and

WHEREAS, said City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said City, caused by _____ (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

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

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by State law, by ordinances and resolution of this City approved by the City Council on _____.

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he proclaim the City of Costa Mesa to be in a state of emergency, and further that the Governor request a Presidential declaration.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that _____ (name) _____ (title), is designated as the local Hazard Mitigation Coordinator of the City of Costa Mesa for the purpose of assessing damage within said City and consulting with Federal/State survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____ (name) _____ (title), is hereby designated as the authorized representative for public and individual assistance of the City of Costa Mesa for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available State and federal assistance.

Dated: _____
MESA

CITY COUNCIL OF CITY OF COSTA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION REQUESTING STATE DIRECTOR, CALIFORNIA EMERGENCY MANAGEMENT AGENCY CONCURRENCE IN THE LOCAL EMERGENCY (by City Council)

1. Enter date of City Council proclamation of local emergency
2. Enter cause of local emergency
3. Enter period of local emergency
4. Enter name and title of authorized representative to handle State assistance
5. Date and sign
6. Have witness sign if City Clerk is not available
7. Attach list of damaged public facilities showing location and estimated cost of repair
8. Transmit certified copy or original resolution within 10 days to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

NOTE: Proclamation of local emergency must be made within **10** days of the disaster occurrence in order to qualify for assistance under the Natural Disaster Assistance Act.

SAMPLE

**RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN THE LOCAL EMERGENCY
(by City Council)**

WHEREAS, on _____, 20____, the City Council of the City of Costa Mesa found that due to _____
_____ fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes) a condition of extreme peril to life and property did exist in the City of Costa Mesa during the period of _____; and

WHEREAS, in accordance with State law, the City Council now proclaims an emergency does exist throughout said City;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services with a request that he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____ (name), _____ (title), is hereby designated as the authorized representative of the City of Costa Mesa for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State assistance.

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY
(by City Council)

1. Enter date of proclamation of emergency
2. Enter date of ratification of proclamation (if applicable)
3. Enter cause of emergency
4. Sign and date
5. Have witness sign if City Clerk is not available
6. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION PROCLAIMING TERMINATION OF LOCAL EMERGENCY
(by City Council)**

WHEREAS, a local emergency existed in the City of Costa Mesa in accordance with the resolution thereof by the
(City Council on the ___ day of _____, 20__.)

OR

(Director of Emergency Services on the ___ day of _____, 20__,
and its ratification by the City Council on the ___ day of _____,
20__.)

as a result of conditions of extreme peril to the safety of persons and property caused by _____ (fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes); and

WHEREAS, the situation resulting from said condition 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 Costa Mesa;

NOW, THEREFORE, the City Council of the City of Costa Mesa, State of California, does hereby proclaim the termination of said local emergency.

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION PROCLAIMING A CURFEW DUE TO EMERGENCY CONDITIONS **(By City Council)**

1. Enter date of proclamation of local emergency
2. Enter time and duration of curfew
3. Enter location for curfew if not for entire City
4. Date and sign
5. Have witness sign if City Clerk is not available
6. Post and announce resolution to news media
7. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION PROCLAIMING A CURFEW DUE TO EMERGENCY CONDITIONS
(By City Council)**

WHEREAS, on _____, 20___, the City Council of the City of Costa Mesa, in accordance with State law, proclaimed an emergency did exist throughout the City; and

WHEREAS, emergency conditions exist which necessitate the imposition of a curfew to protect the public health, safety and welfare during such state of emergency;

NOW THEREFORE, IT IS HEREBY RESOLVED that a curfew between the hours of _____ to _____ for the period of _____ (date) to _____ (date) is hereby imposed on all persons except emergency personnel within the following areas: _____ (entire City or specified boundaries). Any person violating this curfew shall be guilty of a misdemeanor.

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION ORDERING NUISANCE ABATEMENT DUE TO EMERGENCY CONDITIONS

(by City Council)

1. Enter date of proclamation of emergency
2. Enter description of building, structure or premises
3. Enter address of building, structure or premises
4. Enter date of informal hearing
5. Enter name of designated hearing officer
6. Enter name of property owner
7. Enter name of building officials present
8. Enter name of all others present
9. Strike either (Rehabilitate ...) or (Demolish ...), whichever is **inapplicable**
10. Enter number of days within which property owner must take action
11. Sign and date
12. Have witness sign if City Clerk is unavailable

NOTE: CMMC paragraph 13-387(g) requires a four-fifths (4/5) vote to order summary nuisance abatement proceedings

California Penal Code Sections 370, 371, 372, and 373a provides that a person who maintains a public nuisance or who willfully omits to perform any legal duty relating to the removal of a public nuisance is guilty of a misdemeanor

SAMPLE

**RESOLUTION ORDERING NUISANCE ABATEMENT DUE TO EMERGENCY
CONDITIONS***

WHEREAS, on _____, 20____, the City Council of the City of Costa Mesa, in accordance with State law, proclaimed an emergency did exist throughout the City; and

WHEREAS, the Chief Building Official of the City of Costa Mesa found that, as a result of the emergency conditions, the structure(s), building(s) and premises(s) specifically described as _____ and located at _____, is/are an immediate menace to public health and safety and constitutes a nuisance as defined in Costa Mesa Municipal Code Section 13-387; and

WHEREAS, the property owner was urged to obtain a certified structural engineer to advise him or her and the City; and

WHEREAS, an informal hearing was held on _____, before _____ (designated hearing officer), at which time testimony of _____ (property owner), _____ (appropriate building officials), and _____ (others) were heard; and

WHEREAS, _____ (designated hearing officer) found that the subject property constitutes a nuisance as defined in Costa Mesa Municipal Code Section 13-387; and

WHEREAS, the City Council does hereby find that emergency conditions warrant immediate abatement of nuisances.

NOW, THEREFORE, IT IS HEREBY ORDERED that the property owner [either] (rehabilitate the property as required by the Chief Building Official) [or] (demolish the property) within ____ days of the date of the resolution.

IT IS FURTHER ORDERED that if the property owner fails to take the action ordered, the City shall demolish the property at the property owner's expense.**

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

RESOLUTION RECONSTITUTING THE CITY COUNCIL
(by City Council)

1. Enter date of proclamation of emergency
2. Strike inapplicable words and phrases from the following in the first paragraph:
[either] (the Director ...) [or] (the [Governor] or [President] ... and [either] (emergency [or] (state of war emergency)
3. Enter names of one or two individuals
4. Sign and date
5. Have witness sign if City Clerk is unavailable
6. Transmit certified copy or original resolution to:

Orange County Operational Area
Orange County Sheriff's Department
Emergency Management Bureau
2644 Santiago Canyon Road
Silverado, CA 92676
Attn: Manager
(714) 628-7055 (main line)
FAX (714) 628-7154

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

SAMPLE

**RESOLUTION RECONSTITUTING THE CITY COUNCIL
(by City Council)**

WHEREAS, on _____, 20__, [either] (the Director of Emergency Services of the City of Costa Mesa, in accordance with State law, proclaimed an emergency did exist throughout the City); [or] (the [Governor] or [President] proclaimed a state of emergency/state of war emergency); and

WHEREAS, the largest quorum required by law for the governing body of the City of Costa Mesa is three (3) City Council Members; and

WHEREAS, there are presently more than two (2) vacancies on the City Council, rendering it incapable of forming a quorum; and

WHEREAS, State law empowers one or more City Council members to reconstitute the City Council by filling vacancies until there are sufficient Council Members to form the largest quorum required by law.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the following individuals shall be appointed members of the City Council of Costa Mesa to serve until their successors are elected or appointed:

Name: _____

Name: _____

Dated: _____

CITY COUNCIL OF CITY OF COSTA MESA

ATTEST: _____

FORM COMPLETION CHECKLIST

***RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA RELATIVE TO
WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER
"DISASTER SERVICES WORKERS"***

1. Sign and date
2. Have witness sign if City Clerk is not available
3. Mail a certified copy to:

State of California
Governor's Office of Emergency Services
Southern Region
JFTB, Building 283
4671 Liberty Ave
Los Alamitos, CA 90720-5158
Attn: Regional Administrator
(562) 795-2900 (main line)
FAX (562) 795-2877

NOTE: This resolution should be adopted prior to a proclamation of a local emergency to ensure certification by the City Council.

SAMPLE

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA RELATIVE TO
WORKMEN'S COMPENSATION BENEFITS FOR REGISTERED VOLUNTEER
"DISASTER SERVICE WORKERS"**

WHEREAS, Section 8580 of the Government Code (Chapter 1454, Statutes 1970) provides:

"The Emergency Council shall establish by rule and regulation various classes of disaster service workers and the scope of the duties of each class. The Emergency Council shall also adopt rules and regulations prescribing the manner in which disaster service workers of each class are to be registered. All such rules and regulations shall be designed to facilitate the paying of workmen's compensation."; and

WHEREAS, The California Emergency Council has adopted rules and regulations establishing classes of disaster service workers, the scope of duties of each class, and the manner of registration of such volunteer disaster service workers; and

WHEREAS, Section 8612 of the Government Code (Chapter 1454, Statutes 1970) provides:

"Any disaster council which both agrees to follow the rules and regulations established by the California Emergency Council pursuant to the provisions of Section 8580 and substantially complies with such rules and regulations shall be certified by the Emergency Council. Upon such certification, and not before, the disaster council becomes an accredited disaster council."; and

WHEREAS, the City of Costa Mesa has registered and will hereafter register volunteer disaster services workers; and

WHEREAS, the City of Costa Mesa desires to become an "accredited disaster council" organization in order that injured disaster service workers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code;

NOW, THEREFORE, the City Council of the City of Costa Mesa hereby agrees to follow the rules and regulations established by the California Emergency Council pursuant to the provisions of Section 8580 of the Government Code.

The City Clerk is hereby instructed to send a certified copy hereof to the California Emergency Council.

EFFECTIVE: _____, 20__.

ATTEST: _____

City Clerk

Mayor

Appendix Three

EOC Forms

Existing forms require inventory, cross-reference with ICS forms and validation of EOC usability. Costa Mesa Office of Emergency Management is in the process of completing this evaluation. The inventoried forms and on-line sources (with hard copy back-up) will be maintained in this section and distributed as appropriate within the EOC, per the EOP.

Forms include, but are not limited to:

- Disaster Timesheets
- Requisition Forms
- Resource Ordering Forms (internal and cross-jurisdiction)
- Damage Assessment Reports
- Situation Reports
- Activity Logs
- ICS Forms
- EOC Position Responsibility/Assignment Roster
- OCOA EAS Activation Request Form
- After-Action Questionnaire

Appendix Four

Resource Directory

This Resource Directory is divided by the levels of government plus additional useful information. It contains contact numbers and addresses, and if available, email addresses and websites, to help the City of Costa Mesa respond to, and recover from, major emergencies and disasters. *Note: This is maintained as a separate document, as number and contact information may change frequently and without Costa Mesa being notified. As a living document, errors may be contained within. This resource directory will be updated according to EOP maintenance procedures. Questions, corrections and comments should be directed to the Office of Emergency Management.*

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Resource/Contact Lists

LOCAL LEVEL

Costa Mesa EOC

The City EOC is located at the 99 Fair Drive. The phones are located in lockers within the storage room and must be plugged into their corresponding floor jacks. **Prefix is (714) 327** for all EOC numbers.

EOC Command Staff	x 4123 x 4128
Operations Section	x 4106 x 4107 x 4111 x 4112
Planning/Intelligence Section	x 4121 x 4126
Logistics Section	x 4109 x 4110 x 4114 x 4115
Finance & Administration Section	x 4125 x 4130
Radio Room	x 4133 x 4134 Fax x 4131
Policy Group (Police Department, Conference room, 2nd Floor) – <u>DO NOT GIVE OUT</u>	x 4166 x 4167 x 4168 x 4169

City of Costa Mesa

General Information/Department Directory (714) 754-5000
Non-Emergency Fire/Medical/Police (714) 754-5252
Homeland Security Information Line (714) 754-5075
77 Fair Drive, Costa Mesa, CA 92628
Website <http://www.costamesaca.gov>

City Telephone Directory <i>See S Drive under "CM Phone Directory" for most current listings</i>	<u>Page</u>
Bilingual Interpreters (60+)(Spanish unless indicated)	20-22
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Use the **City Official Street Index** for maps and listing of all city streets, critical facilities, parks, and public schools and colleges. One located in each EOC locker.

City General Plan can be located online at <http://www.costamesaca.gov/index.aspx?page=1159>.

DATAVAULT (Vital Records Backup) **Coordinator only with IT Division and/or City Clerk**
12515 Sherman Way
North Hollywood, CA 91605
Phone (818)-503-2992
Fax 818-503-4825

Local Helipads:

- Costa Mesa Police Department, City Civic Center, 99 Fair Drive
- Los Angeles Times building: 1375 Sunflower Ave., Costa Mesa
- 555 Anton Blvd., Costa Mesa
- 3000 Airway Avenue, Costa Mesa

Supporting Businesses

Costa Mesa Chamber of Commerce

(714) 885-9090

1700 Adams Avenue, Suite 101

Costa Mesa, CA 92626

FAX (714) 885-9094

<http://www.costamesachamber.com>

Orange County Fair & Exposition Center (OC Fairgrounds)

(714) 751-3247

32nd District Agricultural Association

State of California

88 Fair Drive

Costa Mesa, CA 92626

FAX (714) 708-1641

www.OCFair.com

Richard Groscost, Chief of Public Safety

(714) 708-1577

Email rgroscost@ocfair.com

Cell (714) 392-9547

Orange County Association of Realtors

(949) 722-2300

Use the **ONLINE Business-To-Business Telephone Directory** for business resources:

Open My Computer

Double-click on the CITYSHR on 'CITYSRV3' (S:) Drive

Double-click on SBC Orange County Business Phone Directory

Double-click on Ezpages.exe

City Sponsored Volunteer Programs

Citizens Corps Council Under the Costa Mesa Fire Department, Fire Prevention	(714) 327-7401
Community Emergency Response Team (CERT) Under Costa Mesa Fire Department, Fire Prevention, Citizens Corps/CERT Coordinator	(714) 327-7401
Medical Reserves Corps Under Costa Mesa Fire Department, Fire Prevention, Citizens Corps/CERT Coordinator	(714) 327-7401
Mesa Emergency Services Amateur Communications (MESAC) Under Telecommunications/Manager Radio Officer: Gordon West, WB6NOA MESAC repeater, 147.060 MHz AMBER ALERT: OCRACES 146.895 MHz Repeater	(714) 549-5000 http://www.spectron.net/MESAC http://www.ocraces.org
Neighborhood Watch Under the Costa Mesa Police Department, Crime Prevention	(714) 754-5020

Volunteer Organizations

American Red Cross (ARC), Orange County Chapter 501 E. Golden Circle, Santa Ana, CA 92705 (Number rolls over to L.A. Office after hours) FAX (714) 547-7903 Spanish Information Line Blood Donations Financial Contributions Volunteer Medical Services Bulk Donations Website: http://www.oc-redcross.org	(714) 481-5300 1-800-257-7575 1-800-448-3543 1-800-HELP-NOW 1-800-801-8092 1-800-7-IN-KIND
Salvation Army Southern California Division 900 West James M. Wood Blvd., Los Angeles, CA 90015 FAX (213) 627-3902 Financial Contributions & Donations Websites: <i>Centers cover Counties of Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura</i>	(213)-896-9160 1-800-SAL-ARMY
Volunteer Center Orange County 1901 E. 4 th Street, St 100, Santa Ana, CA 92705 FAX (714) 834-0585 (M-F, 8:30-5pm) Website: http://www.volunteercenter.org	(714) 953-5757

Orange County Radio Amateur Civil Emergency Services

OCRACES (WC6AAC)

Robert Stoffel, (KD6DAQ) OCSD/Emerg Comm Cord

Email Robert.Stoffel@ocgov.com

AMBER ALERT: OCRACES 146.895 MHz Repeater

(714) 704-7919

FAX (714) 704-7902

<http://www.ocraces.org>

Victims of Crime Family Assistance Center

M-F, 9am to 5pm EST

Department of Justice - details about victims and survivors

1-800-331-0075

Utilities

Time Warner Cable (Cable TV) (714) 482-3922
Website: <http://www.timewarnercable.com/>

AT&A U-Verse (714) 259-6663
Emergency: Contact Jeff Morin

SBC Pacific Bell (800) 750-2355
Emergency: Contact Dispatch
Website: <http://www.sbc.com>

Southern California Gas Company (800) 427-2200
Emergency: Contact Dispatch
Website: <http://www.socalgas.com/>

Southern California Edison (800) 684-8123 or (714) 283-6080
Power Outage, Lines Down, Street Light Repair (800) 611-1911

For **City Energy Issues** that may effect **County Facilities** (714) 568-9712
Not "Rolling Blackout" Related, Contact the County RDMD/Facilities Operations Manager

San Onofre Nuclear Generating Station – SONGS
1 Basilone Road, San Diego, CA
Primary Contact: OCSD/Emergency Management Bureau (714) 628-7055/60
SONGS SCE Utility Public Information Officer (949) 458-4543
San Diego Website: http://www.sdcounty.ca.gov/oes/resources/san_onofre.html

SCE & NPDES - Facility Discharging (includes underground vaults)
Chris Tran (626) 302-2612
Email Chris.Tran@sce.com

School Districts

- O.C. Department of Education** (714) 966-4000
Mailing Address: P.O. Box 9050, Costa Mesa, California 92628-9050
200 Kalmus Drive, Costa Mesa, CA
FAX (714) 662-3570
Sara Kaminske, Manager, Safety and Emergency Preparedness
Email: sara_kaminske@ocde.k12.ca.us
Website: <http://emergency.ocde.k12.ca.us>
- Newport-Mesa Unified School District** (714) 424-5000
2985A Bear Street, Costa Mesa, CA 92626
FAX (714) 424-8925
Superintendent Dr. Robert Barbot
Supt. FAX (714) 432-1916
Contact: Connie Duddridge
Email: cduddridge@nmusd.k12.ca.us
Website: <http://www.nmusd.k12.ca.us>
K-12 Schools List (Newport-Mesa USD Only) [Link](#)
- Coast Community College District** (714) 438-4600
1370 Adams Avenue, Costa Mesa, CA 92626-5429
FAX (714) 438-4753
Chancellor Vega
Disaster Preparedness Coordinator, Linda Morin (714) 438-4753
Email LMorin@mail.cccd.edu
Emergency: ecohn@mail.cccd.edu
Website: www.cccd.edu
- Orange Coast College** (714) 432-5772
2701 Fairview Road, Costa Mesa, CA 92628-5005
Campus Public Safety Business (714) 432-5017 (on campus - 25017)
Campus Public Safety Emergency (714) 432-5555 (on campus 25555)
Campus Police (714) 452-9300, FAX (714) 396-9775
PIO Jim Carnett (714) 432-5725
Email: jcarnett@mail.occ.cccd.edu
Website: <http://www.occ.cccd.edu/>
- University of California Cooperative Extension** (714) 708-1606
1045 Arlington Drive, Gate 4, Costa Mesa, CA 92626
Fax: (714) 708-2754
E-mail: ceorange@ucdavis.edu
Website: <http://ceorange.ucdavis.edu/>

Hospitals

Hoag Memorial Hospital Presbyterian One Hoag Drive, P.O. Box 6100 Newport Beach, CA 92658-6100 Monica Dang, Disaster Committee Chair Website: http://www.hoag.org/	(949) 645-8600 (949) 764-8030
Western Medical Center – Santa Ana 1001 N. Tustin Ave, Santa Ana, CA 92705 Kirk Brantley. Also Ray Lubbers (714) 304-8605 City Emergency Manager Chief Andy Money (SAFD) Op's Chief http://www.westernmedicalcenter.com/CWSContent/westernmedsantaana	(714) 953-3500 (714) 647-5726
Mission Hospital 27700 Medical Center Road, Mission Viejo, CA 92691-6426 Safety Manager, Chris Thompson Mission Trauma Center and Emergency Department http://www.mission4health.com/frontpage/Default.htm	(949) 364-1400 (949) 364-7754
Irvine Regional Hospital and Medical Center 16200 Sand Canyon Ave., Irvine, CA. 92618 COO, Steve Sisto (above) Safety Officer, Eddie Cox Engineering Supervisor, Manny Martinez http://www.irvineregionalhospital.com/CWSContent/irvineregionalhospital	(949) 753-2415 (916) 769-7379 (714) 535-3080
Orange Coast Memorial Medical Center 9920 Talbert Ave., Fountain Valley, CA 92708 http://www.memorialcare.com/orange_coast/about.cfm	(714) 378-7000
UCI Medical Center 101 The City Drive, Orange, CA 92868 Security Telecommunications Emgcy. Mgmt. Coordinator Website: http://www.ucihealth.com/	(714) 456-6011 (714) 456-5493 (714) 456-8924/ED 5705 (Pgr) 714-506-7209
Fountain Valley Regional Hospital and Medical Center 17100 Euclid, Fountain Valley, CA 92708 Emergency Department Disaster Preparedness Dave Andrews http://www.fountainvalleyhospital.com/CWSContent/fountainvalleyhospital	(714) 966-7200 (714) 966-8105 (714) 966-7212

College Hospital Costa Mesa (NON-RECEIVING)

(949) 642-2734

301 Victoria Street, Costa Mesa CA 92627

Crisis Team

1-800-773-8001

Languages: Vietnamese Korean Arabic Lao/Hmong French Thai Cambodian Chinese Farsi Spanish

<http://www.collegehospitals.com/cm/cmservice.html>

Fairview Developmental Center (NON-RECEIVING)

(714) 957-5000

2501 Harbor Blvd., Costa Mesa, California 92626

TDD: (714) 957-5512

Karen Larson - Clinical Director (714) 957-5101

Office of Protective Service (OPS) Commander Stephani Valencia

Email: svalenci@fdc.dds.ca.gov

Website: <Http://www.dds.cahwnet.gov/Fairview/Fairview.cfm>

_Neighboring Cities

City of Newport Beach

Emergency Services Coordinator (949) 644-3109
FAX (949) 644-3388, Pager (494) 203-1771, Cell (949) 79-9782
After Hours (PD/Watch Commander) (949) 644-3717
Website: <http://www.newportbeachca.gov/>

City of Santa Ana

Emergency Services Coordinator (714) 647-5735
FAX (714) 647-5785, Pager (714) 936-3075, Cell (714) 936-3075
After Hours: (Fire) (714) 647-4211
Website: <http://www.ci.santa-ana.ca.us/>

City of Huntington Beach

Emergency Services Coordinator (714) 536-5980
FAX (714) 374-1591, Pager (714) 433-4937, Cell (714) 393-2242
After Hours (Dispatch) (714) 980-8800
Website: <http://www.huntingtonbeachca.gov/>

City of Irvine

Emergency Services Coordinator (949) 724-7235/7148
FAX (949) 251-0191
Pager 1) (949) 559-2205, Pager 2) (949) 559-2655
After Hours (PD/Watch Commander) (949) 724-7011
Website: <http://www.ci.irvine.ca.us/>

City of Fountain Valley

Emergency Services Coordinator (714) 593-4436
FAX (714) 593-4508, Pager (714) 402-4051
After Hours: On Duty Battalion Chief (714) 593-4491
Website: <http://www.fountainvalley.org>

Orange County

<http://www.oc.ca.gov>

Orange County Communications

OCSD/Control One 24-Hour Emergency Notification (714) 628-7000
OCSD/Control One Supervisor (24 Hr) (714) 628-7008
OCSD/Control One FAX (714) 628-7010
County EOC Activation (714) 628-7060
County EOC FAX (714) 628-7154
Email: occommune@ocsd.org
Website: <http://www.ocsd.org/>

Orange County Fire Authority

1 Fire Authority Road, Irvine CA 92602 (714) 573-6000
Emergency Communications (Dispatch) (714) 573-6500
FAX (714) 368-8830 (Dispatch)
Contact: On Duty Battalion Chief
Hazardous Materials Team (Station 4) (949) 854-7544
Website: <http://www.ocfa.org>

O.C. Resources and Development Management Department

Storm Center (DOC) (714) 834-2300
(714) 567-6300/6333
1750 S. Douglass Road, Bldg A & B, Anaheim, CA 92806
FAX (714) 567-6340

For City Energy Issues that may effect County Facilities (714) 568-9712
Not "Rolling Blackout" Related, Facilities Operations Manager
Website: <http://www.ocrdmd.com>

Orange County Health Care Agency (HCA)

P.O. Box 355 (714) 834-4722
Santa Ana, CA 92702
Emergency Medical Services (714) 834-3500/3124
Reportable Diseases (M-F, 8-5pm) (714) 834-8180
Fax (714) 834-8196
After Hours (714) 628-7008
Website: <http://www.oc.ca.gov/hca/index.htm>

Orange County Sheriff's Department

Sheriff Watch Commander (24 Hr) (714) 628-7170
Coroner (714) 647-7400
1071 W. Santa Ana Blvd., Santa Ana, CA 92703
Dignitary Protection (714) 647-1818
Website: <http://www.ocsd.org>

Orange County John Wayne Airport	(949) 252-5200
Correspondence: 3160 Airway Avenue, Costa Mesa, CA 92626	
Terminal (Thomas F. Riley): 18601 Airport Way #341, Santa Ana, CA 92707	
Alan Murphy, Airport Directory	(949) 252-5183
Media Relations(Ask Airport Operations for PIO)	(949) 852-4000
Email info@ocair.com	
Website: http://www.ocair.com/jwa_main_page.htm	
 Los Angeles International Airport	 (310) 646-5252
 Orange County Transportation Authority	 (714/800) 636-7433
Central Communications	(714) 530-6060
Website: http://www.ocsd.org/	
 Orange County Vector Control District	 (714) 971-2421
13001 Garden Grove Blvd.	
Garden Grove, CA 92702	
Fax: (714) 971-3940	
Field Operations Director	(714) 971-2421 Ext. 121
Public Information Officer/Community Educational Coordinator	(714) 971-2421 Ext. 129
Website: http://www.ocvcd.org/	

OPERATIONAL AREA LEVEL

The Operational Area is managed by the Orange County Sheriff's Dept/Emergency Management Bureau.

OPERATIONAL AREA – OCSD/EMB (Normal Hours)

General Main Number (714) 628-7055
Manager (714) 628-7158
Assistant (714) 628-7059
FAX (714) 628-7154
Website: <http://www.ocsd.org>

OPERATIONAL AREA - EOC ACTIVATION

EOC Activation Main Number (714) 628-7060
Publicized Public Information Hotline Number (714) 628-7085
EOC Planning/Intelligence Section (J1/J2 Forms) (714) 628-7122
EOC Logistics Section (J3 Form) (714) 628-7127
EOC Finance/Administration Section (J4 Form) (714) 628-7116
FAX (714) 628-7115

OTHER OA'S WITHIN MUTUAL AID REGION 1

Los Angeles County (213) 738-4200
Website: <http://lacounty.info/>

Riverside County – 24 Hr (909) 940-6949
Website: <http://www.co.riverside.ca.us/>

San Bernardino County – 24 Hr (909) 356-3805
Website: <http://www.co.san-bernardino.ca.us/>

San Diego County (858) 565-3490
Website: <http://www.co.san-diego.ca.us/>

San Luis Obispo County (805) 781-5011
Website: <http://www.co.slo.ca.us>

REGION LEVEL

ALL EMERGENCY CALLS TO THE WARNING CENTER (24 hour)(916) 845-8911
OES – OFFICE OF EMERGENCY SERVICES SOUTHERN REGION – REGION ONE 4671 LIBERTY AVENUE LOS ALAMITOS, CA 90720-5002 FAX (562) 795-2877 BACK LINE IF THESE ARE DOWN: MAIN NUMBER: (562) 594-4175 FAX (562) 594-0537	(562) 795-2900
AREA REP: SEAN GRADY Website: HTTP://WWW.OES.CA.GOV	(562) 795-2912
INFORMATION & PUBLIC AFFAIRS	(562) 795-2900
REGION I: FIRE & RESCUE M.A. COORDINATOR	(805) 445-1166
REGION I: LAW ENFORCEMENT M.A. COORDINATOR	(626) 431-3939
RIMS, REOC Contact Nina Barratt Email: Nina_Barratt@oes.ca.gov	(562) 795 2946
RIMS, Sacramento Contact John	(916) 262-1600
FOR PUBLIC SERVICES (WORKS) OR EMMA CONTACT LOCAL OPERATIONAL AREA	

See the **SOUTHERN REGION PHONE DIRECTORY MUTUAL AID REGION I** for detailed information on all Mutual Aid Region I Counties. Located with EOC Communications and in Dispatch.

STATE LEVEL

California Emergency Management Agency (CalEMA)

Address:

3650 Schriever Avenue

Mather, CA 95655

Website: <http://www.calema.ca.gov>

Main Number

(916) 845-8510

Facsimile (FAX) Number

916) 845-8911

EXECUTIVE

Director

(916) 845-8506

Public Information & Media Relations

916) 845-8456

Technology Operations

Secretary

(916) 845-8506

Chief Technology Officer

(916) 845-8552

Recovery

Secretary

(916) 845-8506

Recovery/Disaster Assistance Programs

Hazard Mitigation

(916) 845-8131

Public Assistance

(916) 845-8128

Individual Assistance

(916) 845-8141

Response

Chief

(916) 845-8506

Facsimile (FAX) Number

(916) 845-8511

Fire And Rescue Branch

Chief, Fire and Rescue

(916) 845-8726

Facsimile (FAX) Number

(916) 845-8396

Law Enforcement Branch

Chief

(916) 845-8702

Facsimile (FAX) Number

(916) 845-8314

Preparedness

Assistant Secretary

(916) 845-8506

Facsimile-(FAX) Number

(916) 845-8511

Preparedness

(916) 845-8791

Planning

(916) 845-8796

Southern Regional Branch-Mutual Aid Regions 1 & 6

4671 Liberty Avenue, Los Alamitos CA 90720-5158

Regional Administrator

Information

(562) 795-2900

Facsimile (FAX) Number

(562) 795-2877

Inland/Coastal Regional Branch-Mutual Aid Region 2, 3, 4 & 5

1300 Clay Street, 4th Floor, Oakland (94612)

Regional Administrator

(916) 845-8487

Facsimile (FAX) Number

(916) 845-8474

Training & Exercise

Assistant Secretary

(916) 324-9220

Facsimile (FAX) Number

(916) 845-8511

Utilities

Executive Director CUEA

(916) 845-8518

Facsimile (FAX) Number

(916) 845-8516

FEDERAL LEVEL

FEDERAL EMERGENCY MANAGEMENT AGENCY (202) 566-1600
500 C Street, SW Washington, D.C. 20472
Website: <http://www.fema.gov/>
For FEMA Office Addresses: <http://www.fema.gov/contact-us>

FEMA Disaster Survivor – Registration 800-621-FEMA

OFFICE OF THE REGIONAL DIRECTOR (REGION IX)
1111 Broadway, Suite 1200, Oakland, CA 94607
Nancy Ward, Regional Director (510) 627-7100
Karen E Armes, Deputy Regional Director (510) 627-7100
Media and Public Contact (510) 627-7054
Case DeShong, Congressional & Intergovernmental Affairs (510) 627-7785

Federal Executive Board Greater Los Angeles Area (562) 980-3445
501 W. Ocean Boulevard, Suite 3200
Long Beach, CA 90802
FAX (562) 980-3448
Kathrene Hansen, Executive Director
Email: Kathrene.Hansen@dhs.gov
Website: www.losangeles.feb.gov

Federal Bureau of Investigation San Diego, 24 Hr (619) 565-1255

RESOURCES
Federal Citizens Information Center US 1-800-FED-INFO
(1-800-333-4636)

OTHER

WEST NEWPORT OIL FIELD - a.k.a. – Newport Beach Oil Field

Primary Operator: West Newport Oil Company

Location: 1080 W. 17th Street, Costa Mesa

After Hours

(949) 631-1100

CM Dispatch 24-Hr Contact

(949) 646-9050

Normal Operating Hours 7am to 3pm

Dispatch Information: This pulls up as the Newport Beach Oil Field and is in unincorporated area. They'd call Central Net, to notify OCFA, and result in an automatic aid call. In an emergency, the company or the fire department should call State OES warning center and let them know it's an oil field problem and they will be activated.

Primary Governmental Body Responsible for Oil Field

State of California Division of Oil

Gas and Geothermal Resources District One

(714) 816-6847

5816 Corporate Ave., Suite 200, Cypress, CA 90630-4731

FAX

(714) 816-6853

Primary Contact: Dave Sanchez, Operations Engr

(714) 816-7823

Email dsanchez@consvr.ca.gov

State Headquarters

(916) 445-9686

801 K Street, MS 20-20, Sacramento, CA 95814-3530

Hal Bopp, State Oil & Gas Supervisor Administration

(916) 323-1777

FAX

(916) 323-0424

HAZARDOUS MATERIALS – RPM LOCATIONS (1)

RPM Facility Name: J.C. Carter Company

(949) 548-3421

Emergency Contact: Sylvia Marson (24 hr)

(949) 548-3241

Environmental & Safety Manager

671 W. 17th St., Costa Mesa

Parent Company: Argo-Tech Corporation

TRAINS

AMTRAK Irvine Transportation Center

(949) 753-9713

AMTRAK Santa Ana Transportation Center

(714) 547-8389

Orange County Disposal Site Locations

County Landfills	Household Hazardous Waste Collection Centers	Transfer Stations
Olinda/Olinda Alpha Landfill 1942 North Valencia Avenue, Brea, CA 92823 North of Valencia Avenue, near Brea http://www.oc.ca.gov/iwmd/olindaalpha.htm	Anaheim Regional Collection Center , 1131 or 1071 Blue Gum Street, Anaheim <i>public-private partnership – Taormina Industries and OC</i>	Rainbow Disposal 17121 Nichols, Hunt. Beach (714) 847-3581 Open: Mon. - Fri. 6 - 6, Sat. 6 - 4
Frank R. Bowerman Landfill 11002 Bee Canyon Access Road, Irvine, CA 92602 Open for Commercial Use Only. Eastern end of Sand Canyon Road, next to Irvine http://www.oc.ca.gov/iwmd/landfill_bowerman.asp	Huntington Beach Regional Collection Center , 17121 Nichols, Huntington Beach	CR Transfer 11232 Knott Avenue, Stanton (714) 891-2776. Open 7 days: 7 - 6
Prima Deshecha Landfill 32250 La Pata Avenue, San Juan Capistrano, CA Off Ortega Highway, San Juan Capistrano http://www.oc.ca.gov/iwmd/landfill_prima.asp	San Juan Capistrano Regional Collection Center , County Prima Deshecha Landfill, 32250 La Pata Avenue San Juan Capistrano	Consolidated Volume Transporter 1131 Blue Gum, Anaheim. (714) 238-3300. Open 7 days: Mon. - Fri. 7 - 5, Sat 8 - 5, Sun. 11 - 4.
	Irvine Regional Collection Center , 6411 Oak Canyon, Irvine <i>Partnership-City of Irvine & OC</i>	Sunset Environmental 16182 Construction Circle West, Irvine (714) 552-8784 Open 6 days: Mon. - Fri. 6 - 7, Sat. 6 - 5
		Orange Resource Recovery System , a subsidiary of Orange Disposal. 2050 North Glassell, Orange. (714) 282-0200. Open 6 days: Mon. - Fri. 7 - 4, Sat. 7 - 12

Orange County Integrated Waste Mgmt Department
 320 North Flower Street, Suite 400, Santa Ana, CA 92703
 (714) 834-4000 Fax (714) 834-4001
 Email: info@iwmd.ocgov.com
 Website: <http://www.oc.ca.gov/iwmd/>

Household Hazardous Waste Collection Centers
 Household hazardous waste hotline (714) 834-6752
 Commercial hazardous materials (714) 667-3700
 Used oil recycling (714) 754-4861

Weather/Disaster Information

NATIONAL WEATHER SERVICE

Business Hours Unrestricted
Recorded Weather 24 Hours Unrestricted
520 No. Elevar St, Oxnard, CA 93030
Website: <http://www.noaa.gov/>

(805) 988-6623

(805) 988-6610

(805) 988-6611

NATIONAL WEATHER SERVICE - CONFIDENTIAL!

RESTRICTED - Administration Business Hours

(805) 988-6615

RESTRICTED – Weather Warnings 24 Hour

(805) 988-6618/6619

RESTRICTED – FAX 24 Hour

(805) 988-6613

EARTHQUAKE INFORMATION

EARTHQUAKES PREPAREDNESS/RESPONSE (OES REG.1)

(562) 795 2941

U.S. GEOLOGICAL SURVEY, PASADENA (SO. CAL QUAKE)

(626) 583 7823

CA INSTITUTE OF TECHNOLOGY (CAL TECH)

(626) 449 2631

USC/SOUTHERN CALIF. EARTHQUAKE CENTER

(213) 740 5843

SEE WEBSITE LISTINGS FOR VARIOUS DISASTER RELATED INFORMATION

FLOOD PLAIN INFORMATION

<http://www.ocec.org/engineering/>

City	Department / Agency	Telephone No.
Anaheim	Planning & Zoning	714 254-5100, ext. 5139
Brea	Engineering	714 990-7761
Buena Park	Engineering	714 562-3671
Costa Mesa	Planning	714 754-5245
Cypress	Engineering	714 229-6740
Dana Point	Engineering	949 248-3560
Fountain Valley	Public Works	714 965-4433
Fullerton	Engineering	714 738-6845
Garden Grove	Building	714 741-5312
Huntington Beach	Planning	714 536-5271
Irvine	Community Development	949 724-6308
Laguna Beach	Community Development	949 497-0715
Laguna Hills	Planning & Zoning	949 707-2661
Laguna Niguel	Engineering	949 362-4360
La Habra	Planning	562 905-9700
Lake Forest	Public Works	949 707-5583
La Palma	Public Works	714 523-1140
Los Alamitos	Public Works	562 431-3538
Mission Viejo	Engineering	949 470-3059
Newport Beach	Building	949 644-3257
Orange	Engineering	714 744-5561
Placentia	Engineering	714 993-8131
San Clemente	Engineering	949 498-2533, ext. 3418
San Juan Capistrano	Engineering	949 443-1171, ext. 210
Santa Ana	Building Department	714 647-5804
Seal Beach	Public Works	562 431-2527, ext. 317
Stanton	Engineering	714 379-9222, ext. 201
Tustin	Community Development	714 573-3100
Villa Park	Information	714 998-1500
Westminster	Engineering	714 898-3311, ext. 215
Yorba Linda	Engineering	714 961-7170
Unincorporated O.C.	PF&RD, Program Development	714 834-4773
National Flood Insurance Program (FEMA)		800 638-6620
Flood Insurance Rate Maps (FEMA)		800 358-9616
Federal Emergency Management Agency (FEMA)		415 923-7175

Appendix Five

Acronyms and Glossary of Terms

LIST OF ACRONYMS

A&E	Architecture and Engineering
AC	Area Command
ADA	Americans with Disabilities Act
AFN	Access and Functional Need(s)
AQMD	Air Quality Management District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BERT	Business Emergency Response Team
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
BPA	Blanket Purchasing Agreements
C of S	Chief of Staff
CAA	Clean Air Act
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CalEMA	California Emergency Management Agency
CALWAS	California Warning System
CAN	Community Alert Network
CAO	Chief Administrative Office(r)
CAT	Crisis Action Team
CAV	Community Assistance Visit
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CDL	Community Disaster Loan
CDRG	Catastrophic Disaster Response Group
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning

CEPEC	California Earthquake Prediction Evaluation Council
CEPO	Chemical Emergency Preparedness and Prevention Office
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CM	Costa Mesa
CMSD	Costa Mesa Sanitary District
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CWA	Clean Water Act
DA	Damage Assessment
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DMA	Disaster Management Area
DMAC	Disaster Management Area Coordinator
DMIS	Disaster Management Information System
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOT	Department of Transportation
DP	Disaster Preparedness
DPC	Disaster Preparedness Committee
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSA	Disaster Support Area
DSA	Division of the State Architect (California)
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
DWR	California Department of Water Resources

EAS	Emergency Alert System
EBS	Emergency Broadcast System
ED	United States Department of Education
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EEIs	Essential Elements of Information
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMB	Emergency Management Bureau (Orange County Sheriff's Dept.)
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENN	Emergency News Network
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ER	Emergency Relief Program
ERT	Emergency Response Team
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Earthquake Service Center
ESC	Emergency Services Coordinator
ESF	Emergency Support Functions
EST	Emergency Support Team
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FHA	Farmers Home Administration
FONSI	Finding of No Significant Impact
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)
FY	Fiscal Year

GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
Haz Mit	Hazard Mitigation (Safety measures taken in advance to lessen future damage)
HAZMAT	Hazardous Materials
HCA	Health Care Agency (Orange County)
HHS	U.S. Department of Health and Human Services
HM	Hazard Mitigation
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HUD	Housing and Urban Development Program
IA	Individual Assistance
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post
ICS	Incident Command System
IFG	Individual and Family Grant Program (State of California program)
IG	Inspector General
IHP	Individual and Households Program
IMA	Individual Mobilization Augmenter
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
IRWD	Irvine Ranch Water District
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System
JWA	John Wayne Airport
LAC	Local Application Center
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MARS	U.S. Army Military Affiliate Radio System
MASF	Mobile Aero medical Staging Facility
MC	Mobilization Center
MCR	Military Communications Representative
Mesa	Mesa Consolidated Water District
MESAC	Mesa Emergency Services Amateur Communications
MHFP	Multi-Hazard Functional Planning
MOA	Memorandum of Agreement

MOU	Memorandum of Understanding
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSR	National Communications System Regional Manager
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NPP	Nuclear Power Preparedness
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NTC	National Teleregistration Center
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OASIS	Operational Area Satellite Information System
OC	Orange County
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSTP	Office of Science Technology Policy
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance

PAO	Public Assistance Officer
PA#	Project Application Number
PBX	Private Branch Exchange
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
PUC	California Public Utilities Commission
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer
RRT	Regional Response Team
RTOS	Rail Transit Operations Supervisor
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SOC	State Operations Center
SONGS	San Onofre Nuclear Power Generating Station
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TSCA	Toxic Substances Control Act

USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VSAT	Very Small Aperture Terminal
VOAD	Volunteer Organizations Active in Disaster
WEROC	Water Emergency Response Organization of Orange County

Glossary of Terms

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

A

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

Access and Functional Needs Population: Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

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

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

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

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

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

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

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

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

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

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

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

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

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

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

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

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

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

Avoidance: To eliminate a hazard through measure such as relocation or prohibition or construction with an area susceptible to risk or danger, or by other means.

B

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

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

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

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

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

C

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

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

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

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

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

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

Catastrophic Disaster Response Group (CDRG): The national-level group of representatives from the Federal department and agencies under the Plan. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

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

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

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

Citizen's Corp. Council: As a result of the Attack on America 9-11-02, the Homeland Security Office was formed and the Citizen's Corp. Council (CCC) was developed to organize and train people into volunteer services including VIPS – volunteers in police service; Neighborhood Watch; CERT and medical reserves programs.

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

Civil Disorder: Any incident intended to disrupt community affairs that requires police intervention to

maintain public safety including riots and mass demonstrations as well as terrorist attacks.

Civil Preparedness Guidance (CPG): A series of FEMA Policy documents.

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

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

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

Command Post: (See Incident Command Post)

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

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

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

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

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

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

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

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

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

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

Construction Practices: Codes, standards, and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

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

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

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

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

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

CPG 1-5: Objectives for Local Emergency Management, prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program.

CPG 101: Guide for Development of State and Local Emergency Operations Plans, prepared by FEMA.

CPG 1-8a: Guide for the Review of State and Local Emergency Operations Plans, prepared by FEMA. Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive Emergency Management Assistance (EMA) funding. Also called the "crosswalk" checklist. Possibly resinded.

CPG 1-35: Hazard Identification, Capability Assessment, and Multi-Year Development Plan for local governments, prepared by FEMA. A planning tool to guide local jurisdictions through a logical sequence for identifying hazards, assessing capabilities, setting priorities, and scheduling activities to improve capability over time.

D

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

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

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

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond

their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Decontamination/Contamination Control – Radioactive Materials: The reduction (normally by removal) of contaminating radioactive material from a structure, area, person, or object. Contamination Control includes isolating the area or object and coverings to prevent redistribution and/or to provide shielding.

Decontamination/Contamination Control – Radioactive Materials: Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. Contamination Control includes, but is not limited to, taping off areas, personal protective gear (suits, masks, self-contained air-breathing apparatus, etc.); restriction of flow into storm and sewer drains.

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

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

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

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

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

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

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

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

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

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

Disaster Preparedness Improvement Grant Program (DPIG): Authorized under Section 201 of the

Stafford Act. Annual matching awards are provided to Stated to improve or update their disaster assistance plans and capabilities.

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

Disaster Resistant: Those alterations or modifications to damages facilities that could substantially reduce future damages to the repaired or reconstructed facility.

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

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

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

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

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

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

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

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

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

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

E

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

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain

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

Electromagnetic Pulse (EMP): A large amount of energy released by detonation of a high altitude nuclear weapon. A small proportion of this energy can occur virtually instantaneously over very large areas, appearing in the form of a high intensity, short duration, electromagnetic pulse (EMP), which can damage or malfunction unprotected electrical or electronic systems (broadcast stations, radios, televisions, car radios, computers, etc).

Emergency (State Definition): 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 governmental jurisdictions. **See also: Local Emergency and State of Emergency**

Emergency (Federal Definition): Any condition (i.e., earthquake, fire, flood, landslide, mudslide, snowstorm, explosion, tidal wave, tsunami, tornado, hurricane, storm, high-water, hazardous material incident, storm, epidemic or threat of epidemic, riot, heat, air pollution, drought, sudden and severe energy shortage, terrorism, plant or animal infestations or disease, volcanic eruptions, etc.) 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 Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

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

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

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

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

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

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

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

Emergency Organization: civil government augmented or reinforced during an emergency by elements of other governmental jurisdictions, private businesses, auxiliary and reserve forces, trained & non-trained

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

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

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

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

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, 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.).

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 (also known as a relocatee).

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

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

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

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

F

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

Fallout Shelter: A habitable structure, or space therein, used to protect its occupants from radioactive fallout. Criteria: PF (protection factor) 40 or greater; min. 10 sq. ft of space pp; and 65 cubic ft. pp. In unventilated underground space, 500 cubic ft. pp required.

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

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

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

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

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

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

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

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

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

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

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

Procurement Unit, Compensation/Claims Unit and Cost Unit.

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

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

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

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

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

G

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

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

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

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

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

H

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

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

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or

potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

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

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

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

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

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

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

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

Hierarchy of Command: (See Chain of Command)

I

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

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

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

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

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

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

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

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

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

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

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

Initial Action: The Actions that are taken by personnel that are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Institutionalized Persons: Persons who reside in public or private group quarters rather than households, generally requiring special care and/or custody. Examples: Hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities.

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

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

J

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

Joint Information Center (JIC): A location for public information officers', or their representatives, to

jointly share information and jointly or singularly report information when an incident is of such significant proportion that it affects multiple agencies, organizations and/or jurisdictions. JICs provide information primarily for external reports to the media and general public, whether via briefing, press release, Emergency Alert and/or a combination thereof.

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

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

L

Land Use Regulations: Includes zoning for purposes compatible with prudent floodplain management and both preventive and corrective restrictions on construction, repairs, or alterations of facilities with specified areas. Preventive restrictions provide regulation of new land use, i.e., nonstructural disaster control measures such as sue of high hazards areas for parks, farms and recreational areas. Corrective restrictions include: floodproofing, acquisition, insurance and removal of non-conforming uses.

Landing Zone: (See Helispot)

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

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

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

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

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

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

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

Local Application Center: 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 representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

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

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

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

M

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

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

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 area utilized particularly for disasters outside of the continental United States.

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

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

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

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

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

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

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

Metropolitan Medical Response System (MMRS)

A multi-jurisdiction, multi-agency unified structure responsible for developing plans to respond to, coordinate, manage and mitigate the consequences of a Weapons of Mass Destruction (WMD) event. Current participants in Orange County: Department of Health and Human Services (DHHS), Orange County Health Care Agency, Orange County Health Department, OCSA/Emergency Management Bureau, and the Cities of Anaheim, Santa Ana and Huntington Beach.

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

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

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

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

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

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

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

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

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

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

N

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

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

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

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

O

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

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

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

Operational Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

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

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

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

P

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

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

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

Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

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

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

Protection Factor (PF): A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in a shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate of 1/40th (2 ½%) of the rate to which they would be exposed if unprotected.

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

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

R

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

Radiological Fallout: The gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from plumes (clouds) formed by a nuclear explosion.

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

Radiological Protection Officer: (RPO) An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RPO is the principal advisor to the Director and other officials on matters pertaining to radiological protection operations.

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

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

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area. Example: An area at the periphery of a dam failure inundation area, which can accommodate evacuated persons in the event of a flood.

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

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

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

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

Relocatee: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning (more commonly known as an evacuee).

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

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

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

Rescue – Light/Heavy: Light: Rescue not requiring the use of heavy lifting, prying and/or cutting operations of more than one team within a one hour period. Heavy: Requiring any portion of the non-requirements.

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

group leader.

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

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

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

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

S

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

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

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

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

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

Self-Help: A concept describing self-reliance and sufficiency within an adverse environment and limited or nor external assistance.

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

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

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

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

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

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows: **Alert**--Three days to a few weeks; **Imminent Alert**--Now to three days

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

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

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

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

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

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

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

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

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

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

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

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

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

State of Emergency (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, or earthquake or other conditions, other than conditions resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

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

Stay-Put: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

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

Supply/Food Unit: Functional unit within the Logistics Section responsible for ordering equipment and supplies required for incident operations.

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

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

T

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

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

Team: (See Single Resource.)

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

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides,

herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

Tort: An act that harms another. It occurs when a person commits an act, without right and as a result another is harmed.

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

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

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

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

U

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

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establish

V

Volunteers: Individuals who make themselves available for assignment during an emergency. They may or may not be trained or belong to a particular organized group.

Appendix Six

References

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, October 30, 2000, USC Title 42, The Public Health and Welfare Chapter 68 Disaster Relief [As amended by Pub. L. 103-181, Pub. L. 103-337, and Pub. L. 106-390] (Pub. L. 106-390, October 30, 2000, 114 Stat. 1552 - 1575)
- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009.
- U.S. Department of Homeland Security (DHS). 2008. *DHS Risk Lexicon*. Washington, DC: DHS.
- 2008. *National Incident Management System*. Washington, DC: DHS.
- 2008. *National Response Framework*. Washington, DC: DHS.
- Comprehensive Preparedness Guide, CPG 101, Developing and Maintaining Emergency Operations Plans
- Disaster Assistance Funding Guidance (State)
- City of Costa Mesa 2000 General Plan
- County of Orange Emergency Operations Plan
- Orange County Operational Area Emergency Operations Plan
- Orange County and Operational Area Emergency Operations Plan Aviation Annex
- Orange County and Operational Area Emergency Operations Plan Dam-Reservoir Failure Annex
- Orange County Operational Area Emergency Operations Plan Disease Outbreak Annex
- Orange County and Operational Area Emergency Operations Plan Weapons of Mass Destruction Annex
- Orange County Emergency Alert System Plan
- Orange County Operational Area Emergency Operations Plan Mass Care and Shelter Annex
- Orange County and Operational Area Emergency Operations Plan Joint Information System Annex
- State of California Emergency Plan 2009
- CalEMA RIMS 2012 powerpoint
- CalEMA Disaster Debris Management 2011
- California EOP Crosswalk
- CalEMA Guidance on Planning and Responding to the Needs of People with Access and Functional Needs
- CalEMA SEMS Guidelines
- City of Costa Mesa Emergency Operations Plan 2004

References from City of Costa Mesa Emergency Operations Plan 2004

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, October 30, 2000, USC Title 42, The Public Health and Welfare Chapter

68 Disaster Relief [As amended by Pub. L. 103-181, Pub. L. 103-337, and Pub. L. 106-390] (Pub. L. 106-390, October 30, 2000, 114 Stat. 1552 - 1575)

- Federal Register Feb. 26, 2002, Vol. 67, No. 38, 44 CFR Parts 201 and 206
- Federal Register Oct. 1, 2002, Vol. 67, No. 190, 44 CFR Parts 201 and 206
- National Strategy for Homeland Security July 2002
- Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
- A Guide to Federal Aid and Disasters (DAP-19)
- Digest of Federal Disaster Assistance (DAP-21)
- Disaster Assistance Procedure Manual (State OES)
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Master Mutual Aid Agreement
- California Law Enforcement Guide to Emergency Operations Jan. 1999
- California Emergency Services Radio System, Plan and Licensing Guide, July 1990
- Emergency Managers Mutual Aid Plan (dated November 1997)
- Disaster Service Worker Volunteer Program Guidance (April 6, 2001)
- Costa Mesa 2002 Community Economic Profile (website)
- Costa Mesa Police Department Disaster Plan
- Citizens Corps – A Guide for Local Officials/USA Freedom Corps Initiative
- Adopted Operating & Capital Improvements Budget, City of Costa Mesa 2003-2004
- City of Huntington Beach, California, Emergency Management Plan Dec. 2000
- City of Santa Monica, California, SEMS Multi-hazard Functional Plan, Nov. 1999
- SEMS MHFP Committee of the Los Angeles County Civil Defense Areas, SEMS MHFP Generic Plan Template, Revised July 2000
- Orange County and Operational Area Emergency Plans, California, August 1997
- Operational Area Agreement 1995, plus Addendum 3 Mutual Aid Plan, Aug. 1997
- California Terrorism Response Plan (Revs 2/2001)
- Managing the Health Consequences of a Biological WMD - Local, Operational Area, State, Federal and Hospital, January 2003, prepared by the Orange County Metropolitan Medical Response System (MMRS).
- Emergency Managers Mutual Aid Plan (Nov. 21, 1997), Calif. Emergency Council
- Emergency Managers Mutual Aid Guidance, OES, November 2001
- The Federal Response Plan 9230.1 PL, Interim 2003 (FEMA)
- California Law Enforcement Mutual Aid Radio System Plan (CLEMARS)
- California Law Enforcement Radio System (CLERS) Plan/Manual
- Disaster Mitigation Act of 2000, (Public Law 106-390, H.R. 707)
- From Earthquake Recovery and Reconstruction Guidelines for Local Government, SCEPP/California OES 1991
- MESAC – Mesa Emergency Services Amateur Communications Emergency Operations Manual Aug. 2003
- District Sanitary Sewer Management Plan July 2002

References specific to Continuity of Government

- Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California. (LA)
- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

Appendix Seven

SEMS Supporting Documents

Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.

This section will be maintained and updated moving forward based on the reconstitution of the Costa Mesa Office of Emergency Management.

Training Records

Training record-keeping system will include:

- An individual training record for each person.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role.
- Maintenance of training compliance issues until they are resolved.
- Records will include the name of the course, instructor, location, and date of the course attendance and completion.
- Documentation of the training program including copies of the training materials used, such as, instructor syllabus, lesson plans, student notebook, exercises, and tests.

Training Course Minimum Requirements

(The minimum requirements are a goal and will be pursued based on budget constraints and course availability. To the extent available, FEMA Independent Study, www.training.fema.gov/IS/, resources will be used.)

Emergency Operations Center (EOC) Personnel

Target Audience

City employees designated to response to the City EOC as Management, Policy Group, Section Chiefs, Branch Directors, Unit Leaders, Group Supervisors and Support Pool Staff.

Baseline Training

- SEMS Introductory Course*
- ICS-100: Introduction to ICS*
- IS-700: NIMS, An Introduction*
- IS-800: National Response Framework, An Introduction

*SEMS/NIMS/ICS, A Combined Course. This comprehensive course compares and contrasts SEMS, NIMS, and ICS. Your trainers may conduct one course that will meet the requirements of SEMS Introductory Course, ICS 100, and the NIMS Introduction course by using this curriculum.

Additional Training

Target Audience

City employees designated as EOC Management, Policy Group, Section Chiefs.

- IS-701: NIMS Multi-Agency Coordination System

Target Audience

City Employees designated as EOC Public Information Officer (PIO) and PIO Support.

- IS-702: NIMS Public Information Systems

Target Audience

City employees designated for select Logistics, Operations and Planning/Intel roles.

- IS-703: Resource Management
- IS-704: NIMS Communication and Information Management

Advanced Training

Target Audience

City employees designated for select Logistics, Operations, Finance & Administration and Planning/Intel roles.

- E/L 950-975 series: All-Hazards EOC position specific training.

Field (ICS) Personnel

Target Audience

City employees with field response responsibility, such as, Law Enforcement, Fire Operations, Public Service, and Care & Shelter.

In addition to the below, each discipline is to determine training requirements based upon NIMS Training Plan Guidance.

Baseline training:

- SEMS Introductory Course*
- ICS-100: Introduction to ICS*
- IS-700: NIMS, An Introduction*
- IS-800: National Response Framework, An Introduction

*SEMS/NIMS/ICS, A Combined Course. This comprehensive course compares and contrasts SEMS, NIMS, and ICS. Your trainers may conduct one course that will meet the requirements of SEMS Introductory Course, ICS 100, and the NIMS Introduction course by using this curriculum.

Advance Training

- ICS-200: ICS for Single Resource and Initial Action Incidents
- ICS-300: Intermediate ICS
- ICS-400: Advance ICS

Additional Training

- IS-701: NIMS Multi-Agency Coordination System
- IS-702: NIMS Public Information Systems
- IS-703: Resource Management